



**Health**  
Riverland Mallee Coorong  
Local Health Network

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# Minutes

**Date:** 28 July 2023 **Time:** 11.00 am – 2.30 pm **Venue:** Riverland General Hospital, Berri **Meeting Number:** #44

## Riverland Mallee Coorong Local Health Network Governing Board Meeting

**Present:** Peter Joyner (PJ), Elaine Ashworth (EA), Mel Ottaway (MO), Claudia Goldsmith (CG), Fred Toogood (FT), Richard Hearn (RH)

Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Sharon Wingard (SW)

**Apologies:** Sonia Waters (SW), Louise Greenlees (LG)

**Secretariat:** Jeanette Brown (JB)

### Traditional Acknowledgement

*We would like to acknowledge the Erawirung 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
<b>1</b>	<b>PRESENTATION</b>		
1.1		Nil	
<b>2</b>	<b>IN CAMERA DISCUSSION</b>		
		<ul style="list-style-type: none"> <li>▪ In-Camera discussion held at the beginning of the meeting.</li> <li>▪ In depth discussion of governance of aged care and current performance of Barmera RAC and areas not met.</li> </ul>	
<b>3</b>	<b>MEETING OPENING</b>		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> <li>▪ Chair welcomed members and attendees and provided acknowledgement.</li> </ul>	

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		<ul style="list-style-type: none"> <li>▪ Noted apology from L Greenlees and S Waters and noted that PJ will be meeting with S Waters.</li> </ul>	
3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> <li>▪ Current Interests and Conflicts Disclosure Log noted.</li> <li>▪ MO advised amendments related to the current list.</li> </ul>	
3.3	Confirmation of Minutes from Board meeting	<ul style="list-style-type: none"> <li>▪ The minutes from the Board Meeting held 30 June 2023 were endorsed.</li> <li>▪ Noted that annual CEO Review to be added to the Work Plan.</li> </ul>	<b>ACTION: 20230728-01</b> – Annual CEO review to be added to the Work Plan. (JB)
3.4	Review Actions Log	<ul style="list-style-type: none"> <li>▪ The Board noted the Actions Log including completed actions and those included in the agenda.                             <ul style="list-style-type: none"> <li>○ 20221125-11 – Summary dependent on finalising Strategic Asset Management Plan.</li> <li>○ 20230525-01 - Cultural Audit Tool discussion deferred to next meeting due to leave.</li> <li>○ 20230630-09 – Mental Health Plan launch deferred to 5 October 2023.</li> <li>○ Noted the new DON will commence in Murray Bridge in August 2023 with potential presentation to be provided to the Board in September 2023 including an understanding of current challenges.</li> </ul> </li> </ul>	<b>ACTION: 20230728-02</b> – New DON at Murray Bridge to potentially provide a presentation to the Board in September 2023 including an understanding of current challenges. (WC)
3.5	Board Work Plan	<ul style="list-style-type: none"> <li>▪ The Board noted the Work Plan.</li> <li>▪ Noted that Board member skill matrix to be re-evaluated earlier and be part of education plan with KPMG.</li> </ul>	<b>ACTION: 20230728-03</b> – Work Plan to be amended with Skills Matrix to be re-evaluated earlier. (JB)
<b>4</b>	<b>MATTERS FOR DECISION - Nil</b>		
4.1	RMCLHN Attestation Statement 2023	<ul style="list-style-type: none"> <li>▪ Noted the information about the RMCLHN Attestation Statement 2023.</li> <li>▪ Endorsed the CEO and Chair to be signatories to the Attestation Statement and CEO and Chair endorsed the use of their electronic signatures.</li> </ul>	The Board endorsed the RMCLHN 2023 Attestation Statement.

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5 COMMITTEE REPORTS / RCOMMENDATONS			
5.1	RMCLHN Board Finance Committee	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Board Finance Committee Minutes 30 June 2023 (Draft).</li> <li>▪ The Finance Committee Chair's update.                             <ul style="list-style-type: none"> <li>○ Noted the pleasing EOFY financial result.</li> <li>○ Recommendation to the Governing Board that the Board endorse signing of the 2023-24 Service Agreement subject to caveats.</li> <li>○ Recommendation to the Governing Board that the Board endorse the MyGov quarterly submission (noting that all Board members present).</li> </ul> </li> </ul>	<p>The Board endorsed signing the 2023-24 Service Agreement, subject to caveats.</p> <p>The Board endorsed the MyGov quarterly submission.</p>
5.2	RMCLHN Board Clinical Governance Committee	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Board Clinical Governance Committee Minutes 30 June 2023 (Draft).</li> <li>▪ The Clinical Governance Committee Chair's update.                             <ul style="list-style-type: none"> <li>○ Noted that all Board members in attendance.</li> </ul> </li> </ul>	
5.3	RMCLHN Board Aged Care and Disability Governance Committee	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Board Aged Care and Disability Governance Committee Minutes 29 June 2023 (Draft).</li> <li>▪ The Aged Care and Disability Governance Committee Chair's update.                             <ul style="list-style-type: none"> <li>○ Noted minor amendment to be made to the minutes.</li> <li>○ Noted that some actions identified through the evaluation could be added to the Board Action Plan subject to completion of the evaluation (refer 6.4).</li> <li>○ Noted that a detailed review of master planning for the Barmera site was undertaken at the meeting.</li> </ul> </li> </ul>	
5.4	RMCLHN Board Audit and Risk Committee	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Board Audit and Risk Committee Minutes 8 June 2023 (Draft).</li> <li>▪ The Audit and Risk Committee update.                             <ul style="list-style-type: none"> <li>○ Nil further</li> </ul> </li> </ul>	

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5.5	<p>RSS Governance Committee</p> <p>RSS Governance Committee Minutes</p> <p>RSS Representative Update</p>	<ul style="list-style-type: none"> <li>▪ The RSS Governance Committee Meeting Minutes and Summary for the meeting held 28 June 2023 and Minutes were noted.</li> <li>▪ The RMCLHN representative on the RSS Committee update.                         <ul style="list-style-type: none"> <li>○ Noted that Rosey Batt appointed to BHFLHN Governing Board with potential conflict being considered regarding being the Chair of the Governance Committee.</li> <li>○ Noted the ongoing work regarding credentialing and contract management.</li> <li>○ Noted the discussion about the future structure of the RSS.</li> <li>○ Noted the discussion about midwifery services in Whyalla.</li> <li>○ Discussion about terminology and use of the term 'telehealth'.</li> <li>○ Noted the forum held to develop the RSS Operational Plan.</li> </ul> </li> </ul>	
<b>6 MATTERS FOR DISCUSSION</b>			
6.1	<p>Care Minutes in Residential Aged Care</p>	<ul style="list-style-type: none"> <li>▪ Noted the information about residential aged care minutes per resident per day.</li> <li>▪ Noted that the topic discussed in depth and in detail at the Aged Care and Disability Governance Committee.</li> <li>▪ Noted the trial of the report template with positive feedback (refer also 7.1.4).</li> </ul>	
6.2	<p>Barmera Aged Care Services</p>	<ul style="list-style-type: none"> <li>▪ Noted the Barmera Aged Care Performance Report, the RMCLHN response to the ACQSC and the updated Plan for Continuous Improvement submitted.</li> <li>▪ Discussion about actions being implemented including the detail regarding wound management.</li> <li>▪ Noted that the topic discussed in detail at the Aged Care and Disability Governance Committee meeting with the full Board in attendance.</li> <li>▪ Noted the Wound Management review and proposed actions across RMCLHN.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Noted that governance of aged care also discussed during the in-camera session.</li> </ul>	
6.3	RMCLHN Draft 2023-24 Service Agreement and Budget	<ul style="list-style-type: none"> <li>Noted the RMCLHN Draft 2023-24 Service Agreement and Budget.</li> <li>Noted the discussion at the Finance committee and recommendation to the Board (refer also 5.1).</li> </ul>	
6.4	RMCLHN Governing Board and Committees 2023 Evaluation	<ul style="list-style-type: none"> <li>Noted the summary reports of the Board and Sub-Committee self-evaluation surveys.</li> <li>Noted the poor response from attendees (RMCLHN staff and others) for Aged Care and Disability Governance, Clinical Governance and Audit and Risk Committees.</li> <li>Outcome to re-open the surveys for one week for the relevant sub-committees and updated report to be provided next meeting.</li> </ul>	<p><b>ACTION: 20230728-04</b> – Board Sub-Committee self-evaluation survey to be reopened for one week (for relevant committees) and updated report to be provided next meeting. (JB)</p>
6.5	RMCLHN Governing Board Action Plan - Quarterly Report	<ul style="list-style-type: none"> <li>Noted the update about the Governing Board Action Plan.</li> <li>Noted the proposed closure of the 2022-23 Plan with relevant items transferred to the 2023-24 plan along with new items identified through the 2023 Board self-evaluation.</li> <li>Noted that some actions from 2022-23 to be cross checked to ensure incorporated in 2023-24 including aged care infrastructure funding, recruitment and retention of senior staff, and Board education plan.</li> </ul>	<p><b>ACTION: 20230728-05</b> – Board Action plan to be cross checked to ensure inclusion in 2023-24 plan. (JB)</p> <p><b>ACTION: 20230728-06</b> – Follow up KPMG about Board education plan. (JB)</p>

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<p>6.6</p>	<p>RMCLHN Protective Security Services</p>	<ul style="list-style-type: none"> <li>▪ Noted the information about the RMCLHN Site Security Report including the risk assessment of Riverland General Hospital (RGH) and Murray Bridge Soldiers' Memorial Hospital (MBSMH) utilising the Security Decision Making Framework for Rural and Regional Health Services that was developed jointly between the ANMF and EFNLHN.</li> <li>▪ Noted the update regarding historical and recent implementation of security services at selected sites in country South Australia. Discussion about services provided by orderlies in some locations and security services in others. Discussion about staffing requirements for effective and safe restraint.</li> <li>▪ Noted that, from the current assessment, RGH does not require 24/7 restraint trained security services and nor does MBSMH although MBSMH is closer to meeting the criteria to implement.</li> <li>▪ Noted the good history at both RGH and MBSMH regarding police response when required.</li> <li>▪ Noted other strategies implemented in RMCLHN to minimize any risk of harm.</li> <li>▪ Noted the current misleading media reporting of a recent RGH event.</li> <li>▪ Noted the planned meeting with the ANMF in relation to security services.</li> <li>▪ Noted the potential adverse impact for Aboriginal consumers and people with a mental health illness when security personnel present.</li> <li>▪ Noted the forward planning regarding potential implementation of security services should the risk assessment and analysis change in the future.</li> </ul>	
<p>6.7</p>	<p>RMCLHN My Gov Aged Care Quarterly Report</p>	<ul style="list-style-type: none"> <li>▪ Noted the MyGov Aged Care Quarterly Report (Quarter 4).</li> <li>▪ Noted the discussion at the Finance committee and recommendation to the Board (refer also 5.1).</li> </ul>	

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7.2	RMCLHN Planning Update	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Operational Plan Quarterly Report for the period April – June 2023.</li> <li>▪ Discussion about:                             <ul style="list-style-type: none"> <li>○ Volunteer programs and recognition of volunteers.</li> </ul> </li> <li>▪ Noted the RMCLHN 2022-23 Operational Plan Summary Completion Report.</li> <li>▪ Noted the draft RMCLHN 2023-24 Operational Plan.</li> <li>▪ Discussion about:                             <ul style="list-style-type: none"> <li>○ Consumer and stakeholder engagement including Yarning Circles.</li> </ul> </li> </ul>	The Board noted the Planning Update.
7.2.1	Operational Plan Quarterly Report		<p><b>ACTION: 20230728-08</b> – Board members to be invited to future volunteer recognition events. (WC)</p>
7.2.2	2022-23 Operational Plan Completion Report		
7.2.3	Draft 2023-24 Operational Plan		
<b>8</b>	<b>MATTERS FOR NOTING</b>		
8.1	Chairperson Report	<ul style="list-style-type: none"> <li>▪ The Chairperson Report was noted.</li> </ul>	Chairperson's Report noted.
8.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> <li>▪ The CEO Report was noted</li> <li>▪ The CEO Report provided a summary of current issues, with the Board noting the following topics:                             <ul style="list-style-type: none"> <li>○ Barmera Aged Care Assessment (refer also 6.2)</li> <li>○ Security Services (refer also 6.6)</li> <li>○ Leadership staff changes</li> <li>○ Aged Care Site Visits noting this is targeted at operational leadership and incorporates leadership development.</li> <li>○ GP services in Karoonda with the Karoonda Council advising RMCLHN that Mannum Medical is proposing to withdraw face to face services. Further discussions to occur to understand specifically what is being proposed and to consider appropriate options for the community.</li> <li>○ National Safety and Quality Health Service (NSQHS) Standards Accreditation noting the change to the next assessment now to be over two weeks (one week each end).</li> <li>○ CSSD Project site works have now commenced. Noted that Renmark and Waikerie remain out of scope.</li> </ul> </li> </ul>	<p>CEO'S Report noted.</p> <p><b>ACTION: 20230728-09</b> – Board members wishing to be involved in Aged Care site visits to contact WC. (All)</p> <p><b>ACTION: 20230728-10</b> – Paper to be developed for the August meeting about medical service provision in Karoonda. (WC/CP)</p>



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		<ul style="list-style-type: none"> <li>○ Mannum services planning noting that the report is yet to be received.</li> <li>○ Electronic Medical Record project.</li> <li>○ Murray Bridge Hospital Centenary scheduled for 20 August 2023.</li> </ul>	<b>ACTION: 20230728-11</b> – Follow up receipt of the Mannum Services Plan. (WC)
<b>9</b>	<b>MATTERS FOR INFORMATION</b>		
9.1		<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>	
<b>10</b>	<b>ITEMS APPROVED BY CEO FOR NOTING</b>		
10.1		<ul style="list-style-type: none"> <li>▪ Nil</li> </ul>	
<b>11</b>	<b>CORRESPONDENCE</b>		
11.1	Incoming:	<ul style="list-style-type: none"> <li>▪ Noted the correspondence about the LHN Board appointments.</li> <li>▪ Noted the correspondence about Shared Services SA - Annual Internal Controls               <ul style="list-style-type: none"> <li>○ Noted this was also addressed in Finance Committee.</li> </ul> </li> <li>▪ Nil outgoing correspondence.</li> </ul>	
11.1.1	Minister Picton - Media Release re LHN Board appointments		
11.1.2	Shared Services SA - Annual Internal Controls letter		
11.2	Outgoing:		
<b>12</b>	<b>MEETING FINALISATION</b>		
12.1	Questions ./ Comments	<ul style="list-style-type: none"> <li>▪ Nil further</li> </ul>	
12.2	Review actions to be taken	<ul style="list-style-type: none"> <li>▪ Refer items: 3.3, 3.4, 3.5, 6.4, 6.5, 7.1.3, 7.2.1 and 8.2.</li> </ul>	
12.3	Meeting evaluation	<ul style="list-style-type: none"> <li>▪ PJ summarised the meeting and thanked everyone for their input.</li> </ul>	

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**Meeting Close:** 2.30 pm

**Next Meeting:**

**Date:** 25 August 2023  
**Time:** 11.00 am – 2.00pm  
**Location:** Murray Bridge Hospital and Teams

**Apologies:**

Noted that PJ will be an apology for the next meeting and EA to Chair.

**Signed:**

Elaine Ashworth



A/Chair

31 Aug, 2023 5:25:35 PM ACST

Date: / /

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