



Government
of South Australia

Health

Riverland Mallee Coorong
Local Health Network

OFFICIAL

Minutes

Date: 24 January 2024 **Time:** 11.00 am – 2.00 pm **Venue:** Teams **Meeting Number:** #49

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Elaine Ashworth (EA) A/Chair, Claudia Goldsmith (CG), Mel Ottaway (MO), Richard Hearn (RH), Sonia Waters (SW), Fred Toogood (FT)

Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Karen Hollitt (KH) – EDONM, Michelle Mantripp (MM) – A/QRS Manager

Apologies: Peter Joyner (PJ), Anne McKinlay (AM)

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	PRESENTATION		
1.1		<ul style="list-style-type: none"> Nil 	
2	IN CAMERA DISCUSSION		
		<ul style="list-style-type: none"> In-Camera discussion held at the beginning of the meeting. 	
3	MEETING OPENING		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> EA welcomed members and attendees and provided acknowledgement. 	

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3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> ▪ Current Interests and Conflicts Disclosure Log noted. 	
3.3	Confirmation of Minutes from Board meeting	<ul style="list-style-type: none"> ▪ The minutes from the Board Meeting held 24 November 2023 were endorsed. 	
3.4	Review Actions Log	<ul style="list-style-type: none"> ▪ The Board noted the Actions Log including completed actions and those included in the agenda. <ul style="list-style-type: none"> ▪ Discussion about: <ul style="list-style-type: none"> ○ 20230928-05 re population data – noted that this was not included in Workforce Planning Session but will be addressed through the Clinical Services Plan process (refer also 7.2.2) ○ 20231124-05 re Board reporting – noted that no feedback received and for further discussion out of session. ▪ The Board noted the Work Plan. 	<p>ACTION: 20240124-01 – CG to develop a paper about Board reporting ideas and circulate to members out of session for feedback and then follow up with WC and JB.</p>
3.5	Board Work Plan	<ul style="list-style-type: none"> ▪ The Board noted the Work Plan. 	
4	MATTERS FOR DECISION		
4.1	RMCLHN RACE Research Framework and Plan	<ul style="list-style-type: none"> ▪ Noted and endorsed the RMCLHN RACE Research Framework 2023-28 and RACE Research Plan 2023-28 subject to minor amendments. <ul style="list-style-type: none"> ▪ Discussion about <ul style="list-style-type: none"> ○ Adding a point, 'Better outcomes for consumers', to the last section of the Research Framework re what success looks like. ○ Reference to SA Medical Workforce Plan in the RACE Research Plan and noting that other discipline workforce plans need to be added to the section about alignment to other plans. ○ Grand Rounds in RMCLHN, noting that Board members receive bulletins advising upcoming Grand Round speakers. 	<p>The Governing Board endorsed the RMCLHN RACE Research Framework 2023-28 and Research Plan 2023-28.</p> <p>ACTION: 20240124-02 – Minor amendments to be made to the RACE Research Framework and Research Plan.</p> <p>ACTION: 20240124-03 – Link to RMCLHN Grand Rounds to be forwarded to Board Members.</p>

4.2	RMCLHN Audit and Risk Committee Chair	<ul style="list-style-type: none"> ▪ Noted the expiry of the current term for the RMCLHN Independent Chair of the Audit and Risk Committee. ▪ Noted that topic discussed during in camera session. ▪ Endorsed Peter Brass as Independent Chair for further term to 1 December 2025. 	<p>The Governing Board endorsed Peter Brass for a further term on the A&RC.</p> <p>ACTION: 20240124-04 – RMCLHN Board Chair to write to Peter Brass advising that the Governing Board endorsed the reappointment.</p>
5	COMMITTEE REPORTS / RECOMMENDATIONS		
5.1	RMCLHN Board Finance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Finance Committee Minutes 23 November 2023. ▪ The Finance Committee Chair's update. <ul style="list-style-type: none"> ○ Noted the current budget overrun. ▪ RMCLHN Aged Care Quarterly Report <ul style="list-style-type: none"> ○ Noted recommendation from the Finance Committee to the Board to endorse submission of the Commonwealth Q2 Quarterly Finance Report. ○ Endorsed by the Board noting that the report is based on an unaudited extract of the management accounts. 	<p>The Governing Board endorsed submission of the Aged Care Quarterly Report.</p>
5.2	RMCLHN Board Clinical Governance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Clinical Governance Committee Minutes 24 November 2023. ▪ The Clinical Governance Committee Chair's update. <ul style="list-style-type: none"> ○ Noted the progress with the Murray Bridge Soldiers Memorial Hospital (MBSMH) Plan for Continuous Improvement (PCI) and recommend that the Board now close this quality improvement activity. ○ Noted that the Committee requested a follow up review of the Riverland General Hospital (RGH) PCI. ○ Noted the presentation from Pam O'Nions, Strategic Health Partner, Health Roundtable with a copy of the presentation uploaded to Diligent Resources. Discussion about the role 	<p>The Governing Board endorsed closing the Murray Bridge Hospital PCI.</p>

<p>5.3</p>	<p>RMCLHN Board Aged Care and Disability Governance Committee</p>	<p>of the Health Round Table and noted that full day sessions were conducted at both MBSMH and RGH.</p> <ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Aged Care and Disability Governance Committee Minutes 23 November 2023. ▪ The Aged Care and Disability Governance Committee Chair's update. <ul style="list-style-type: none"> ○ Noted the presentation from NDIS consumer and their carer with positive feedback about the services provided by RMCLHN. ○ Noted the attendance of Robyn Lavrencic, RMCLHN Nursing Director Aged Care to her first meeting. ○ Noted the update about Aged Care Reform including the addition of three new clinical indicators to the Australian Commission on Quality and Safety in Health Care's public reporting tool. ○ Discussion about the proposed new Commonwealth Aged Care legislation. Noted that LHN feedback being coordinated through the SA Department for Health and Wellbeing (DHW) Office for Ageing Well. ○ Noted recommendation from the committee to expand the RMCLHN current Aged Care Key Personnel to also include the new Regional Nurse Manager – Aged Care, the Directors of Nursing for the three Residential Aged Care Facilities, and the two Healthy Ageing Team Leaders. ○ Noted that Robyn Lavrencic now managing the key personnel process. ○ Noted the successful outcome re Barmera RAC accreditation and temporary appointment of new DON at Barmera. ○ Discussion about the potential impact for RMCLHN should the Commonwealth Home Support Program (CHSP) change from a block funded program to an activity-based 	<p>The Governing Board endorsed the expansion of the RMCLHN Aged Care Key Personnel.</p>
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		funding program, noting that a further review to be provided in two months.	
5.4	RMCLHN Board Audit and Risk Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Audit and Risk Committee Minutes 5 December 2023. ▪ The Audit and Risk Committee Chair's update. <ul style="list-style-type: none"> ○ Noted the progress regarding the Internal Audit re Purchase Orders with an update also provided to the Finance Committee. 	
5.5	RSS Governance Committee RSS Governance Committee Minutes RSS Representative Update	<ul style="list-style-type: none"> ▪ The RSS Governance Committee Minutes and Summary for the meeting held 8 November 2023 were noted. ▪ The RMCLHN representative on the RSS Committee update. <ul style="list-style-type: none"> ○ Noted that meeting also held in December. ○ Noted update about the GP Agreement and future development of a Specialist Agreement. ○ Noted proposed workshop to be held with rLHN CEOs and Chairs about Aged Care. ○ Noted the positive feedback about recent changes in PATs eligibility and that previous processing delays have now been rectified. ▪ Replacement of RMCLHN Representative (from February 2024) <ul style="list-style-type: none"> ○ Noted that MO and also other rLHN representatives to complete their terms in February 2024. Noted that a working group to be established to determine replacement process ensuring skill mix and rLHN representation mix. 	
6	MATTERS FOR DISCUSSION		
6.1	RSS Memorandum of Administrative Arrangement (MoAA)	<ul style="list-style-type: none"> ▪ Noted and supported the draft RSS MoAA. ▪ Noted that, subject to support across the rLHNs, the MoAA will be signed by the CEOs. 	The Governing Board endorsed the CEO to sign the RSS MoAA.
6.2	RMCLHN Communications Activity	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Communications activities undertaken during the period October 2023 to January 2024. 	

6.3	RMCLHN Governing Board Action Plan Quarterly Report	<ul style="list-style-type: none"> ▪ Noted the information about the Governing Board Action Plan Quarterly Report. ▪ Discussion about Board Education. <ul style="list-style-type: none"> ○ Noted that discussion occurred during the in-camera session with RH and EA to attend the DHW Induction Workshop and review the value and feasibility of conducting workshop specific to RMCLHN. ○ Noted that committee meeting structure may be reviewed to facilitate time for further Board education. ○ Noted that the KPMG Aged Care Modules are now available through the Aged Care Quality and Safety Commission website. ○ Noted that presentations such as Health Round Table form part of education program and Board members may also attend relevant conferences. ○ Further discussion deferred to next meeting when PJ present. ▪ Noted that the topic was discussed in the in-camera session. ▪ Noted that EA to follow up with PJ and progress review with agreed consultant. 	<p>ACTION: 20240124-05 – Governing Board Education Plan to be agenda item for next meeting.</p>
6.4	RMCLHN CEO Performance Review	<ul style="list-style-type: none"> ▪ Noted that the topic was discussed in the in-camera session. ▪ Noted that EA to follow up with PJ and progress review with agreed consultant. 	<p>ACTION: 20240124-06 – EA to follow up with PJ and progress the CEO Performance Review.</p>
7 STANDARD AGENDA ITEMS FOR DISCUSSION			
7.1	Performance Report	<ul style="list-style-type: none"> ▪ The Board noted the RMCLHN Performance Reports, noting that these were discussed in detail at the Finance Committee, Clinical Governance Committee, and Aged Care and Disability Governance Committee meetings. 	
7.1.1	Finance and FTE Report-PPRC	<ul style="list-style-type: none"> ▪ The Finance and FTE Report was noted and also discussed at the Finance Committee Meeting. 	
7.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> ▪ The KPI Monthly Performance Report was noted and also discussed at the Clinical Governance Committee Meeting. ▪ Discussion about: 	

<p>7.1.3</p>	<p>People and Culture Report</p>	<ul style="list-style-type: none"> ○ The work being undertaken to continue to reduce the incidence of Aboriginal people leaving at own risk including promotional campaign about the Aboriginal Liaison Officers (ALOs), follow up by ALOs, and ALOs working in the Emergency Departments. Discussion about the reasons why people may leave and whether there are any emerging themes. ○ Noted that the way percentage data presented in the KPI report to be reviewed with MM to follow up with AM. ▪ The People and Culture Report was noted. Discussion about: <ul style="list-style-type: none"> ○ KPIs including mandatory training, performance review and development, and excess leave balances, and noting factors impacting excess leave balances. ○ Audit results and number that are overdue. ○ Process for checking Banning Orders for both Aged Care and NDIS. ○ Analysis if reasons for separations. ○ Ability to present vacancy data and limitations of extracting data from the e-Recruit system that has resulted in a manual process being implemented. ○ Recruitment strategies including incentive options and overseas recruitment. ○ RMCLHN ability to influence selection of students on placement in RMCLHN, particularly the Nursing TPPP program. ○ Mental Stress incidents trending upwards and potential reasons for this. ○ Investigation of incident re a staff fall with environmental factors rules out. ○ Director People & Culture currently attends meetings bi-monthly with option to increase to each meeting. 	<p>ACTION: 20240124-07 – Sharon Wingard to develop a report about emerging themes related to analysis of reasons Aboriginal people leave at own risk.</p> <p>ACTION: 20240124-08 – MM to follow up KPI percentage data.</p> <p>ACTION: 20240124-09 – LG to provide a summary report about current staff vacancies.</p> <p>ACTION: 20240124-10 – LG to investigate and provide a summary report about mental stress incidents.</p> <p>ACTION: 20240124-11 – LG to be invited to present People & Culture report each meeting, rather than bimonthly.</p>
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7.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> ▪ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee. ▪ Discussion about: <ul style="list-style-type: none"> ○ Inclusion of implementation strategies within the report. ○ Deep dive process with sites to review pressure injuries. ○ Commencement of new De-escalation Training being conducted by Director Mental Health that may impact challenging behaviour incidents. ○ Consumer feedback through the ‘You Said, We Did’ process.
7.2	RMCLHN Planning Update	<ul style="list-style-type: none"> ▪ Noted the RMCLHN 2023-24 Operational Plan Quarterly Report for the period October - December 2023. ▪ Discussion about: <ul style="list-style-type: none"> ○ Difference between the iQemo implementation at Berri and Murray Bridge. ▪ Noted the update about the RMCLHN Clinical Service Plan planning process. ▪ Discussion about: <ul style="list-style-type: none"> ○ The community consultation phase that is about to commence. ○ Positive feedback about the data snapshots included in the Board papers.
7.2.1	Operational Plan Quarterly Report	
7.2.2	Clinical Services Plan Update	
8	MATTERS FOR NOTING	
8.1	Chairperson Report	<ul style="list-style-type: none"> ▪ The Chairperson Report was noted. ▪ Noted that interpretation of comments about structural obligations to await PJ's return. ▪ Discussion about broader health system issues including ramping and strategies being implemented across the system to address the issue.

8.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> ▪ Noted that metropolitan focus can detract from regional LHN issues particularly infrastructure issues such as CSSD requirements, helpad requirements, renal dialysis requirements and bed capacity to meet activity. ▪ The CEO Report was noted. ▪ The CEO Report provided a summary of current issues, with the Board noting the following topics: <ul style="list-style-type: none"> ○ Priorities for 2024 ○ National Safety and Quality in Health Services Accreditation. ○ Aged Care Quality and Safety Commission Assessment – Barmera now fully compliant ○ Regional Electronic Medical Records Project <ul style="list-style-type: none"> • May – June 2024 anticipated to be extremely busy period for RMCLHN. • Noted the significant change for clinical and administration teams across the LHN. • Noted that all activity-based funding data will be captured through EMR implementation, including community health. ○ Riverland CSSD Project <ul style="list-style-type: none"> • Noted issues regarding building finish at Berri with Loxton not proceeding until all issues rectified at Berri. • Noted the process for government infrastructure works managed through the Department for Infrastructure and Transport. ○ Nation Single Employer (GP Training) Model (SEM) Conference in RMCLHN. ○ Staff movement. ○ Security staff for General Hospitals and associated Security Review. <ul style="list-style-type: none"> • Implementation update provided, noting outcome will be a combination of RMCLHN employed staff and staff provided through a contracted provider.
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		<ul style="list-style-type: none"> o Independent Review of selected paediatric cases is underway. o RSS submission re Single Employer (GP Training) Model. 	
9	MATTERS FOR INFORMATION		
9.1	Quality and Safety in Health Care Tool	<ul style="list-style-type: none"> ▪ Noted the information about the new Quality and Safety in Health Care public reporting tool that is planned for release in March 2024. ▪ Noted the additional areas include: <ul style="list-style-type: none"> o A culture that promotes patient safety o Safe clinical outcomes for patient o Care that is appropriate for the individual ▪ Noted that topic also discussed in Clinical Governance Committee. 	
9.2	Environmental Responsibility Workshop Summary	<ul style="list-style-type: none"> ▪ Noted the report of the Environmental Responsibility Workshop. ▪ Discussion about next steps that include management reporting, RACE Leadership Program Project, focus area for 2024 Awards, HAC projects and other minor projects across the LHN. ▪ Discussion about the progress of installation of solar panels. ▪ Suggestion provided to investigate potential implementation of external window shutters. ▪ Discussion about regular reporting to the Board. 	<p>ACTION: 20240124-12 – JB to follow up with Director Corporate Services re investigation of external window shutters.</p> <p>ACTION: 20240124-13 – Environmental Responsibility Quarterly Report to be added to the Board Work Plan.</p>
10	ITEMS APPROVED BY CEO FOR NOTING		
		<ul style="list-style-type: none"> ▪ Nil 	
11	CORRESPONDENCE		
11.1	Incoming		
11.1.1	DHW – CE Response re 2023-24 Service Agreement	<ul style="list-style-type: none"> ▪ Noted the correspondence about the 2023-24 Service Agreement. ▪ Noted that the agreement has subsequently been signed by the CEO and Chair and returned to DHW. 	

11.1.2	DHW – CE Minute re LHN Board Induction and Refresher Program 2024	<ul style="list-style-type: none"> Noted the correspondence about the 2024 LHN Board Induction and Refresher Program 2024. Noted that 2 Board Members will be attending and materials from the day will be available after the event. Those attending to provide feedback after the event.
11.2	Outgoing:	<ul style="list-style-type: none"> Nil
12	MEETING FINALISATION	
12.1	Questions / Comments	<ul style="list-style-type: none"> Nil further
12.2	Review actions to be taken	<ul style="list-style-type: none"> Refer items: 3.4, 4.1, 4.2, 6.3, 6.4, 7.1.2, 7.1.3 and 9.2.
12.3	Meeting evaluations	<ul style="list-style-type: none"> EA summarised the meeting and thanked everyone for their input.

Meeting Close: 2:00 pm

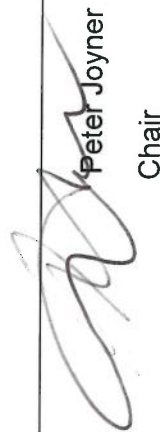
Next Meeting:

Date: 23 February 2024

Time: 11.00 am – 2.00 pm

Location: Murray Bridge Hospital and Teams

Signed:



Peter Joyner
Chair

Date: 23/2/24

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