

Minutes

Date: 25 January 2023 **Time:** 12.30 pm **Venue:** Murray Bridge Hospital & via TEAMS **Meeting Number:** #38

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ), Elaine Ashworth (EA), Mel Ottaway (MO), Claudia Goldsmith (CG), Fred Toogood (FT)

Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) - CFO, Sharon Wingard (SW) - DAH

Guests: Louise Greenlees (LG) – Dir P&C, Brad Birleson (BB) - EDCAH

Apologies:

Secretariat: Jeanette Brown (JB)

Traditional Acknowledgement

We would like to acknowledge the Aboriginal custodians of the Land and waters that we are meeting upon today. We respect their spiritual relationship with their country and acknowledge that their cultural beliefs are an important focus of their past, present and future. We also pay respect to the cultural authority of Aboriginal people in attendance from other areas.

ITEM NO.	ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
1	PRESENTATION	<ul style="list-style-type: none"> ▪ Nil 	
2	IN CAMERA DISCUSION	<ul style="list-style-type: none"> ○ In-Camera discussion held at the beginning of the meeting. 	
3	CONFIRMATION OF MINUTES & ACTION ITEMS		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> ○ Chair welcomed members and attendees and provided acknowledgement. 	

OFFICIAL

3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> ○ Current Interests and Conflicts Disclosure Log noted. 	
3.3	Confirmation of Minutes from Board meeting 25/11/2022	<ul style="list-style-type: none"> ○ The minutes from the Board Meeting held 25 November 2022 were endorsed. 	
3.4	Review Actions Log	<ul style="list-style-type: none"> ○ The Board noted the Actions Log including completed actions and those included in the agenda. <ul style="list-style-type: none"> ▪ 20221027-01 - Chair and JB to follow up. ▪ 20220929-02 - Update provided. ▪ 20220929-01 - WC provided update on LeeCare project. Remove from Action List. ▪ 20221125-08 and 20221125-09 - Deferred to February 2023 meeting. ▪ 20221027-06 - Discussion about the KPMG webinar series and ongoing education program for the Board. 	<p>ACTION: 20230125-01 - Board education calendar to be developed with first session to clarify program noting that there should be topics related to NDIS, Aged Care, Hospitals and general governance each year.</p> <p>ACTION: 20230125-02 - WC to seek proposals for a facilitated Board (and Executive) education session from relevant providers such as KPMG, AICD and enkindle.</p> <p>ACTION: 20230125-03 - Board members to provide details to the Secretariat of individual education programs undertaken.</p>
3.5	Board Work Plan	<ul style="list-style-type: none"> ○ The Board noted the Work Plan. 	
4	MATTERS FOR DECISION		
4.1		<ul style="list-style-type: none"> ○ Nil 	
5	MATTERS FOR DISCUSSION		
5.1	RMCLHN Mock Accreditation	<ul style="list-style-type: none"> ○ Noted the RMCLHN National Standards Mock Accreditation Survey Plan for Continuous Improvement arising from mock surveys undertaken in October 2022. 	The Board noted the Mock Accreditation PCI.

OFFICIAL

		<ul style="list-style-type: none"> ○ Noted that further mock surveys will be undertaken in March 2023. ○ Noted that discussion about the mock surveys occurred in detail at the Clinical Governance Committee and Aged Care and Disability Governance Committee meetings. 	
5.1	RMCLHN NDIS Accreditation	<ul style="list-style-type: none"> ○ Noted the outcome of National Disability Insurance Scheme (NDIS) accreditation for RMCLHN that took place in two stages, 7-8 November and 19-21 December 2022. ○ Noted the plan to resolve identified non-conformances. 	<p>The Board noted the outcome of NDIS Accreditation.</p> <p>ACTION: 20230125-04 - Further discussion to occur and a response to be provided regarding the NDIS Accreditation process following receipt of the final report.</p>
5.3	Board Membership Update	<ul style="list-style-type: none"> ○ Noted the correspondence from the Chief Executive, Department for Health and Wellbeing (DHW) about the current RMCLHN board members who have an appointment term ending in 2023 and seeking advice about further terms. ○ Noted that the topic was discussed during the in-camera session. ○ Noted that a public Expression of Interest process is currently underway to seek applications for all LHN boards. 	<p>ACTION: 20230125-05 - Response to be provided to DHW recommending extensions for Peter Joyner, Elaine Ashworth and Fred Toogood.</p>
5.4	Corrective Plan and Health & Safety Representatives Update	<ul style="list-style-type: none"> ○ Noted the update in relation to the RMCLHN Work Health & Safety Corrective Action Plan. ○ Discussion about those items greater than 2 -3 months and if there are any potential risks. 	<p>ACTION: 20230125-06 - Further update to be provided at the next meeting about the risk rating for outstanding action items and an update for those actions outstanding for over three months.</p>

OFFICIAL

5.5	RMCLHN Workplace Wellbeing and Fatigue Report	<ul style="list-style-type: none"> ○ Noted the RMCLHN Wellness and Fatigue Report 2022, covering the period November 2021 to October 2022, that was provided to DHW in accordance with the 2022-23 Service Agreement. ○ Noted that feedback will be requested to assist the development of future reports. ○ Discussion about: <ul style="list-style-type: none"> ▪ RMCLHN staff survey action plans and plan for follow up survey. ▪ Increasing Aboriginal employment. ▪ New recruitment consultant position. ▪ Mix of permanent, part time and casual staff. ▪ Six month Wellness Program. ▪ Reports from EAP Providers. 	ACTION: 20230125-07 - LG to follow up with the Rural Support Service Organisational Development Officer about the provision of reports from the EAP providers.
5.6	RMCLHN Governing Board Action Plan Update	<ul style="list-style-type: none"> ○ Noted the quarterly update about the Governing Board Action Plan. 	
5.7	RMCLHN Objectives for the next 18 months	<ul style="list-style-type: none"> ○ Discussion about potential priority areas for the next 18 months including: <ul style="list-style-type: none"> ▪ Recovery (COVID-19 and Murray River Floods) ▪ RACE (second year of operation) and Clinical Leadership Program ▪ Electronic Medical Records - CHIRON replacement schedule and planning for CCCME replacement. ▪ Aged Care Business Plan (and Aged Care Strategy and Reforms) ▪ Clinical Services Planning ▪ Master planning for various sites. ▪ CSSD Project ▪ Environmental Responsibility ▪ Strategic Planning Agenda (sub plans in development) ▪ Accreditation ▪ Digitally delivered care 	ACTION: 20230125-08 - Topic (potential priority areas) to remain as an agenda item for next meeting and all Board members to consider other ideas for inclusion.

OFFICIAL

5.8	RMCLHN Service Agreement Update	<ul style="list-style-type: none"> ○ Noted the minute from the A/Executive Director Commissioning and Performance, DHW, about the RMCLHN 2022-23 Service Agreement. ○ Noted that the topic discussed at the Finance Committee and the recommendation from the Committee to sign the Service Agreement with the exception of the Finance section. ○ Noted the budget bids submitted by RMCLHN. 	ACTION: ACTION: 20230125-09 - Service Agreement to be signed (noting exception to Finance section) and returned to DHW.
5.9	RSS Service Agreement Update	<ul style="list-style-type: none"> ○ Noted the briefing to the regional LHN CEOs Committee about the 2022-23 Rural Support Service (RSS) Service Agreement with each regional LHN. 	
5.10	RMCLHN Planning Day Report	<ul style="list-style-type: none"> ○ Noted the report from the Board and Executive Sustainability Workshop held 15 December 2022 that summarises the activities undertaken on the day and provides recommendations. ○ Refer also Item 5.11 about the proposal for solar panels. ○ Noted that a number of initiatives will be implemented arising from the workshop including engaging with all staff about environmental responsibility. 	
5.11	RMCLHN Proposal for Solar Panels	<ul style="list-style-type: none"> ○ Noted the proposal and costings in relation to the introduction of solar panel systems at some of the smaller sites in RMCLHN including the recommendation for car port solar panels. ○ Approved for the CEO to progress the purchase and installation of solar panels using funds available through Asset Sustainment refresher funding. 	The Board approved for the CEO to progress the purchase and installation of solar panels using funds available through Asset Sustainment refresher funding.
5.12	RMCLHN Communications Activities Report	<ul style="list-style-type: none"> ○ Noted the communications activities undertaken by RMCLHN during the period October 2022 – January 2023. 	
6	STANDARD AGENDA ITEMS FOR DISCUSSION		
6.1	Performance Report	<ul style="list-style-type: none"> ○ The Board noted the RMCLHN Performance Reports, noting that these were discussed in detail at the Finance Committee, Clinical Governance Committee, and Aged Care and Disability Governance Committee meetings. 	The Board noted the RMCLHN Performance Reports.

OFFICIAL

6.1.1	Finance and FTE Report-PPRC	<ul style="list-style-type: none"> ○ The Finance and FTE Report was noted and also discussed at the Finance Committee Meeting. 	<p>ACTION: 20230125-10 - Investigate the inclusion of some of the graphics presented in the Wellness and Fatigue Report being incorporated into the monthly People and Culture Report.</p>
6.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> ○ The KPI Monthly Performance Report was noted and also discussed at the Clinical Governance Committee Meeting. 	
6.1.3	People and Culture Report	<ul style="list-style-type: none"> ○ Louise Greenlees, Director People and Culture, in attendance. ○ The People and Culture Report was noted. Discussion about: <ul style="list-style-type: none"> ▪ Development of RMCLHN Workforce Strategy. ▪ Some of the demographic graphics included in the Wellbeing and Fatigue Report (refer Item 5.5) to be incorporated into the monthly report. ▪ Implementation of the SA Health Vaccination Policy including the change, for some staff, of the Immunisation Category applicable to their position and the need to establish a dispute and review process for this categorisation. Noted that some non-vaccinated staff have received a direction from the CEO not to attend work until they can comply with the Policy. ▪ Manual handling training performance and scope for flexibility in the delivery of mandatory training programs. ▪ Process for reporting and investigating professional performance. ▪ Process for auditing Personal Files. 	
6.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> ○ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee. 	
6.2	RMCLHN Planning Update		The Board noted the Planning Update.
6.2.1	Operational Plan Report	<ul style="list-style-type: none"> ○ Noted the quarterly RMCLHN Operational Plan activity report for the period October - December 2022. 	
7	MATTERS FOR NOTING		

OFFICIAL

7.1	Chairperson Report	<ul style="list-style-type: none"> ○ The Chairperson Report was noted. 	Chairperson's Report noted.
7.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> ○ The CEO Report provided a summary of current issues, with the Board noting the following topics: <ul style="list-style-type: none"> ▪ COVID-19 ▪ Murray River Flood Event, noting the plan for the return of residents and resumption of hospital activity. ▪ Japanese Encephalitis Virus ▪ COAG Section 19(2) Exemptions ▪ Aged Care Services (Mannum) ▪ Mannum Service Planning ▪ Accreditation – NDIS and NSQHS Standards ▪ RACE Clinical Leadership Program ▪ CHIRON Replacement ▪ Riverland CCSD Upgrades and CSSD Hub and Spoke Project ○ Discussion about focus areas for 2023 (refer 5.7) ○ Noted that COVID-19 Update no longer required as standing agenda item. 	<p>CEO'S Report noted.</p> <p>ACTION: 20230125-11 - COVID-19 Update to be removed as a standing agenda item and incorporated into the CEO Report as appropriate.</p>
8	MATTERS FOR INFORMATION		
8.1	RMCLHN Board Finance Committee	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Finance Committee Minutes 25 November 2022 (Draft). ○ The Finance Committee Chair's update. <ul style="list-style-type: none"> ▪ Noted the recommendation as per Item 5.8. 	
8.1.1	25 November Minutes		
8.1.2	Chair's Update		
8.2	RMCLHN Board Clinical Governance Committee	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Clinical Governance Committee Minutes 24 November 2022 (Draft). ○ The Clinical Governance Committee Chair update: <ul style="list-style-type: none"> ▪ Noted the presentation about Credentialing, the current RSS role, and the capacity for RMCLHN to work towards an LHN 	
8.2.1	Minutes 24/11/2022		
8.2.2	Chair's Update		

OFFICIAL

		process in the future. Noted that the March 2023 meeting will include a specific focus on the topic.	
8.3	RMCLHN Board Aged Care and Disability Governance Committee	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Aged Care & Disability Governance Committee Minutes 24 November 2022 (Draft). ○ The Aged Care and Disability Governance Committee Chair update: <ul style="list-style-type: none"> ▪ Nil further. 	
8.3.1	24 November Minutes		
8.3.2	Chair's Update		
8.4	RMCLHN Board Audit and Risk Committee	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Audit and Risk Committee Minutes 24 November 2022 (Draft). ○ The Audit and Risk Committee representative update: <ul style="list-style-type: none"> ▪ Nil further. 	
8.4.1	24 November Minutes		
8.4.2	Representative's Update		
8.5	RSS Governance Committee	<ul style="list-style-type: none"> ○ The RSS Governance Committee Meeting Minutes 26 October 2022 (approved) were noted. ○ The RSS Governance Committee Meeting Minutes 30 November (draft) were noted. ○ The RSS Governance Committee Meeting Summary 30 November 2022 was noted. ○ The RMCLHN representative on the RSS Committee update <ul style="list-style-type: none"> ▪ Further work being undertaken towards the next GP agreement with a plan to meet with Chairs and CEOs to improve the process. ▪ Resignation of Dr Hendrika Meyer and appointment of Julianne O'Connor as Chief Clinical Advisor. ▪ Change in EFNLHN representative on the committee. 	
8.5.1	RSS Governance Committee Minutes		
8.5.2	RSS Representative Update		
9	ITEMS APPROVED BY CEO FOR NOTING - Nil		
9.1	MAP Procurement	<ul style="list-style-type: none"> ○ Noted the information about the RMCLHN Mobile Assistance Patrol procurement process. ○ Noted that the contract details are commercial in confidence. 	The Board approved the authorisation to execute a contract with the successful

OFFICIAL

		<ul style="list-style-type: none"> ○ Noted the information about the change in delegation process associated with Treasurer’s Instruction 8. ○ Approved the authorisation to execute a contract with the successful tenderer for the value of \$2.275 million, due to this value being above the delegations of the CEO. 	tenderer for the value of \$2.275 million.
10	CORRESPONDENCE		
10.1	Incoming:		
10.1.1	Minister Picton re CALHN ICAC Report	<ul style="list-style-type: none"> ○ Noted the incoming correspondence re CALHN ICAC Report including the request for each LHN to review how they address the recommendations. 	ACTION: 20230125-12 - CEO to review the recommendations and provide information about how they are addressed within RMCLHN.
10.1.2	Minister Picton re College Accreditation matters	<ul style="list-style-type: none"> ○ Noted the incoming correspondence re College Accreditation matters. 	
10.1.3	SAMET Accreditation	<ul style="list-style-type: none"> ○ Noted the incoming correspondence re SAMET Accreditation and the excellent report that was received that noted the positive support of the Board and the CEO. ○ Also noted that the first cohort of RACE interns had passed the requirements for 2022. 	
10.1.4	CE, DHW re Board Appointments	<ul style="list-style-type: none"> ○ Noted the incoming correspondence re Board appointments ○ Refer 5.3. 	
10.2	Outgoing:	<ul style="list-style-type: none"> ○ Nil outgoing correspondence 	
11	MEETING FINALISATION		
11.1	Questions ./ Comments		
11.1.1	Master Plan for Murray Bridge Partnership with Mildura Base Hospital and Cultural Experience	<ul style="list-style-type: none"> ○ Discussion about status and consultation process. ○ Discussion about the proposed visit to Mildura in April 2023 and the opportunities for collaboration with Mildura Base Hospital that is also a teaching hospital. 	ACTION: 20230125-13 - The 'Hold the Date' calendar request for April visit to be extended to Board Members.

OFFICIAL

	Workshop Session re Accreditation in March RSS Governance Committee	<ul style="list-style-type: none">○ Discussion about the proposed visit to also incorporate a visit to Lake Mungo (about 1.5 hours from Mildura), the site of Aboriginal artefacts dating back over 50,000 years.○ Potential to undertake on Day 2 of RACE Showcase as it is not necessary for all Board members to be in attendance (Noted apology from EA). Alternative option is to incorporate into February meetings (Friday afternoon).○ Noted the invitation from the RSS Governance Committee about holding some of their meetings in the rLHNs where the timing aligns with Board activities.○ Noted that dates don't align with RMCLHN meetings and that RSS can be invited to visit RMCLHN anytime as appropriate.	
11.2	Review actions to be taken	<ul style="list-style-type: none">○ Refer items:3.4, 5.2, 5.3, 5.4, 5.5, 5.7, 5.8, 6.1.3, 7.2, 10.1.1 and 11.1.	
11.3	Meeting evaluation	<ul style="list-style-type: none">○ PJ summarised the meeting	

Meeting Close: 4.45 pm

Next Meeting: **Date:** 24 February 2023
Time: 11.00am –2.00pm
Location: Murray Bridge Hospital (and Teams)

Apologies:

Signed:	
	
	Peter Joyner Chair
	19 Feb, 2023 11:21:48 AM GMT+10:30
Date:	/ /