

Central Queensland Hospital and Health Board meeting resolutions

22 March 2024

Board meeting minutes

Chairperson	Dr Lisa Caffery	Date and Time	Friday 22 March 2024 at 11.00 am
Venue	Executive Services Boardroom, Administration Building, Rockhampton Hospital Campus	Contact	Kristy Richardson Board Secretary (07) 49205759
Members	Dr Lisa Caffery, Mr Paul Bell AM (by videoconference), Dr Poya Sobhanian (by videoconference), Ms Tina Zawila (by videoconference), Mr John Abbott AM, Ms Michelle Webster		
Apologies	Mr Matthew Cooke, Ms Leann Wilson, Professor Fiona Coulson, Dr Pooshan Navathe, Ms Susan Foyle		
In attendance	Ms Ngaire Buchanan, Mr Jamie Spencer, Ms Shareen McMillan, Mr Srinath Kondapally (by videoconference), Kristy Richardson		
Guest			

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
	<p>Indigenous Health, Chairman, First Nations Bailai, Gurang, Gooreng Gooreng, Taribelang Bunda People Aboriginal Corporation Registered Native Title Body Corporate. (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).</p>
Dr Lisa Caffery	Chair, Sunwater Ltd
Ms Leann Wilson	<p>Aboriginal and Torres Strait Island Healing Foundation Deputy Chair and Director; Aboriginal Hostels Limited Board, Director; Australian Rugby League Indigenous Council, Director; Queensland Indigenous Business Network, Director; Timber Queensland, Director.</p>

Board meeting resolutions

Meeting opening

The Chair formally opened the meeting at 11.00 am

1. Closed member's session

A Closed Members Session was not held

2. Opening Business

2.1. Welcome and Apologies

The apologies of Dr Pooshan Navathe, Ms Susan Foyle were **NOTED**.

The apologies of Mr Matthew Cooke, Ms Leann Wilson and Professor Fiona Coulson were **ACCEPTED**.

The Chair acknowledged the retiring members of the Board and thanked them for their service and contribution to the Central Queensland HHS over their period of service.

2.2. Acknowledgement of the Traditional Owners

We respect the collective cultures and traditions of the – recognised Aboriginal Traditional Owners and the Mura Kus Torres Strait Islander Descendants and Mura Kus communities of the Torres Strait Islanders living in Central Queensland – that are represented across the land, sea and river systems that connect and link our health services: Darumbal, Woppaburra, Konomie, Byellee (Bailai), Gurang, Gooreng Gooreng, Taribelang Bunda, Gangulu/Gaangal, Ghungalu, Wulli Wulli, Western Kangoulu, Wadja, Kairi. We respectfully acknowledge our Elders, our communities, and the health workforce past and present, who continue in sharing their cultural knowledge and dedication that supports the healing across our communities and within the provision of health services.

2.3. Patient Story

The HSCE shared a patient story with the Board.

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

2.5. Confirmation of Minutes

The Minutes of 23 February 2024 were confirmed as a true and accurate record.

2.6. Board Calendar

Resolution:

The Board Calendar was **NOTED**

2.7. Update of Meeting Action Register

Resolution:

The updates to the Meeting Action Register were **NOTED**

- 2.8. Nursing and Midwifery Excess Leave/RDO Balances
Resolution:
The Board:
 1. **NOTED** the brief
 2. **REQUESTED** that there be ongoing reporting on the management of excess leave through the nursing labour sustainability project
- 2.9. Safety Communications
Resolution:
The Board **NOTED** the details
- 2.10. Woorabinda MPHS Slips/Trips/Fall incident
Resolution:
The Board:
 1. **NOTED** the update
 2. **PROVIDED** direction to management that the safety culture of the HHS needed to be further developed and assurance be provided to the Board that safety culture and leadership of occupational health and safety measures were present across the HHS.
- 2.11. Business Planning Framework (BPF) Update
Resolution:
The Board **NOTED** the challenges, actions and progress in relation to BPF progress

3. Key Updates

- 3.1 Health Service Chief Executive's Report
Resolution:
The Board **NOTED** the Report and information provided in the Health Service Chief Executive's Report to the Board
- 3.2 Notifiable Incidents Update
Resolution:
The Board **NOTED** the update
- 3.3 Nursing and Midwifery Sustainability Update
Resolution:
The Board:
 1. **NOTED** the update
 2. **NOTED** that BPF, rostering and leave management be incorporated into this reporting
- 3.4 Severity Assessment Code (SAC) 1 Clinical Incident Update
Resolution:
The Board **NOTED** the update

4. Matters for Decision

- 4.1 Strategic Plan Review
Resolution:
The Board **APPROVED** the draft Strategic Plan for submission

5. Matters for Discussion

5.1 February 2024 Finance Report

Resolution:

The Board **NOTED** the Finance Report

5.2 CQHHS 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 updates provided by the Committee Chair

5.3.2 Audit and Risk Committee

Resolution

The Board:

1. **NOTED** the updates provided by the Committee Chair
2. **NOTED** the minutes of the meeting of 13 February 2024

5.3.3 Safety and Quality Committee

Resolution:

That the Board

1. **NOTED** the updates provided by the Committee Chair
2. **NOTED** the minutes of the meeting of 26 February 2024

5.3.4 Finance and Performance Committee

Resolution:

The Board:

1. **NOTED** the updates provided by the Committee Chair
2. **NOTED** the minutes of the meeting of 23 February 2024

5.3.5 Aboriginal and Torres Strait Islander Health and Wellbeing Committee

Resolution:

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

5.3.6 Investment, Planning and Research Committee

Resolution:

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

6. Matters for Noting

6.1 There were no matters for noting

7. General Business and Meeting finalisation

7.1 Correspondence

Resolution:

The Board **NOTED** the correspondence

Additional Item 1 – 2023-24 Service Agreement – Window 3

Resolution:

The Board:

1. **NOTED** the 2023-24 Service Agreement Window 3 amendments
2. **NOTED** the recommendation from the Finance and Performance Committee that the Board **APPROVE** the 2023-24 Service Agreement Window 3 amendments
3. **AUTHORISED** the Board Chair to sign any Service Agreement documents

The Meeting was closed at 1.30 pm

8. Next meeting date

Confirmed Date: Friday 26 April 2024

Confirmed Time: 10:00 am

Confirmed Venue: Executive Services Boardroom, Administration Building,
Rockhampton Hospital Campus