

MINUTES | Governing Board Meeting Number 60

Date Thursday 29 May 2025
Location Harbour View Terrace, Victor Harbor

Member Position	Name	Item ¹	Attendee Position	Name	Item ¹
Chair	Jim Hazel	All	Executive Director, Medical Services	Sharon Morton Neill Kling	All
Deputy Chair	Helena Williams	All	Executive Director, Community and Allied Health	Brett Webster	All
Member	Rosey Batt	All	Director of Corporate Services	Daniel Panic	Item 4.2
Member	Pru Blackwell	All	Clinical Director, Mental Health Services	Brian McKenny	Apology
Member	Greg Russell	All	Executive Director, People and Culture	Natalie May	All
Member	Helen Tedesco	All	Director Aboriginal Health, Strategy and Innovations	Tahlia Lloyd	All
Member	Alex Zimmermann	All	Secretariat, Strategy and Governance	Tanya Jarvis	All
Chief Executive Officer	Bronwyn Masters	All	RSS – Executive Director	Debbie Martin	Item 4.1, 5.2
Director, Strategy and Governance	Tania Scally	All	Director of Nursing Gumeracha & Mount Pleasant	Amy Stopford	Item 1.9
Executive Director, Operations	Kylie Williams	All	Associate Nurse Unit Manager Nurse Led Clinic, Gumeracha	Erin Lord	Item 1.9
Executive Director, Finance and Business Services	Rose Dickinson	All	Director of Nursing, Care of the Older Persons	Lisa Fidock	Item 4.6
Executive Director, Nursing and Midwifery	Annie Price	Item 4.5	Director, Service Development, Capital and Innovation	Amy Foote	Item 4.3

All resolutions recorded in these minutes were carried unanimously unless stated otherwise.

Item	Discussion	Responsible Member
1 OPENING		
1.1 In-Camera Board Discussion		
1.2 Welcome and Apologies	Nil. R Batt & A Zimmermann joined the meeting online. B Masters and R Batt left the meeting at 1.15pm.	
1.3 Acknowledgement of Country	The meeting was held during National Reconciliation Week and B Webster made an Acknowledgement to Country.	BW
1.4 Interests and Conflicts Disclosure Log	Noted.	
1.5 Confirmation of Previous Minutes	The Board resolved that the minutes of the previous meeting held on 24 April 2025 were accepted as a true and accurate record.	
1.6 Actions Arising from Previous Meeting	The Board noted the actions arising from the previous meeting and discussed the following actions: <ul style="list-style-type: none"> Strategic Plan outline to be tabled at the June 2025 meeting. Biomedical assets analysis to progress via CGC to ARC. 	TS

¹ Denotes which agenda items the member is attending for this meeting.
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Item	Discussion	Responsible Member
	<ul style="list-style-type: none"> Support at Home analysis to be tabled at June 2025 meeting. Continuous Improvement Series forming part of leadership program in 2025 ahead of Program being initiated in 2026. Annual Public Meeting workgroup to be established with governing board representation. The Cttee requested an updated on the APM in September 2025. 	
1.7	Board Calendar	Noted.
1.8	Risk Appetite Statement	Noted.
1.9	<p>Consumer Story</p> <p>A Stopford and E Lord presented a consumer story highlighting the successful patient journey of a complex case managed through the Nurse Led Clinic at Gumeracha. The presentation highlighted the effectiveness of this approach in delivering consumer-centred outcomes.</p> <p>It was also noted that Gumeracha Nurse Led clinic recently marked its two-year anniversary.</p> <p>The Board acknowledged the success of the BHFLHN Nurse Led Clinical and thanked Amy and Erin for sharing the consumer story and commended their staff's commitment to delivering the service.</p>	AS / EL
2	TIER 1 COMMITTEES	
2.1	<p>Consumer and Community Engagement (CCE)</p> <p>P Blackwell, Chair CCE presented the 13 May 2025 minutes and noted the following:</p> <ul style="list-style-type: none"> CCE Cttee welcomed new members to the Cttee including representatives from RSS and Allyship Program and acknowledged Tahlia Lloyds first CCE meeting. Opportunities to improve complaint resolution had been discussed. Standard 2 Partnering with Consumers work being progressed was acknowledged. success of HAC Presiding Member Forum was acknowledged by the new Presiding Member representative and the cttee noted the work being progressed through this Forum. A suggestion was made that the Board identify, at the end of each meeting, the key messages to be communicated to HACS to enhance information sharing. 	PB
2.2	<p>Clinical Governance Committee (CGC)</p> <p>H Williams, Chair CGC provided a verbal summary of the 26 May 2025 meeting noting the following:</p> <ul style="list-style-type: none"> BHFLHN Risk Register to include narrative on effectiveness of risk controls to be included in future reports. RSS Risk register tabled with CGC seeking further review to include mock accreditation findings and updates to status of all risks registered. nMBH discussed with regards to clinical service planning. 	HW

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	<ul style="list-style-type: none"> • Mental Health update and challenges with community demand and Regional Community Services resourcing discussed. • Kapunda birthing – birthing closures occurred. Sustainability strategies in place for theatre on call and midwifery and review of birthing models continuing. • Further consideration required of protocol for chemotherapy administration for RLHN nursing staff where mandatory training has expired. • Aged Care Standards – preparation for changes to take effective from 1 July 2025 progressing across BHFLHN. • Clinical risk assessment undertaken for bio-medical assets. <p>RECOMMENDATION</p> <ul style="list-style-type: none"> • RSS to undertake accreditation under National PHC standards in June 2025 with transition to BHFLHN NSQHS in fourth quarter of 2025. 	DM
2.3	<p>ARC Chairs Forum</p> <p>G Russell, Chair ARC provided a verbal summary on the key messages of the recent ARC Chairs meeting and noted the Audit Office commentary on the risks of fraud detection with 40% reported from staff which highlighted the importance of a risk reporting workplace culture.</p>	GR
3		
3.1	<p>CEO Update</p> <p>The Board noted the CEO report from B Masters.</p> <p>ACTION</p> <ul style="list-style-type: none"> • The Board Chair to write to presenters at the BHFLHN Nursing & Midwifery Conference acknowledging their contribution and ambassadorship of BHFLHN. • BHFLHN Nursing and Midwifery Conference organisers for 2026 to invite Board members to future conferences. 	BM TS AP
4		
4.1	<p>RSS Realignment Project</p> <p>The Board noted the RSS Realignment Project Report as tabled. R Batt Chair RSS Governance Committee thanked D Martin & B Masters for their commitment and professionalism throughout the project.</p> <p>RECOMMENDATION</p> <p>The Board noted the report as tabled and approved the progression of the Project to Phase 3 in accordance with the findings and recommendations.</p>	BM
4.2	<p>Asset Sustainment Approach</p> <p>The Board noted the Asset Sustainment report as tabled. Discussion was held regarding assets, associated risks and strategies to identify funding sources, with a particular focus on asset sustainment for high-risk clinical items.</p> <p>RECOMMENDATION</p>	DP

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	<p>The Board approved a commitment to replace Extreme and High Clinical risks as per the CGC Paper (\$1.6m)</p> <p>ACTION</p> <ul style="list-style-type: none"> BHFLHN Chair to communicate to the Minister regarding High-risk asset sustainment (\$1.6m) and suitable budget allocation strategies. CGC Clinical Risk Assessment to be included in June 2025 ARC agenda and for Board noting. BHFLHN budget to include provision for asset replacement of Extreme and High clinical risks as outlined in tabled report. BHFLHN to explore the development of a prospectus for HACs to seek financial support of an asset replacement program. 	<p>DP</p> <p>DP</p> <p>RD</p> <p>TS</p>
<p>4.3 SFHS Strategic Assessment and Infrastructure Master Plan</p>	<p>The Board noted the SFHS Infrastructure Master Plan presentation as tabled. The Board discussed the SFHS strategic opportunities and associated growth and demand.</p> <p>RECCOMENDATION</p> <p>The Board approved further analysis to be undertaken of Option 2 and Option 3.</p> <p>ACTION</p> <ul style="list-style-type: none"> Complete further analysis on population growth to inform Option 2 and Option 3 development. 	<p>KW/AF</p> <p>KW</p>
<p>4.4 Community Health Financial Strategy</p>	<p>The Board noted the Community Health financials analysis as tabled and discussed the following:</p> <ul style="list-style-type: none"> service model financial position of service streams potential revenue maximization opportunities, and out of hospital strategies currently being explored by the Program. 	<p>BW/RD</p>
<p>4.5 Aged Care Legislative Compliance</p>	<p>The Board noted the Aged Care Legislative Compliance Standards update as tabled which outlined the Board responsibilities under the aged care legislation as a Commonwealth aged care provider.</p> <p>The Board discussed the Provider Operations Collection Form and evidence and analysis relating to aged care obligations and improvement opportunities.</p> <p>ACTION</p> <ul style="list-style-type: none"> Forward AICD training link to governing board members. Explore opportunities to enhance HAC knowledge of Aged Care legislative requirements, as required. Compliance Standards paper as tabled to be forwarded to CGC Chair H Williams for review & feedback. 	<p>AP/LF</p> <p>TS</p> <p>AP/TS</p> <p>AP</p>
<p>5 GENERAL</p>		
<p>5.1 Financial Reporting</p>	<p>The Board noted the Finance Report and discussed the following:</p>	<p>RD</p>

Item	Discussion	Responsible Member
5.5 Operational Plan Progress Reporting	<p>The Board noted the Operational Plan Progress Update as presented.</p> <p>Discussions were held regarding the process for prioritising outstanding actions in the Plan and noted that actions that are yet to be completed will form part of a future Operational Plan.</p> <p>ACTION</p> <ul style="list-style-type: none"> BHFLHN Strategic Plan Roadmap to be tabled at the next meeting. 	<p>TS</p> <p>TS</p>
5.6 Correspondence	<p>The Board noted the correspondence received, addressed to the Board Chair, and sent from the Board Chair in the four-week period.</p>	<p>TS</p>
5.7 Media	<p>The Board noted the media that had occurred in the four-week period relevant to BHFLHN.</p>	<p>TS</p>
6 Other Business	<p>Nil</p>	
Health Advisory Council Summary	<p>The Board discussed the value and importance of strengthening communication with the HACs and agreed to summarise key points for HACs awareness going forward. Key Points to be communicated to HACs</p> <ul style="list-style-type: none"> Bio-Medical assets clinical assessment Aged Care Legislation Obligations and changes to legislation. 	<p>TS</p>
Meeting Evaluation	<p>H Tedesco provided an evaluation of the meeting, addressing the appropriateness of agenda items, the sufficiency of information provided, time effectiveness, and the focus of discussions.</p>	
Meeting Close	<p>Meeting closed 3.00pm</p>	
Next Meeting	<p>Thursday 26 June 2025, Rural Support Service</p>	

Draft reviewed

Bronwyn Masters
BHFLHN Chief Executive Officer

4 June 2025

(Final to be approved by committee at next meeting)

Approved by Governing Board at next meeting



Jim Hazel
Chair – BHFLHN Governing Board
26 June 2025