



# MINUTES

## Riverland Mallee Coorong Local Health Network Governing Board Meeting # 13

**Date:** Thursday 27 August 2020  
**Time:** 11.00 am – 3.00 pm  
**Venue:** Bridges Event Centre - Murray Bridge

**In Attendance:** Peter Joyner (PJ), Elaine Ashworth (EA) (T/C 12.45 - 2.00, then in person), Fred Toogood (FT), Claudia Goldsmith (CG),  
 Melanie Ottaway(MO), Wayne Champion (WC), Craig Lukeman (CL), Abdel Bassal (AB)

**Apologies:** Shane Mohor (SM)

**Guests:** Patrick Browne, Cooper, Diligent Sales Director (WA/SANT), at 2.00 pm

**Secretariat:** Jeanette Brown (JB)

**Acknowledgement:**

*We acknowledge and respect the traditional custodians whose ancestral lands we are meeting on here today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respects to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia/Australia present here.*

ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
<b>1. IN CAMERA DISCUSSION</b>		
<b>2. MEETING OPENING</b>		
2.1 Acknowledgement	<ul style="list-style-type: none"> <li>PJ provided Acknowledgement</li> </ul>	
2.2 Present and Apologies	<ul style="list-style-type: none"> <li>PJ, EA, FT, CG, MO, WC, WC, CL, JB, AB Apology: SM</li> </ul>	
2.3 Interests and Conflicts Disclosure 2.3.1 Board Disclosure Log	<ul style="list-style-type: none"> <li>Nil conflicts of interest declared.</li> <li>Interests disclosure log noted.</li> </ul>	
2.4 Confirmation of Minutes from previous meeting	<ul style="list-style-type: none"> <li>The minutes from the Board Meeting held 30 July 2020 were endorsed.</li> </ul>	The Board endorsed the previous minutes.
2.5 Review Actions Log	<ul style="list-style-type: none"> <li>Actions Log Reviewed.</li> <li>Noted that an Aboriginal culture workshop is planned for November 2020.</li> </ul>	

<b>3. MATTERS FOR NOTING</b>		
3.1	Chairperson Report	<ul style="list-style-type: none"> <li>• Report provided a summary of current issues including:                             <ul style="list-style-type: none"> <li>○ The ongoing challenges associated with COVID-19.</li> <li>○ Emergency Department medical staffing.</li> </ul> </li> </ul>
3.2	Chief Executive Officer Report	<ul style="list-style-type: none"> <li>• Report highlighted achievements and current operational issues.</li> <li>• Noted the new emergency direction related to COVID-19 including more specific requirements in aged care. Noted that impact for care worker staffing being assessed and processes in place to ensure sufficient personal protective equipment.</li> <li>• Discussion about the impact of border restrictions.</li> <li>• Noted the status regarding medical models for Riverland General Hospital and Murray Bridge Hospital.</li> <li>• Noted the organisational development program session held for leaders with the program to be further cascaded throughout the organisation.</li> <li>• Noted the pre-release information about the Health Performance Council report about Institutional Racism across all Local Health Networks in South Australia.</li> <li>• Noted that advertising for the vacant Director People and Culture and Executive Director Community and Allied Health positions have now closed with interviews to be organised.</li> <li>• Noted that advertising for the vacant Executive Director Medical Services position closes 28 August 2020.</li> <li>• Discussion about the Rural Workforce Strategy and the proposed development of a medical postgraduate Rural Generalist Program.</li> </ul>
<b>4. MATTERS FOR DISCUSSION</b>		
4.1	RMCLHN Board Charter Volume 2 - Updated	<ul style="list-style-type: none"> <li>• Noted the updated Board Charter Volume 2 following suggested amendments at the July meeting.</li> </ul>
4.2	Updated Terms of Reference – Finance Committee and Clinical Governance Committee	<ul style="list-style-type: none"> <li>• Noted the recommendation from the Finance Committee to approve the updated Terms of Reference.</li> <li>• Noted the recommendation from the Clinical Governance Committee to approve the updated Terms of Reference.</li> <li>• Pending discussion at Audit and Risk Committee, agreement to reschedule committee meetings prior to the Board meeting.</li> </ul>
4.3	RMCLHN Governance Committee Reporting Summary Matrix	<ul style="list-style-type: none"> <li>• Noted the information in relation to the RMCLHN Reporting Matrix and noted this will continue to be refined through the RMCLHN committees.</li> </ul>

ACTION: Chair of Aboriginal Health Committee to compile information related to audit criteria within RMCLHN and provide a summary report to the Board.

The Board approved the updated Board Charter Volume 2.

The Board approved the updated Terms of Reference for the Finance Committee and the Clinical Governance Committee.

The Board noted the RMCLHN Reporting Matrix.

4.4	Draft Narrative RMCLHN Annual Report	<ul style="list-style-type: none"> <li>Noted the draft RMCLHN Annual Report, noting that the Audited Financial Statements to be added when received.</li> <li>Noted the amended submission timeframes under COVID-19 Emergency Management legislation.</li> </ul>	The Board endorsed the draft RMCLHN Annual Report and endorsed the Chair and CEO to sign the transmittal statement.
4.5	Adverse events incident management	<ul style="list-style-type: none"> <li>Noted the progress on the review of adverse incident management in RMCLHN and that a report will be provided to the next Clinical Governance Committee.</li> <li>Noted that the Operational Leadership team undertook Root Cause Analysis training 19 August 2020.</li> </ul>	The Board noted the information about adverse incident management.
4.6	RMCLHN Branding	<ul style="list-style-type: none"> <li>Noted the updated information depicting the final designs for the six regional Local Health Networks.</li> </ul>	The Board supported the branding designs for RMCLHN.
<b>5. STANDARD AGENDA ITEMS FOR DISCUSSION</b>			
5.1	Performance Report 5.1.1 Finance and FTE Report- PPRC 5.1.2 KPI Monthly Performance Report 5.1.3 People and Culture Report 5.1.4 Quality and Safety Reports 5.1.5 Other	<ul style="list-style-type: none"> <li>The RMCLHN July Performance Reports were noted.</li> <li>Noted that detailed discussion about financial performance reports occurred at the Finance Committee with all Board members now able to attend.</li> <li>Key Performance Indicators, People and Culture and Quality Risk and Safety performance reports were noted.</li> <li>Noted the steady increase over 2019-20 in the percentage of the workforce identifying as Aboriginal or Torres Strait Islander.</li> <li>Noted comment related to activities run by residents within the Quality Risk and Safety Report.</li> </ul>	The Board noted the RMCLHN Performance Reports.  ACTION: CEO to review comment in Quality Risk and Safety report about resident activities.
5.2	RMCLHN Strategic Plan Update	<ul style="list-style-type: none"> <li>Noted the Strategic Planning workshop scheduled for 28 August 2020 with Operational Leadership, emerging leaders and Health Advisory Council Presiding Members invited.</li> </ul>	The Board noted the update about the Strategic Plan.
<b>6. MATTERS FOR DECISION</b>			
6.1	Emergency Department Medical Staffing Models – General information	<ul style="list-style-type: none"> <li>Noted the four main medical staffing models in emergency departments across rural South Australia.</li> </ul>	The Board noted the ED medical staffing information.
6.2	Riverland General Hospital Emergency Department Staffing Model	<ul style="list-style-type: none"> <li>Noted the progress since the July 2020 meeting in relation to Riverdocs and medical Emergency Department staffing at Riverland General Hospital.</li> <li>Pending noting by the Minister for Health and Wellbeing, it is proposed that the transition to a new governance model will take effect 1 December 2020.</li> <li>Discussion about the proposed governance structure post transition and proposed short term project management and clinical director functions to support the transition.</li> </ul>	<p>The Board noted the information about the medical ED staffing in Riverland General Hospital.</p> <p>The Board endorsed the CEO to approach the current Riverdocs Clinical Director in relation to a short term clinical director role to support the transition.</p>
6.3	Murray Bridge Hospital Emergency Department Staffing Model	<ul style="list-style-type: none"> <li>Noted the information about the Murray Bridge Hospital Emergency Department medical staffing model and meetings</li> </ul>	The Board noted the information about the medical ED staffing in



6.4 Finance Committee membership	<ul style="list-style-type: none"> <li>held since the last Board meeting.</li> <li>Discussion about the proposal for RMCLHN to fund Bridge Clinic to coordinate an in-hospital Emergency Department medical officer on weekends, noting that this is unfunded. It is proposed that the changes will take effect 1 December 2020.</li> <li>Noted the recommendation from the Finance Committee for Claudia Goldsmith to continue as Chair with Fred Toogood and Peter Joyner as members, and noting that all Board members invited to attend.</li> </ul>	Murray Bridge Hospital. The Board approved funding Bridge Clinic to coordinate weekend in-hospital medical officer from 1 December 2020.  The Board endorsed the reviewed Finance Committee membership.
<b>7. MATTERS FOR INFORMATION</b>		
7.1 RMCLHN Board Finance Committee Minutes (Draft)	<ul style="list-style-type: none"> <li>Noted the draft Minutes of 30 July 2020.</li> </ul>	The Board noted the draft Minutes.
7.2 RMCLHN Board Clinical Governance Committee Minutes (Draft)	<ul style="list-style-type: none"> <li>Noted the draft Minutes of 30 July 2020.</li> </ul>	The Board noted the draft Minutes
<b>8. PRESENTATION</b>		
8.1 Diligent Board Management System	<ul style="list-style-type: none"> <li>Presentation from Patrick Browne-Cooper, Diligent Sales Director about the Diligent Board Management System.</li> </ul>	The Board noted the presentation about Diligent.
<b>9. ITEMS APPROVED BY CEO FOR NOTIN</b>		
9.1	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	
<b>10. CORRESPONDENCE</b>		
10.1 Incoming & Outgoing	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>11. MEETING FINALISATION</b>		
11.1 Questions / Comments	<ul style="list-style-type: none"> <li>Nil</li> </ul>	
11.2 Review actions to be taken	<ul style="list-style-type: none"> <li>Refer items: 3.2 and 5.1</li> </ul>	
11.3 Meeting Evaluation / Suggestions for next meeting	<ul style="list-style-type: none"> <li>PJ summarised the meeting.</li> </ul>	
11.4 Next meeting	<ul style="list-style-type: none"> <li><b>Date: Thursday 24 September 2020</b></li> <li><b>Time: 12.30 – 3.30 pm</b></li> <li><b>Location: Waikerie</b></li> </ul>	
11.5 Meeting Close	<ul style="list-style-type: none"> <li>3.05 pm</li> </ul>	

**Signed:**

  
 Peter Joyner  
 Chair  
 Date: 24/9/20