**WCHN GOVERNING BOARD MINUTES**  
**LOCATION: EXECUTIVE OFFICE BOARD ROOM**  
**MEETING OPENED: 10.00AM**

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<td>2.1</td>
<td>Acknowledgement to Country</td>
<td>&quot;We would like to acknowledge this land that we meet on today is the traditional land of the Kaurna people, and that we respect their spiritual relationship with their country. We also acknowledge that the Kaurna people are the custodians of the Kaurna land and that their cultural and heritage beliefs are still important to the living Kaurna people today.&quot;</td>
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<td>Welcome and Apologies</td>
<td>The meeting commenced at 10.00am with the Chair providing an Acknowledgement to Country and welcoming all Board members and meeting attendees.</td>
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<td>Attendance of members:</td>
<td>Jim Birch AM (Chair), John Bastian AM, Karen Glover, Ross Haslam, Susy Daw, Dr Stephen Christley, Sandy Miller</td>
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<td>In attendance:</td>
<td>Lindsey Gough (CEO), Paul Monaghan (CFO), Sarah McRae (COO), Kate Hawke (Board Secretary), Fiona Turner (Minute Taker)</td>
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<td>Invited Guests:</td>
<td>Maria Makrides (SAHMRI), Steve Wesselingh (SAHMRI), Phil Robinson AM (ED Corporate Services), Patrick Smith (ED People and Culture), Jackie Ah Kit Director Aboriginal Health</td>
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<td>Apologies:</td>
<td>Brenda Wilson AM</td>
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|  | In Camera Session | The Chair welcomed Maria Makrides and Steve Wesselingh from SAHMRI and Phil Robinson (ED Corporate Services) to the meeting. The Chair noted the updated research paper provided under item 5.1. The Chair invited Maria and Steve to present and take questions from the Board. The Board noted:  
- The presentation from SAHMRI and thanked Maria and Steve for attending the meeting.  
- The updated research paper provided under item 5.1  

*Action: The Chair requested that the SAHMRI presentation be distributed with the meeting minutes* | |
| 2 | Confirmation of Agenda/Order of Agenda/Any Other Business | The Chair noted confirmation of the agenda and order of the agenda. | |
### WCHN Governing Board Meeting, 5 September 2019

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| 2.3      | Conflict of Interest Disclosures | The Chair asked the Directors to declare any additional conflicts of interest. Director Miller declared her position as a member of a sub-committee with SAHMRI.  
*Action: The Board Secretary to confirm if there is any conflict of interest with Director Miller’s declaration.*  
The Chair noted that there were no other conflicts of interests declared at this meeting. |
| 2.4      | Confirmation of Previous Minutes | The minutes of the meeting held Thursday 8 August 2019 were endorsed by the Board. |
| 2.5      | Action List | The Chair noted the current action list and that all items due have been completed.  
*It was noted that the action referring to Aboriginal KPIs has been brought forward to today’s meeting (Action 8.8.19 – 12)*  
*It was noted that the Board agreed to bring forward the action referring to a presentation by KordaMentha to an earlier board meeting. (Action 8.8.19 – 9)*  
The Chair discussed scheduling quarterly board sessions (outside the normal board meetings) that cover specific topics to provide an opportunity to review and discuss in greater detail.  
*Action: Quarterly sessions will be added to the current board meeting schedule.* |
| 3.1.1    | Consumer Engagement Framework | The Chair noted the brief distributed with the meeting papers was taken as read.  
The Chair noted the high calibre presentation that was provided by consumer representatives at the recent Community and Consumer Engagement Committee regarding the framework. The consumer representatives spoke very highly of the work being carried out across the Network, co-designing, engaging in decisions around various planning issues, and working with clinicians and staff.  
Once the Framework and Strategy are endorsed they will be launched during the upcoming Person and Family Centred Care Week (23-27 Sept).  
*Action: The Board should be included under the Governance section of the Framework*  
The Board:  
*Endorsed the WCHN Consumer, Carer and Community Engagement Framework (2018-2024) subject to the addition of the Board into the Governance section of the Framework.* |
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| 3.1.2   | Consumer Engagement Strategy 2019-2024 | The Chair noted the brief distributed with the meeting papers and that it was taken as read. 
*Action: Consideration be given to applying some metrics to relevant items in the action plan for the Consumer Engagement Strategy, this will be referred to the Consumer and Community Engagement Committee for action.* 
*Action: The Board should be noted under the Governance section of the Strategy.* 
The Board:  
- Endorsed the WCHN Consumer, Carer and Community Engagement Strategy (2018-2024)  
- Agreed that following endorsement of the Strategy document, a detailed Action Plan will be developed in collaboration with key stakeholders and the completed Action Plan will be monitored by the Person and Family Centred Care Network Committee and regular reports provided to the Consumer and Community Engagement Board Committee. | 6 7 |
| 3.2     | Clinical Governance Framework | The Chair noted the brief distributed with the meeting papers and that it was taken as read. The Chair invited the Chair of the Clinical Governance Committee to discuss the report and take questions from the Board. 
*The Board:*  
- Noted the key elements of the WCHN Clinical Governance Framework  
- Endorsed the WCHN Clinical Governance Framework | |
| 3.3     | Your Voice Survey results – Action Plan | The Chair welcomed Mr Patrick Smith, ED People and Culture to the meeting. The Chair noted the brief distributed with the meeting papers and that it was taken as read. The Chair invited the ED People and Culture to present the report and take questions from the Board. 
It was suggested that WCHN hold its own Health Awards to contribute to nominations for the SA Health Awards. WCHN Awards to be held during April/May to allow time to submit nominations to SA Health awards by August deadline. 
*Action: ED People and Culture to present a future report from the Your Voice Survey of current areas highlighted in red and how they are tracking post the action plan implementation be presented to the Board in the first quarter of 2020. The update report to consider process indicators when reporting on progress.* 
*Action: Executive considers holding a WCHN Awards Event.* 
*The Board:*  
- Noted the results for the WCHN Your Voice, We’re Listening Staff and Safety Culture Survey  
- Endorsed the proposed action planning framework and network wide actions | 8 9 |
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| 3.4     | WCHN Consumer Safety, Quality and Innovation Report 2018              | The Chair noted the brief distributed with the meeting papers and that it was taken as read. The Chair invited the CEO to present the report and take questions from the Board.  
**Action:** Future WCHN Consumer Safety, Quality and Innovation reports need to identify areas of improvement in addition to the areas where the Network is performing well; this will be referred to the Clinical Governance Committee for action.  
**The Board:**  
- Noted and endorsed the content of the WCHN Consumer Safety, Quality and Innovation Report, 2018 | 10            |
| 3.5     | WCHN Delegations                                                    | The Chair noted the brief distributed with the meeting papers and that it was taken as read. The Chair invited the CEO to present the report and take questions from the Board.  
It was agreed that a letter will be drafted from the Chair to the Minister and CE SA Health (SAH) regarding the disparity between the expenditure and procurement delegations.  
**Action:** Letter to be drafted to the Minister and CE SAH concerning the disparity between the expenditure and procurement delegation and to seek harmonisation of the delegations.  
**The Board:**  
- Endorsed a request to amend the Finance, Contract & Procurement Authorisations to incorporate the new Governance Arrangements that came into effect on 1 July 2019  
- Endorsed a request to amend the Finance, Contract & Procurement Authorisations with items identified in the Annual Review | 11            |
| 3.6     | Special Purpose Fund – 101610 IP General                             | The Chair noted the brief distributed with the meeting papers, that it was taken as read and invited the CFO to present the report. The Board sought further details about the use of the Special Purpose Fund and the revenue that is available.  
**Action:** Develop a research governance structure that supports access to the Special Purpose Funds for research strategies prior to 30 June 2020  
**The Board:**  
- Noted the current balance of the IP General Special Purpose Fund (SPF)  
- Endorsed that the shortfall in external funding for the Research Secretariat will be funded by a transfer of funds from the IP General SPF  
- Endorsed the that use of balances (if required) from the IP General SPF will be reported as an acceptable overrun that will increase the current unfavourable variance forecast for WCHN. | 12            |
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| 4.1     | Leadership Development Plan | The Chair noted the brief distributed with the meeting papers and that it was taken as read. The Chair invited the ED People and Culture to present the report and take questions from the Board.  

**Action:** A detailed presentation on Studer (leadership development) be scheduled for the Board.  

**The Board:**  
- Requested a presentation in relation to the roll out of the Studer Framework close to the Strategic Planning session in November.  
- Noted the systematic and integrated leadership program being developed for WCHN. |
| 4.2     | Clinical Engagement Strategy | The Chair noted the brief distributed with the meeting papers and that it was taken as read. The Chair invited the ED People and Culture to present the report and take questions from the Board.  

The ED People and Culture discussed the responses that were received on the strategy via a survey that was recently sent to WCHN clinicians.  

**The Board:**  
- Endorsed the Clinician Engagement Strategy.  
- Endorsed the further work to be done in addressing the feedback, such as improved communication mechanisms, and improved support for change and clinical practice improvement.  
- Noted the intention to integrate this further work with the implementation of CREATE. Together, and staff survey action planning. |
| 4.3     | Report from Chief Executive | The Chair noted the brief distributed with the meeting papers and that it was taken as read. The Chair invited the CEO to present a brief overview of the report and take questions from the Board.  

The CEO noted the success of CREATE. Together launch last week, with large staff participation in the Grand Round Communication Session.  

**The Board noted the CEO report.** |
| 4.4     | Report from Board Chair (verbal report) | The Chair provided a verbal report and noted:  
- The strong interest expressed by one of the Board Directors (Ross Haslam) to be involved in Finance and Performance Committee and to provide a link between the Board and the nWCH project. It was suggested and agreed that Ross Haslam be added as a member to the WCHN Major Capital Works Committee, enabling the Directors to be kept informed of any issues, concerns or risks and be a conduit for the Board.  
- Maternal and Child Health Strategy – it was noted that a project plan has been drafted and forwarded to DHW DCE who holds the planning portfolio.  

**Action:** The Chair along with Directors Christley and Daw be included in the meeting being scheduled by SA Health to discuss the Health and Wellbeing Strategy |
### Agenda Items

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<td>4.5.1</td>
<td>Aboriginal Health Update</td>
<td>The Chair welcomed Jackie Ah Kit Director, Aboriginal Health Division to the meeting. The Chair noted the report that was distributed with the meeting papers and taken as read. The Chair invited the COO and the Director, Aboriginal Health to present the report and take questions from the Board. Following discussion the Director, Aboriginal Health advised that tackling racism and discrimination is a current priority and this involves work with the reconciliation subcommittee to work with relevant networks to address this. The Director Aboriginal Health advised that the Aboriginal Birthing Program should be prioritised as this is providing a healthy start to the lives of Aboriginal children. The Director, Aboriginal Health also noted the focus on making this service and experience available to as many as possible and that the Department of Health and Wellbeing is working with WCHN’s Aboriginal Health team to develop a state-wide Aboriginal health model of care. The Board noted the progress to date of actions outlined in the Aboriginal Health Action Plan.</td>
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<td>4.5.2</td>
<td>Aboriginal Health Scorecard</td>
<td>The Chair noted the report that was distributed with the meeting papers and taken as read. The Chair invited the COO and the Director, Aboriginal Health to present the report and take questions from the Board. The information presented in the draft Aboriginal Health Scorecard was discussed and it was requested that cardiac and stroke data be included and reported on in the action plan. <strong>Action:</strong> The Director, Aboriginal Health to incorporate data on cardiac and stroke rates in the Aboriginal Health Scorecard. The Scorecard to be reported at each Strategic Operations Executive Committee and Aboriginal Health Steering Committee. The Board:  - Noted the progress outlined in the draft Aboriginal Health Scorecard.</td>
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<td>4.5.3</td>
<td>Aboriginal Health Reconciliation Action Plan Evaluation</td>
<td>The Chair noted the report that was distributed with the meeting papers and taken as read. The Chair invited the COO and the Director, Aboriginal Health to present the report and take questions from the Board. The Board:  - Noted the progress outlined in the WCHN Reconciliation Action Plan (RAP) interim evaluation.</td>
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| 4.6.1   | Financial forecast for 2019/2020 | The Chair noted the report that was distributed with the meeting papers and taken as read. The Chair invited the CFO to present the report and take questions from the Board.  
   The CFO noted this brief was updated and presented at the recent Board Finance and Performance Committee.  
   The Board discussed the current forecast and savings plan for 2019/20 and considered the impact of preventative strategies such as the impact of the Omega 3 research presented earlier.  
   Action: CFO to draft a paper for the Chair’s consideration that outlines under the NEP what are considered reasonable costs devolved to LHNs taking into account other states (Victoria, Queensland) compared to SA.  
   The Board:  
   • Noted the contents of this brief outlining the current 2019/20 forecast and negotiation outcomes since the last update.  
   • Noted that the forecast is adversely affected by DHW requiring budget funds being allocated to non-cash items.  
   • Noted the continued work on additional savings strategies to further improve the forecast position. | 16 |
| 4.6.2   | Budget Analysis Aims and Constraints | The Chair noted the report distributed with the meeting papers and taken as read. The Chair invited the CFO to present the report and take questions from the Board.  
   The Board:  
   • Noted the contents of this brief outlining the current 2019/20 budget aims and constraints. |
| 4.7     | Performance Report (Service Agreement) | The Chair noted the report that was distributed with the meeting papers and taken as read. The Chair invited the COO to present the report and take questions from the Board.  
   The COO is advocating through the Service Agreement process, that in relation to the hearing test KPI this should be measured on the second scheduled test.  
   The Board:  
   • Noted the performance against KPIs and actions being taken to address areas of sub-optimal performance as outlined in the briefing. |
| 5.1     | Updated Research Paper | The Chair noted the report that was distributed with the meeting papers and taken as read. The Chair noted this item was discussed as part of the presentation by SAHMRI.  
   The Board:  
   • The WCHN Board notes the contents of this briefing and the updated details to the attachments as requested at the August Board meeting. |
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| 5.2     | Aboriginal Health System level information session                  | The Chair noted the report that was distributed with the meeting papers and taken as read.  
**The Board:**  
- Noted that WCHN will be hosting a state-wide Aboriginal Health Community Forum.  
- Noted that the Board Chair, CEO and Aboriginal Health Expert Board Members will co-host the community forum.  
- Noted this forum is in addition to an information session being held on 11 October for Aboriginal Health Expert Board Members. |
| 6.1     | Audit & Risk Committee                                              | The Chair noted the meeting minutes that were distributed with the papers and taken as read. The Chair invited the CEO to provide any comment on the recent meeting.  
**Action:** Update the draft ARC Minutes 19 August 2019 to remove J Birch as an attendee at the meeting; he was an apology to the meeting.  
 **The Board:**  
- Noted the minutes of the meeting held Monday 19 August 2019 |
| 6.2     | Finance & Performance Committee)                                    | The Chair noted the meeting minutes that were distributed with the papers and taken as read. The Chair invited the Committee Chair to provide any comment on the recent meeting.  
**The Board noted the minutes of the meeting held Thursday 22 August 2019.** |
| 6.3     | Consumer & Community Engagement Committee                           | The first Consumer and Community Engagement Committee meeting was held on Wednesday 28 August 2019, due to the timing the draft minutes were not available. |
| 6.4     | Clinical Governance Committee                                       | The Chair noted the next Clinical Governance Committee meeting will be held on Tuesday 17 September 2019. |
## Item No. | Item | Discussion | Action Ref No.
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7.1 | Other Business | The Chair requested any other items of business for discussion: Nil |  
8.1 | Meeting Evaluation | The Board discussed an evaluation process for Board meetings.  
*It was discussed and agreed that the covering page of all board briefs be concise and provide the necessary detail upfront.* |  
8.2 | Next Meeting: | Thursday 7 November 2019 |  

**MEETING CLOSE: 2.35PM**

**SIGNED:**  
JIM BIRCH, WCHN GOVERNING BOARD CHAIR