



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

**6 September 2024**

# Board meeting minutes

Chairperson	Mr Matthew Cooke	Date and Time	Friday 6 September 2024 at 10.00 am
Venue	Executive Services Boardroom, Administration Building, Rockhampton Hospital Campus	Contact	Kristy Richardson Board Secretary (07) 49205759
Members	Mr Matthew Cooke (Chair) (by videoconference), Ms Tina Zawila (by videoconference), Dr Anna Vanderstaay, Ms Kathleen Veach, Ms Michelle Webster (by videoconference), Ms Leann Wilson (by videoconference)		
Apologies	Ms Ryl Gardner (by videoconference)		
In attendance	Ms Lisa Blackler, Dr Pooshan Navathe, Ms Victoria Leov, Ms Shareen McMillan, Mr Jordan Mogg, Ms Matt Boyd, Ms Kerrie-anne Frakes, Mr Rod Margetts, Kristy Richardson		
Guest			

## 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

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## Meeting opening

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The Chair formally opened the meeting at 11.00 am

### 1. Closed member's session

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

### 2. Opening Business

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2.1. Welcome and Apologies

The apology of Ms Gardner was **ACCEPTED**

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 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

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

2.5. Confirmation of Minutes

The Minutes of 26 July 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**

### 3. Key Updates

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- 3.1 Health Service Chief Executive's Report  
**Resolution:**  
The Board **APPROVED** Mr Jordan Mogg acting in the position of Chief Finance Officer for the period 2 September 2024 to 3 November 2024 (inclusive).
- 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 Review  
**Resolution:**  
The Board **NOTED** the update

### 4. Matters for Decision

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- 4.1. Internal Audit Strategic Plan and FY24/25 Annual Audit Plan  
**Resolution:**  
The Board **APPROVED** the Strategic Internal Audit Plan (2024-27) and FY24/25 Annual Internal Audit Plan for submission to the Board for approval
- 4.2 2024/25 Budget  
**Resolution:**  
The Board:
1. **APPROVED** the 2024-25 Annual Budget noting that the HHS is under an obligation to post a balanced budget position but that the HHS has significant challenges particularly in labour spend of which management are aware of and are actioning.
  2. **NOTED** as part of the intensive performance Management program with the Department, the Department was aware of the 2024/25 forecast position
  3. **REQUESTED** that the executive management team continue to work closely with the Department through the intensive performance review process to discuss and monitor budgetary and performance challenges.

4.3 Attestation Statement

**Resolution:**

The Board:

1. **NOTED** the 2024 annual Attestation Statement which is required by The Australian Commission on Safety and Quality in Health Care is due for submission by 30 September 2024
2. **NOTED** the endorsement of the Safety and Quality Committee for the Board Chair to sign the Attestation Statement

4.4 Annual Report

**Resolution:**

The Board **NOTED** the final draft

4.5 Agreement with Bolton Clarke

**Resolution:**

The Board:

1. **REVIEWED** the proposal and note the need for the services
2. **ENDORSED** the Chair exercising the Chair's Type 4 Procurement Delegation for the proposal to proceed in the absence of a formal open tender process being undertaken in accordance with the Central Queensland Hospital and Health Services Contract and Procurement Management Policy (cq\_c68) based on a genuine urgent need to act in this space and Bolton Clarke being a sole supplier with a particular product required by the HHS.
3. **APPROVED** the Central Queensland Hospital and Health Service entering into an agreement with Bolton Clarke for the operationalisation of an interim care bed arrangement and delegating the negotiation and execution of the contract to the Health Service Chief Executive.
4. **NOTED** that pending negotiation of the contract terms that the Board may be required to exercise its financial delegation

## 5. Matters for Discussion

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5.1 July 2024 Finance Report

**Resolution:**

The Board **RECEIVED** and **NOTED** the July 2024 Finance Report

5.2 CQHHS Activity Performance

**Resolution:**

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

5.3 Committee Minutes and Recommendations

**Resolution:**

The Board **NOTED:**

1. The minutes of the Audit and Risk Committee of 25 July 2024
2. The minutes of the Audit and Risk Committee of 22 August 2024
3. The minutes of the Finance and Performance Committee of 24 July 2024
4. The minutes of the Finance and Performance Committee of 21 August 2024

## 6. Matters for Noting

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6.1 Nil

## 7. General Business and Meeting finalisation

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7.1 Correspondence

**Resolution:**

The Board **NOTED** the correspondence

The Meeting was closed at 1.00 pm

## 8. Next meeting date

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Confirmed Date: 27 September 2024  
Confirmed Time: 10:00 am  
Confirmed Venue: Venue to be confirmed