

Central Queensland Hospital and Health Board meeting resolutions

25 August 2023

Board meeting minutes

Chairperson	Mr Paul Bell AM	Date and Time	Friday 25 August 2023 at 10.00 am
Venue	Executive Services Boardroom, Administration Building, Rockhampton Hospital Campus Rockhampton Hospital	Contact	Kristy Richardson Board Secretary (07) 49205759
Members	Mr Paul Bell AM (Chair), Dr Lisa Caffery, Dr Poya Sobhanian, Mr Matthew Cooke, Ms Tina Zawila, Ms Leann Wilson, Professor Fiona Coulson, Mr John Abbott AM		
Apologies	Mr Matthew Cooke, Ms Michelle Webster, Ms Shareen McMillan		
In attendance	Dr Emma McCahon, Dr Pooshan Navathe, Ms Nicole Trost, Ms Caroline Farmer, Ms Pauline McGrath, Ms Donna Cruikshank (for Item 5.3.5), Kristy Richardson		
Guest	Mr Todd Kelly Independent Advisor		

Declarations of interest:

The following standing conflicts of interest were noted:

Board Member	Type of interest
Mr Paul Bell AM	For matters concerning the Emerald Super Clinic and appointment as a Local Government Grants Commissioner and involvement in the housing/accommodation of clinical employees of the Central Queensland Hospital and Health Service in the Central Highlands
Mr Matthew Cooke	Chief Executive Officer, Gladstone Region Aboriginal and Islander Community Controlled Health Service Ltd t/a Nhulundu Health Service, A/Chief Executive Officer, Centre for Rural and Regional Aboriginal and Torres Strait Islander Health Ltd t/a Centre for Rural and Regional

Board Member	Type of interest
	Indigenous Health, Chairman, First Nations Bailai, Gurang, Gooreng Gooreng, Taribelang Bunda People Aboriginal Corporation Registered Native Title Body Corporate. (NFP Remunerated role), Director, Port Curtis Coral Coast Trust Ltd. (NFP Remunerated role), Director, Bailai Aboriginal Corporation for Land and Culture. (NFP Voluntary role), Director, Yalga Binbi Institute for Community Development Aboriginal and Torres Strait Islander Corporation. (NFP Voluntary role), Director, Risk Response Engage Design Develop (Remunerated role / shareholder), member First Nations Health Improvement Advisory Committee, Chairperson and Director of the Queensland Aboriginal and Islander Health Council (QAIHC).
Dr Poya Sobhanian	Director, Gladstone Ports Corporation
Mr John Abbott AM	Deputy Chair Regional Development Central and West Queensland
Dr Lisa Caffery	Chair, Sunwater Ltd
Mr Todd Kelly	For any matters relating to BDO

Board meeting resolutions

Meeting opening

The Chair formally opened the meeting at 11.05 am

1. Closed member's session

A closed members session was held between 10.00 am and 11.00 am.

Resolution from the Closed Session:

Following the executive level restructure of the organisation the Board will work with the Department to review the remuneration for executives with a view to ensuring equity across portfolios.

2. Opening Business

2.1. Welcome, Apologies and Acknowledgment

The Chair acknowledged the traditional owners of the land on which the meeting was being held and respects were paid to elders, past present and emerging. The Chair extended this respect to all Aboriginal and Torres Strait Islander people in attendance.

The apologies of Mr Matthew Cooke and Ms Michelle Webster were **ACCEPTED**
The apology of Ms Shareen McMillan was **NOTED**

2.2. Patient Story

The HSCE shared a patient story.

2.3. Declarations and Conflicts of Interest made as noted above.

2.4. Confirmation of Minutes

The Minutes of 28 July 2023 were confirmed as a true and accurate record.

2.5. Board Calendar

Resolution:

The Board Calendar was **NOTED**

2.6. Update of Meeting Action Register

The Meeting Action Register was **NOTED**

3. Key Updates

3.1 Health Service Chief Executive's Report

Resolution:

The Board:

1. **NOTED** that Dr Pooshan Navathe will be taking a period of leave during November 2023.
2. **NOTED** that Ms Kerrie-anne Frakes will be taking a period of leave and an expression of interest will be released for a person to act in her role during that leave.

Resolution:

The Board **NOTED** the Report and information provided in the Health Service Chief Executive's Report to the Board

3.2 Severity Assessment Code (SAC1) Clinical Incidents for July 2023

Resolution:

The Board **NOTED** the update

3.3 New and Notifiable Incidents

Resolution:

The Board **NOTED** the update

4. Matters for Decision

4.1 Financial Statements 2022-23

Resolution:

The Board:

1. **RECEIVED** the 2022-23 Financial Statements and accompanying documents as part of the year-end financial account preparation.
2. **APPROVED** the 2022-23 Financial Statements

5. Matters for Discussion

5.1 Finance Report

Resolution:

The Board **NOTED** the Finance Report

5.2 Activity Performance

Resolution:

The Board **NOTED** the CQHHS YTD Activity Performance

5.3 Committee Minutes and Recommendations

5.3.1 Executive Committee

Resolution:

The Board **NOTED** the update provided by the Committee Chair

5.3.2 Audit and Risk Committee

Resolution:

The Board:

1. **NOTED** the update provided by the Committee Chair
2. **NOTED** the minutes of the meeting of 18 July 2023

5.3.3 Safety and Quality Committee

There was no report from the Safety and Quality Committee

5.3.4 Finance and Performance Committee

Resolution:

The Board:

1. **NOTED** the paper presented to the Committee regarding an overview of the Q4 FY 2022/23 health and safety trends including top 3 key risks
2. **NOTED** the Minutes of the meeting of 19 July 2023

5.3.5 Aboriginal and Torres Strait Islander Health and Wellbeing Committee

Resolution:

The Board **NOTED** the update including the Aboriginal and Torres Strait Islander Health and Wellbeing Directorate evaluation

5.3.6 Investment, Planning and Research Committee

Resolution:

The Board **NOTED** the (draft but not Chair reviewed) minutes of 9 August 2023

6. Matters for Noting

6.1 Correspondence

Resolution:

The Board **NOTED** the correspondence

7. General Business and Meeting finalisation

7.1.1. Annual Report

Resolution:

The Board **NOTED** the initial draft that will be submitted to the Office of Health Statutory Agency for preliminary review

7.1.2 General Business

No items of general business were discussed.

The Meeting was closed at 13.30

8. Next meeting date

Confirmed Date:	29 September 2023
Confirmed Time:	10:00 am
Confirmed Venue:	Executive Services Boardroom, Administration Building, Rockhampton Hospital Campus