



Government
of South Australia

Health
Riverland Mallee Coorong
Local Health Network

Minutes

OFFICIAL

Date: 30 June 2022 **Time:** 2.00 pm **Venue:** Mannum Hospital & via TEAMS **Meeting Number:** #32

Riverland Mallee Coorong Local Health Network Governing Board Meeting

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

Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Sharon Wingard (SW) – Director Aboriginal Health

Guests: Louise Greenlees

Apologies: Nil

Secretariat: Zia Earl (ZE)

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	IN CAMERA DISCUSSION		
		<ul style="list-style-type: none"> ○ In-Camera discussion held at the beginning of the meeting. ○ The Governing Board noted the actions for the Board from the RMCLHN Staff Survey regarding increasing their presence and visibility and want to develop a communications strategy. 	
2	CONFIRMATION OF MINUTES & ACTION ITEMS		
2.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> ○ Chair welcomed members and attendees and provided acknowledgement. 	

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2.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> o CG provided an update to Interests as follows: o Appointment <ul style="list-style-type: none"> o Independent Member - Roper Gulf Regional Council Audit and Risk Committee. o Completion of term (remove) <ul style="list-style-type: none"> o Construction Industry Training Board. 	ACTION: 20220630-01 – Update Interests and Disclosure Log for CG’s declared interests.
2.3	Confirmation of Minutes	<ul style="list-style-type: none"> o The minutes from the Board Meeting held 26 May 2022 were endorsed. 	
2.4	Review Actions Log	<ul style="list-style-type: none"> o ACTON 20220331-09 – RMCLHN HAC Conference <ul style="list-style-type: none"> o Board agreed to have the RMCLHN HAC conference in Murray Bridge on 26 August 2022. Update status of action to include “JB to send email to members out of session requesting suggestions of topics”. 	
2.5	Board Work Plan	<ul style="list-style-type: none"> o Integrated Compliance item to be updated to August to coincide with review required at RMCLHN Governing Board Audit and Risk Committee. 	
3	MATTERS FOR NOTING		
3.1	Chairperson Report	<ul style="list-style-type: none"> o The Chairperson Report was noted. 	Chairperson’s Report noted.
3.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> o Report provided a summary of current issues, noting the following topics: <ul style="list-style-type: none"> o Fantastic Awards night - celebrations of success! o GP contract negotiations - There are two (2) practices RMCLHN haven’t reached an agreement with. One practice requested an appeal process, which has been undertaken. Appeal Board will provide a recommendation to the RMCLHN Governing Board Chair. PJ will remove himself from any further negotiations to avoid a conflict of interest. PJ will contact other Board Members when the appeal outcome is received and discuss how they want to be involved in the negotiations moving forward. 	CEO’S Report noted.

		<ul style="list-style-type: none"> o Discussed Barmera Audit report in detail at the Clinical Governance Committee and provided reports to Board Members out of session. o Mannum Accreditation - responded to seven (7) not mets. o Japanese Encephalitis response ramping down. o Upcoming Events: <ul style="list-style-type: none"> o RACE Emergency Response Conference - 17 September 2022. o RACE Conference hosted in partnership with Flinders University in the Riverland - 19 November 2022. Linked to the 25th Anniversary of the Parallel Rural Community Curriculum (PRCC) Program (encourage Board members to attend). 	
3.3	COVID -19 Update	<ul style="list-style-type: none"> o COVID-19 cases as of today, now down to 425 in the region. o A single COVID-19 case in the Karoonda Residential Aged Care Facility (RACF) (isolated). o Vaccination program services under review. o Staff required to have Flu vaccinations by 10 July 2022 to continue to work in a RACF. o 22 Staff have not had their COVID-19 vaccinations. 	The Board noted the COVID-19 update.
3.4	RMCLHN Communications Activities	<ul style="list-style-type: none"> o Report outlining internal and external RMCLHN Communication activities for the past 6 months. o Gap identified In-Camera with Board communications with Stakeholders. o Discussions held on how the Governing Board might target communications with stakeholders. 	ACTION: 20220630-02 – Develop a formal communications plan/strategy for the Governing Board linked to the Strategic Plan.
3.5	RMCLHN Aged Care Workshop May 2022	<ul style="list-style-type: none"> o Aged Care Workshop was great. o Lots of feedback from everyone involved and one of many inputs to craft into the Aged Care Strategy. o Exec will review the Workshop report at their meeting in July 2022. o Huge body of work ahead of us in terms of Aged Care reforms. o Discussion on clarity of scope and outcomes of the newly created Director of Nursing, Aged Care position. Governing Board requested regular updates as to the focus and success of the role. 	ACTION: 20220630-03 – Provide an update to the Board at the July 2022 meeting summarizing outcomes from the Executive review of the Aged Care Workshop Report.

		<p>Board wants to understand the impact of the role. Discussed potentially setting KPIs for the position. Pam Thomson to present to the Clinical Governance Committee (Aged Care and Disability focus) meeting bimonthly as an invitee.</p> <ul style="list-style-type: none"> CEO supports various people to report to the Board on their roles over time. 	<p>ACTION: 20220630-04 – Presentation to be provided to the Board on an overview of the Director of Nursing Aged Care role, including scope of role, awareness of outcomes and successes on a regular basis. First presentation to be provided at the July 2022 meeting.</p>
3.6	Board and Sub Committee Evaluations	<ul style="list-style-type: none"> Noted that the Board and sub-committee evaluations (including a Terms of Reference review) will be conducted out of session and a summary of this process will be presented at the July meeting. 	
4	MATTERS FOR DISCUSSION		
4.1	Minor Works Projects Allocations 2022/2023	<ul style="list-style-type: none"> CEO provided a summary of the Minor Works 2022/2023 prioritising process. A list of items proposed to be allocated in the 2022/2023 Minor Works budget was discussed and endorsed. SA Health have proposed a separate pool of funds for Helpipad upgrades, RGH, Loxton and Murray Bridge, which was approved by the previous government. SA Health is expected to put up another cabinet bid at some time in the near future. 	
4.2	Board Structure Member	<ul style="list-style-type: none"> RMCLHN Governing Board lacks an Aboriginal representative. Need a balance of health and non-health experience. Discussion on potential Board Members. Seek approval from the Minister to recruit additional members to the Board for succession planning and skill balance purposes based on the shortlist discussed by the Governing Board. Mel Ottaway to act in the role of Chair if required with full support of other Board Members. 	<p>ACTION: 20220630-05 – Contact to be made with an identified prospective Aboriginal Health representative to determine their availability to be recruited to the RMCLHN Board and organize interview via MS Teams with Board Members.</p>

4.3	Proposed Agenda – Minister Meeting July 2022	<ul style="list-style-type: none"> o Discussion of topics to be raised with the Minister. 	
4.4	Executive Director Clinical Innovation KPI Update	<ul style="list-style-type: none"> o Updates provided in briefing including some of the following topics: <ul style="list-style-type: none"> o Rural Clinical Workforce o Rural Generalist Program o Recruitment of Interns o RACE o Recruited a Director of Clinical Training o Journal Clubs o Involved in a number of Research Partnerships o Medical Research Future Fund (MRFF) grant. o WC provided an update on his recent trip to Ireland and presentation to the International WONCA World Rural Health Conference 2022 - University of Limerick. 	
4.5	Governing Board Action Plan Quarterly Report	<ul style="list-style-type: none"> o Noted the current Governing Board Action Plan. <ul style="list-style-type: none"> o Aged Care & Disability Clinical Governance Committee - progressing o COVID aspects addressed o Focus on Aged Care o Board Succession planning o Requires updating and review. 	ACTION: 20220630-06 – Review and propose an update for what needs to be included in a Work Plan for 2022/2023 including feedback from the 2022 Board Self Evaluations.
4.6	Strategic Planning Session December 2022	<ul style="list-style-type: none"> o Discussion regarding suggested topics for the focus of the Strategic Planning Session in December 2022 included: <ul style="list-style-type: none"> o Home Care Reforms o Aboriginal Health Plan o Mental Health Plan o Environmental Impacts and footprint o Tintinara/Coonalpyn service o Shirilee House - Renmark o Population Needs Assessment. 	

		<ul style="list-style-type: none"> WC presenting to next RMCLHN Governing Board Audit and Risk Committee on climate change. 	
5	STANDARD AGENDA ITEMS FOR DISCUSSION		The Board noted the RMCLHN Performance Reports.
5.1	Performance Report	<ul style="list-style-type: none"> Performance Reports were discussed in detail at the Finance Committee Meeting. 	
5.1.1	Finance and FTE Report- PPRC	<ul style="list-style-type: none"> The Finance and FTE Report was noted and discussed at the Finance Committee Meeting. 	
5.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> The KPI Monthly Performance Report was noted and discussed at the Finance Committee Meeting. 	
5.1.3	People and Culture Report	<ul style="list-style-type: none"> The People and Culture Report was noted. Discussion of the following topics was held: <ul style="list-style-type: none"> PRD's slowly improving. Excess Annual Leave still an issue – particularly in excess of three (3) years. Workers Compensation claims have decreased over the past 12 months. Workers Compensation claims costs have increased over the past 12 months – related to previous years claims. Challenging Behavior mandatory training. Encouragement of face-to-face training to recommence. Mandatory Training directions. Highlight Waikerie as achieving good results in Mandatory Training and PRD's. Site Staff Survey Action Plans. Discussion on the Retention Leave cashing out process. 	
5.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee. 	

5.1.5	SA Health KPIs Performance Report Q2 2021/2022	<ul style="list-style-type: none"> ○ The SA Health KPIs Performance Report Q2 2021-2022 report was noted and discussed at the Clinical Governance Committee. 	
5.2	RMCLHN Planning Update	<ul style="list-style-type: none"> ○ Noted the 30 June 2022 Operational Plan Completion report. <ul style="list-style-type: none"> ○ From a total of 40 activities, 23 activities completed, and 17 activities will transition to next year's plan. ○ Executive will review the priorities/activities for the 2022/2023 Operational plan at the July 2022 Executive Leadership meeting. 	
6 MATTERS FOR DECISION			
6.1	Mannum – Residential Aged Care	<ul style="list-style-type: none"> ○ Completed public consultation. ○ Governing Board members visited Aminya. ○ The Governing Board endorses the progression of Mannum Aged Care transition to Aminya pending the Ministers support. ○ Engage in planning process to determine future needs of the current space. 	
6.2	DRAFT Minister Briefing Remuneration Request – Aged Care and Disability Governance Committee	<ul style="list-style-type: none"> ○ Noted. ○ Remove Consumer and Community Engagement Committee from the draft briefing. 	
6.3	Internal Audit Charter 2022	<ul style="list-style-type: none"> ○ The Internal Audit Charter 2022 was Endorsed. 	
7 MATTERS FOR INFORMATION			
7.1	RMCLHN Midwifery Model of Care Project	<ul style="list-style-type: none"> ○ Update provided on the progress of the RMCLHN Midwifery Model of Care trial at Murray Bridge. <ul style="list-style-type: none"> ○ Highly valued by consumers and staff. ○ Project running well. 	


7.2	RMCLHN Board Finance Committee Minutes May 2022 (Draft)	<ul style="list-style-type: none"> Noted the RMCLHN Board Finance Committee Minutes May 2022 (Draft).
7.3	RMCLHN Board Clinical Governance Committee Minutes May 2022 (Draft)	<ul style="list-style-type: none"> Noted the RMCLHN Board Clinical Governance Committee Minutes May 2022 (Draft).
7.4	RMCLHN Board Audit & Risk Committee Minutes May 2022 (Draft)	<ul style="list-style-type: none"> Noted the RMCLHN Board Audit and Risk Committee Minutes May 2022 (Draft).
7.5	RSS Governance Committee	
7.5.1	RSS Governance Committee Meeting Minutes March 2022 (approved)	<ul style="list-style-type: none"> The RSS Governance Committee Meeting Minutes March 2022 were noted.
7.5.2	RSS Governance Committee Meeting Minutes April 2022 (approved)	<ul style="list-style-type: none"> The RSS Governance Committee Meeting Minutes April 2022 were noted.
7.5.3	RSS Governance Committee Meeting Minutes & Meeting Summary May 2022 (draft)	<ul style="list-style-type: none"> The RSS Governance Committee Meeting Minutes and Meeting Summary May 2022 were noted.
7.5.4	RSS Governance Structure Report	<ul style="list-style-type: none"> The RSS Governance Structure Report was noted. CEO and Regional Chair forum held. <ul style="list-style-type: none"> Discussed potential future structures – agreed to retain the status quo.

		<ul style="list-style-type: none"> o Governance Committee creates some independence from the host LHN. o Change in Leadership structure of RSS to one Director.
8	PRESENTATION - Nil	
9	ITEMS APPROVED BY CEO FOR NOTING - Nil	
10	CORRESPONDENCE	
10.1	Incoming:	
10.1.1	Minister Update – Review of the Health Care Act 2008 – Hon Chris Picton MP	<ul style="list-style-type: none"> o Noted and discussed the impacts of the review of the Health Care Act 2008.
10.2	Outgoing: Nil	
11	MEETING FINALISATION	
11.1	Questions ./ Comments	<ul style="list-style-type: none"> o Nil
11.2	Review actions to be taken	<ul style="list-style-type: none"> o Refer items: 2.2, 2.4, 3.4, 3.5, 4.2, 4.5
11.3	Meeting evaluation	<ul style="list-style-type: none"> o PJ summarised the meeting.

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Meeting Close: 5.29 pm
Next Meeting: 29 July 2022
Date: 11.30am – 3.00pm
Time: Pinnaroo Hospital
Location:

Apologies:

Signed:  Peter Joyner
Chair

Date: 29/7/22

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