



Government
of South Australia

Health

Riverland Mallee Coorong
Local Health Network

OFFICIAL

Minutes

Date: 23 September 2021 **Time:** 2.00 pm **Venue:** Murray Bridge Hospital Board Room **Meeting Number:** #24

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ), Elaine Ashworth (EA), Fred Toogood (FT), Claudia Goldsmith (CG), Mel Ottaway (MO)
Shane Mohor (SM), Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) - CFO

Guests: Louise Greenlees (LG) – Director People and Culture
Debbie Martin (DM) – Executive Director Rural Support Service (Item 2.1)

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	IN CAMERA DISCUSSION		
2	PRESENTATION		

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2.1	<p>Rural Support Service Memorandum of Administrative Arrangement and Decision Making Process.</p>	<ul style="list-style-type: none"> Debbie Martin, Executive Director Rural Support Service (RSS) provided a presentation about the draft Memorandum of Administrative Arrangement (MoAA). The MoAA, once approved, will replace the current Memorandum of Understanding. Noted that the MoAA is required to provide clarity about the governance of the RSS until such time as it becomes an independent entity, as identified at the November 2020 planning session for the RSS. The draft MoAA includes Terms of Reference for the RSS Governance Committee, Regional LHN Chairs Committee and Regional LHN CEOs Committee. Noted that feedback is being sought from all regional LHN Governing Boards with a further draft to then be presented for endorsement. Feedback provided was minor and related to clarification of financial delegations and reviewing the context of the term 'strategy' within the MoAA given this is an LHN responsibility. The presentation also included a summary of the RSS decision-making process for information noting this is depicted in the context of partnership arrangements with the regional LHNs and the legal entity governance with the regional LHNs and (though the RSS Governance Committee). Discussion about the four work streams within RSS of: Business efficiency, Clinical, Governance and Risk, and Workforce. 	<p>The Board noted the presentation about the RSS MoAA and decision-making process.</p> <p>ACTION: Governing Board members to forward any further feedback on the draft MoAA to the Secretariat.</p> <p>ACTION: Debbie Martin to provide a summary document about the RSS Work Streams.</p>
3 CONFIRMATION OF MINUTES & ACTION ITEMS			
3.1	Acknowledgement	<ul style="list-style-type: none"> Chair welcomed members and attendees and provided acknowledgement. 	

3.2	Interests and Conflicts Disclosure	<ul style="list-style-type: none"> • Nil conflicts of interest for meeting declared. • Interests disclosure log noted and updates provided. 	The Board endorsed the previous minutes.
3.3	Confirmation of Minutes	• The minutes from the Board Meeting held 27 August 2021 were endorsed, with one minor correction.	
3.4	Review Actions Log	• Actions Log reviewed.	
4	MATTERS FOR NOTING		
4.1	Chairperson Report	• Report provided a summary of current issues.	Chairperson's Report noted.
4.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> • Report highlighted achievements and current operational issues including. <ul style="list-style-type: none"> ○ Current status of COVID-19 including mandatory vaccination for aged care staff from 17 September 2021. ○ Digital Health Strategy for RMCLHN. ○ Strategic and Operational Planning. ○ Riverland Academy of Clinical Excellence. ○ Medical services in Mannum. ○ Midwifery Caseload Model of Care Project. • Noted that the building where the Berri Medical Centre was located is currently up for lease. Discussion about the potential for leasing or potentially purchasing given its site location. • Discussion regarding Mannum aged care. 	<p>CEO Report noted.</p> <p>ACTION: Berri Medical Centre building site to be discussed further at next meeting.</p> <p>ACTION: CFO to undertake a financial modelling analysis for Mannum if aged care were transferred.</p>
5	MATTERS FOR DISCUSSION		
5.1	Waikerie catchment birthing analysis	• Noted the data analysis regarding birthing from the Waikerie catchment area.	The Board noted the Waikerie catchment birthing information.
5.2	Governing Board future skills requirements	• Noted the collated skills matrix assessment for the Governing Board.	The Board noted the skills matrix assessment. ACTION: Topic to remain as

		<ul style="list-style-type: none"> • Discussion about areas to target for future Board members and also areas for development of current members. 	<p>an agenda item.</p>
5.3	Governing Board Committee Structure	<ul style="list-style-type: none"> • Discussion about the current committee structure of the Governing Board and the legislative requirements regarding committees. • Noted the overlap of items related to end of year financial reporting between the Finance Committee and the Audit and Risk Committee that is currently managed through a joint meeting. Determined not to amend but all Board Members welcome to attend both committees. • Discussion about the potential for establishing an Aged Care sub-committee, including the requirement for Ministerial approval. Noted that aged care to be main topic for the annual planning session in December. 	<p>The Board reviewed the current sub-committees to the Board.</p> <p>ACTION: Terms of Reference for an Aged Care Sub-Committee to be sourced from YNLHN and topic to remain as an agenda item.</p>
5.4	Governing Board Action Plan	<ul style="list-style-type: none"> • Noted the updated Board Action Plan. • Determined to review Action Plan quarterly with actions to be cross checked to Operational Plan. 	<p>The Board noted the updated Board Action Plan.</p> <p>ACTION: Board Action Plan to be reviewed quarterly.</p>
5.5	RMCLHN Audit and Risk Committee Terms of Reference	<ul style="list-style-type: none"> • Noted the recommendation from the Audit and Risk Committee to endorse the updated Terms of Reference. • Amendment to be made to membership to invite all other Board members as attendees. • Amendment to be made to frequency of Terms of Reference review given committee meets quarterly. 	<p>The Board endorsed the Audit & Risk Committee Terms of Reference with minor amendments.</p>
5.6	Renmark Accreditation	<ul style="list-style-type: none"> • Noted the draft reports and outcome from the Renmark re-accreditation event 17-19 August 2021, with final reports still to be received. • Noted that significant discussion about the outcomes occurred at the Clinical Governance Committee meeting. 	<p>The Board noted the draft reports from the Renmark re-accreditation event.</p>

	<ul style="list-style-type: none"> Discussion about the learnings from the re-accreditation visit, the reporting from the external consultant, and the role of the Advanced Nurse Unit Manager, Aged Care. 		
6	STANDARD AGENDA ITEMS FOR DISCUSSION		
6.1	Performance Report	<ul style="list-style-type: none"> The RMCLHN September 2021 Performance Reports were noted. 	The Board noted the RMCLHN Performance Reports.
6.1.1	Finance and FTE Report- PPRC	<ul style="list-style-type: none"> Noted that detailed discussion about financial performance reports occurred at the Finance Committee. 	
6.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> Noted the Finance and FTE report. 	
6.1.3	People and Culture Report	<ul style="list-style-type: none"> Noted the Key Performance Indicators report. 	
		<ul style="list-style-type: none"> Noted the People and Culture report. 	
		<ul style="list-style-type: none"> Noted the update provided by Louise Greenlees, Director People and Culture about current workforce initiatives including: Rewards and Recognition, Staff Survey, Staff wellbeing and resilience, Industrial liaison forum, Reconciliation Action Plan, Clinician and Workforce Engagement Strategy review, Organisational Development Strategy, White Ribbon accreditation, Careers Expo, and Trainee positions. 	ACTION: The draft RMCLHN Work for SA Survey Action Plan to be provided to the October meeting.
6.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> Noted the Quality and Safety reports including compulsory reporting. 	
6.1.5	DHW RMCLHN Performance Summary	<ul style="list-style-type: none"> Noted the DHW RMCLHN Performance Summary for July 2021. 	
6.2	RMCLHN Planning Update	<ul style="list-style-type: none"> Noted the September 2021 Plan and Service Priority status report for the Operational Plan. 	The Board noted the Planning status report.
7	MATTERS FOR DECISION		
7.1		<ul style="list-style-type: none"> Nil 	

8 MATTERS FOR INFORMATION			
8.1	RMCLHN Finance Minutes Board Committee	<ul style="list-style-type: none"> Noted the draft Minutes of 27 August 2021. 	The Board noted the draft Minutes.
8.2	RMCLHN Clinical Governance Committee Minutes Board	<ul style="list-style-type: none"> Noted the draft Minutes of 26 August 2021. 	The Board noted the draft Minutes.
8.3	RMCLHN Board Audit and Risk Committee Minutes	<ul style="list-style-type: none"> Noted the draft Minutes of 26 August 2021 	The Board noted the draft Minutes.
8.4	Rural Support Service Governance Committee Minutes	<ul style="list-style-type: none"> Noted the approved Rural Support Service (RSS) Governance Committee minutes for 28 July 2021. Noted the draft RSS Governance Committee minutes for 25 August 2021. MO provided update of the meeting held 22 September 2021. 	The Board noted the Minutes.
8.5	Combined Conference HAC	<ul style="list-style-type: none"> Noted the update about the Combined Health Advisory Council (HAC) Conference for regional LHNs being planned for 21-22 October 2021. 	The Board noted the information about the HAC Conference.
8.4	Aboriginal Community Consultations 2021	<ul style="list-style-type: none"> Noted the updated dates for the Aboriginal Health Community Consultations for 2021. 	The Board noted the Aboriginal Community Consultation dates.
9	ITEMS APPROVED BY CEO FOR NOTING		
9.1		<ul style="list-style-type: none"> Nil 	
10	CORRESPONDENCE		
10.1	Incoming / Outgoing	<ul style="list-style-type: none"> Nil 	

11 MEETING FINALISATION	
11.1	<p>Questions ./ Comments</p> <ul style="list-style-type: none"> • Nil
11.2	<p>Review actions to be taken</p> <ul style="list-style-type: none"> • Refer items: 2.1, 4.2, 5.2, 5.3, 5.4 and 6.1.3.
11.3	<p>Meeting evaluation</p> <ul style="list-style-type: none"> • PJ summarised the meeting.

Meeting Close: 4.35 pm

Next Meeting: Date: 28 October 2021
 Time: 9.30 am – 12.15 pm
 Location: Berri

Apologies:

Signed:

Peter Joyner
 Chair
 Date: 28/10/21

