

# Governing Board Minutes

## Official Acknowledgement to Country

We acknowledge the Aboriginal custodians of the Land and waters within the Footprint of the Flinders and Upper North Region. 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.

<b>Date: 30 September 2022</b>	<b>Time: 09:12 to 13:29</b>	<b>Location: Whyalla</b>
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### Membership:

<b>(MW) Mark Whitfield</b> , Chairperson	P	<b>(GM) Geri Malone</b> , Board Member	P
<b>(JL) John Lynch OAM</b> , Board Member	P	<b>(KR) Karyn Reid</b> , Board Member	P
<b>(SG) Suzy Graham</b> , Board Member	P	<b>Vacant</b> , Aboriginal Board Member	V
<b>(SC) Shamus Cogan</b> , Board Member	P		

### Regular Attendees:

<b>(CP) Craig Packard</b> , Chief Executive Officer	P	<b>(LT) Lisa Taylor</b> , Director Governance and Performance	P
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### Invited Guests:

1. MEETING OPENING		
1.1	Official Acknowledgement to Country	Meeting opened at 09:12 with the Chair providing Acknowledgement to Country, Chair welcomed all present
1.2	Present and Apologies	Nil apologies received.
1.3	In Camera Board Discussion	In camera session occurred between 09:13 to 10:01. Chief Executive Officer and Director Governance and Performance present.
1.4	Conflict of Interest Declarations	Conflict of Interest Disclosure Register tabled, Chair requested any declarations required with tabled agenda items.



		<p>Amendments required for Shamus Cogan and Suzy Graham professional memberships.</p> <p><b>Action:</b> LT to update register with received information.</p>
1.5	Confirmation of Previous Minutes	<p>Minutes from Board Meeting 29 July 2022 tabled</p> <p><b>Action:</b> Minutes Accepted and endorsed by all members present with noted amendments to 1.7.1 adding content of wellbeing and 2.3 noting reference to Reconciliation Action Plan (RAP) to provide clearer detail.</p>
1.6	Governing Board Chair Summary Report	<p>Summary report tabled for information. Report noted by the board. Chair provided update regarding rLHN chairs to commence regular meetings outside of scheduled Rural Support Service meetings, which would allow for collective issues to be raised.</p>
1.7	Chief Executive Officer Report	<p>Summary report tabled for information. Report noted by the board.</p> <p>Clarity raised for DPC applications. CP explained process in place due to backlog of applications. Provided explanation around requesting of resources and funding pursuit moving forward.</p> <p>Discussion regarding Pika Wiya contract and signing of such contract. CP advised due for signing this week having rewritten the expectations required for funding allocation. Clarity raised regarding CEO of Pika Wiya, CP advised this position has been appointed on a three year contract. CP advised the board of communication received from ORIC.</p> <p>Discussion held regarding Flinders Terrace upgrade. CP updated increased costings due to materials, labor and asbestos removal from initial costing creating a shortfall of \$600k. The board discussed alternate options inclusive of rental options and requested a comparison report.</p> <p><b>Action:</b> Refer Flinders Terrace upgrade to Finance Committee for comparative report regarding progressing with project against rental for 10 year period. Report to be prepared for the November Board meeting.</p> <p>Discussion held regarding Health Round table and opportunity and initiatives for provisions in activity.</p> <p>Excess leave plans discussed and the financial impact of this. Tabled if current percentage is reflected in the figure.</p> <p><b>Action:</b> CP to report back if excess leave figure reflects all plans in place.</p> <p>Discussed mandatory training KPI. CP provided an update regarding central workgroup working through legislated training in attempt to reduce some of what has been listed as mandatory. Discussed manual data entry delays causing reduced percentages for Aboriginal Cultural awareness.</p>



		Discussion around Country Health Connect directorate and the Executive Director Community and Allied Health (EDCAH) position. CP updated the board on structure review where it has been identified that an inclusion of additional senior levels be incorporated to support the EDCAH along with classification of positions with hope of being finalised in the new few weeks.
1.8	Actions Arising from Previous Minutes	Action log updated / Completed Actions removed and Archived  <b>Action:</b> Action log to be updated, completed actions to be removed and archived.
1.9	Presentation to Board	Belinda Johnson, Director People and Culture presented a verbal update to the Board around innovation of recruitment processes. Detailed overview provided around current 22 steps hiring managers are responsible for, reducing this to 5 with the implementation of a recruitment team in People and Culture directorate. FUNLHN have approved 3 FTE identified as recruitment team for a 12-month pilot project. Recruitment team will be responsible for coordinating recruitments of all vacant positions, supporting hiring managers to prevent delays.  Discussion around Aboriginal representative on panels and use of Experts by Experience members being trained to assist with this process.  <b>Action:</b> updates on progress to be included in CEO report
<b>2. MATTERS FOR DECISION</b>		
2.1	[2022-034] SA Health Policies	Summary for noting tabled. Noted by board
2.2	[2022-024] FUNLHN Bi-Annual Risk Declaration Report	Tabled for formal process to minute. Report endorsed by circular resolution 17 August 2022.
2.3	[2022-025] Final draft GPFS	Tabled for formal process to minute. Report endorsed by circular resolution 8 August 2022.
2.4	[2022-026] Governing Board Attestation Statement	Tabled for formal process to minute. Report endorsed by circular resolution 17 August 2022.
2.5	[2022-027] Chief Executive Officer Review and Contract Extension	Brief tabled for endorsement to commence process of external review of Chief Executive Officer with recommendation for contract extension to Department of Health Chief Executive Dr Robyn Lawrence on the basis of the pending report. Chief Executive Officer and Director of Governance and Performance exited room for discussion. Brief endorsed to commence process.
2.6	[2022-028] 2021/22 Annual Report	Tabled for formal process to minute. Report endorsed by circular resolution 23 September 2022.



2.7	[2022-029] Briefing to rLHN Boards re PAS and EMR	Tabled for formal process to minute. Report endorsed by circular resolution 15 September 2022.
2.8	[2022-030] Diligent Platform	Brief tabled. Governing Board endorsed the recommendation as tabled.  <b>Action:</b> LT to draft formal letter to cease use upon contract expiry.
2.9	[2022-031] Terms of Reference Audit and Risk Committee	Brief tabled. Governing Board endorsed the recommendation as tabled.
2.10	[2022-032] Internal Audit Plan	Brief tabled. Governing Board endorsed the recommendation as tabled.
2.11	[2022-033] Governing Board Program 2023	Brief tabled. Governing Board endorsed the recommendation as tabled. Requested addition of NSQHS Summary Report to be tabled on an annual basis. Discussion held regarding engaging with Health Advisory Councils, KR to raise options at Board Consumer and Community Engagement Committee with presiding members.  <b>Action:</b> LT to add NSQHS to calendar on annual basis for review
2.12	[2022-035] Risk appetite Statement	Brief tabled. Governing Board endorsed the recommendation as tabled, noting the Statement had been tabled at Board Audit and Risk Committee with the Committee Chair noting. Discussion to remove education and research from Partnerships statement, endorsed.
2.13	[2022-036] Governing Board Vacancy	Brief tabled. Governing Board endorsed the recommendation as tabled, noting panel to convene and determine applications tabled for interview process. Panel selection confirmed during discussion with Geri Malone accepting being part of the recruitment selection for suggested medical position and Garnett Brady to be included for the recruitment of the Aboriginal Board member recruitment.  <b>Action:</b> LT to commence process to interview
<b>3. STRATEGIC DISCUSSIONS</b>		
3.1	Review Strategic Plan / KPI reporting	LT provided overview of tabled draft operational plan developed by ZED consultants against the Strategic pillars. SG requested innovations be explored to expand. KR requested dates be reviewed for Aboriginal Health and brought forward.  <b>Action:</b> LT to raise with consultants to add innovations of suggestions relating to the medical model and bring dates forward for Aboriginal Health and Wellbeing.
<b>4. BOARD COMMITTEE REPORTS</b>		



4.1	Consumer and Community Engagement Committee	Summary report tabled for information. Report noted by the board. KR noted from summary Organisational Chart provided to the committee identifying consumer representation across the committees, requesting this is added as evidence for accreditation. KR also added current engagement of the Whyalla presiding member and Iron Knob community.
4.2	Finance and Performance Committee	Summary report tabled for information. Report noted by the board.
4.3	Clinical Governance Committee	Summary report tabled for information. Report noted by the board. GM indicated discussion held throughout meeting addressed any concerns from this committee.
4.4	Audit and Risk Committee	Summary report tabled for information. Report noted by the board.
<b>5. MATTERS FOR INFORMATION (Discussion by exception, advised prior to meeting)</b>		
5.1	FUNLHN Performance Report	Report tabled for information.
5.2	Budget Review	Update provided in the CEO report under Chief Finance Officer.
5.3	FUNLHN Service Agreement	FUNLHN are still awaiting service agreement. Once received this will be tabled for board discussion.
5.4	Aged Care and National Disability Insurance Scheme (NDIS)	Update provided in the CEO report. Separate reports for Aged Care and NDIS will be provided at regular intervals for the board as matters for Information moving forward.
5.5	Voluntary Assisted Dying Implementation	Discussed rollout of Voluntary Assisted Dying implementation process in LHN. KR requested overview on what plans are being put in place across the LHN.  <b>Action:</b> LT to request overview on what the LHN is doing in preparation for this commencing to the Board.
5.6	Termination of Pregnancy Workgroup	Brief tabled for noting on LHN process of workgroup. CP indicated workgroup has been initiated to work through service delivery and addressing referral process pathways if service not available in the LHN.
<b>6. CORRESPONDENCE FOR NOTING</b>		
6.1	Correspondence	Various correspondence circulated out of session for month of [August/September]. Nil to raise
<b>7. MEETING FINALISATION</b>		



7.1	New Business	<p>KR tabled summary report from Board Clinical Governance Committee to be provided as per Terms of Reference to Board Audit and Risk Committee.</p> <p><b>Action:</b> LT to provide summary to Audit and Risk Committee.</p> <p>SC raised opportunity to complete AICD Directors course.</p> <p><b>Action:</b> LT to provide registration applications for 2023 enrolments for AICD Directors course out of session.</p>
7.2	Meeting Scheduling	Nil to raise
7.3	Meeting Evaluation	Nil to raise
7.4	Next Meeting	<p><b>Date: 25 November 2022</b></p> <p><b>Time: 09:00</b></p> <p><b>Venue: Roxby Downs</b></p> <p><b>Invited Guest: Janine Connell, Executive Director of Nursing Roxby Downs health Service</b></p>
7.5	Meeting Close	Meeting Closed at 13:29

**Signed:**

**Mark Whitfield**  
**FUNLHN Governing Board Chair**  
**25 November 2022**