



Central Queensland Hospital and Health Board **meeting resolutions**

29 November 2024

Board meeting minutes

Chairperson	Ms Tina Zawila	Date and Time	Friday 29 November 2024 at 10.00 am
Venue	Meeting Room Theodore Hospital	Contact	Kristy Richardson Board Secretary (07) 49205759
Members	Ms Tina Zawila (Deputy Chair), Dr Anna Vanderstaay, Ms Kathleen Veach, Ms Michelle Webster (by videoconference), Ms Ryl Gardner (by videoconference)		
Apologies	Mr Matthew Cooke, Ms Leann Wilson, Ms Kerrie-anne Frakes		
In attendance	Ms Lisa Blackler, Ms Victoria Leov, Ms Shareen McMillan, Mr Jordan Mogg, Ms Donna Cruikshank, Ms Jenna Johnstone, Ms Julie Kahl, Kristy Richardson (by videoconference)		
Guest	Mr Rod Margetts (by videoconference)		

Declarations of interest:

The following standing conflicts of interest were noted:

Board Member	Type of interest
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 Indigenous Health, Director, Bailai Aboriginal Corporation for Land and Culture. (NFP Voluntary role), Director, Risk Response Engage Design Develop (Remunerated role / shareholder), Chairperson and Director of the Queensland Aboriginal and Islander Health Council (QAIHC), Director and Shareholder of Indigenous Energy Solutions Pty Ltd.
Ms Leann Wilson	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.
Dr Anna Vanderstaay	Senior Medical Officer (Part-time temporary) at South West Hospital and Health Service, Medical Officer (Casual) at Royal Flying Doctor Service (Qld Section), General Practitioner (Contractor) at Medicare Urgent Care Centre operated by ForHealth

Board meeting resolutions

Meeting opening

The Chair formally opened the meeting at 10.00 am

1. Closed member's session

A Closed Members Session was held following lunch with Dr Bruce Chater following the meeting closing at 1.30 pm.

Resolution from the Closed Session

The Board:

1. **APPROVED** Ms Lisa Blackler taking a period of annual leave between 16 December 2024 and 29 December 2024 (inclusive).
2. **APPROVED** Ms Shareen McMillan acting in the position of Health Service Chief Executive for the period 16 December 2024 and 29 December 2024 (inclusive).
3. **APPROVED** Mr Clay Bailey acting in the position of Executive Director for the period 16 December 2024 and 29 December 2024 (inclusive).

2. Opening Business

2.1. Welcome and Apologies

The apologies of Mr Matthew Cooke and Ms Leann Wilson were **ACCEPTED**
The apology of Ms Kerrie-anne Frakes was **NOTED**

2.2. Acknowledgment 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 Kangoulou, 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

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

- 2.5. Confirmation of Minutes
The Minutes of 25 October 2024 were confirmed as a true and accurate record.
- 2.6. Board Calendar and Meeting Calendar
Resolution:
The Board Calendar and Meeting Calendar was **NOTED**
- 2.7. Update of Meeting Action Register
Resolution:
The update of the Meeting Action Register was **NOTED**
- 2.8. 2025 Strategic Asset Management Plan (SAMP)
Resolution:
The Board **NOTED:**
1. the 2025 Strategic Asset Management Plan (SAMP) as ENDORSED by the Finance and Performance Committee
 2. the issue of deferred maintenance was raised by external audit as part of its Closing Report and that no approvals through the sustaining capital programs had been received since April 2024
 3. that the risk of delayed maintenance be discussed further to ensure the Board has appropriate oversight of the issues.

3. Key Updates

- 3.1 Health Service Chief Executive's Report
Resolution:
The Board **NOTED:**
1. The HSCE's Report
 2. The Nursing and Midwifery Review Update
 3. The Nursing and Midwifery BPF Recommendations Update
 4. The Executive Director First Nations KPI Dashboard
 5. The Executive Director Nursing Midwifery KPI Dashboard
 6. Communication and Engagement Strategy 2024-2025

4. Matters for Decision

Nil

5. Matters for Discussion

- 5.1 October 2024 Finance Report
Resolution:
The Board **RECEIVED** and **NOTED** the October 2024 Finance Report

5.2 2024/25 SLA Window 2

Resolution:

The Board:

1. **RECEIVED** and **NOTED** the proposed Service Level Agreement changes
2. **APPROVED** the Deed being considered out of session

5.2 CQHHS Activity Performance

Resolution:

The Board **NOTED** the report

5.3 Committee Minutes and Recommendations

No papers this meeting

6. Matters for Noting

6.1 Nil

7. General Business and Meeting finalisation

7.1 Correspondence

Resolution:

The Board **NOTED** the correspondence

7.2 Meeting Dates for 2025

Referred to Executive Committee

The Meeting was closed at 1.30 pm with the Board joining staff of Theodore Hospital for lunch.

8. Next meeting date

Confirmed Date: 20 December 2024

Confirmed Time: 10:00 am

Confirmed Venue: Rockhampton