

Virginia Bruce

From: Michael Chouelfate
Sent: Tuesday, 15 August 2017 10:15 AM
To: Virginia Bruce
Subject: FW: HHB expiring members - media
Attachments: MIN statewide board recruitment announcement 161129.docx; cairns board recruitment 161129.docx

Importance: High

From: Josef Chick
Sent: Tuesday, 29 November 2016 2:19 PM
To: Michael Chouelfate <Michael.Chouelfate@ministerial.qld.gov.au>
Cc: Michelle Wellington <Michelle.Wellington@ministerial.qld.gov.au>
Subject: FW: HHB expiring members - media
Importance: High

From: Kirrily Magill [<mailto:Kirrily.Magill@health.qld.gov.au>]
Sent: Tuesday, 29 November 2016 2:09 PM
To: Josef Chick
Cc: Mark Tuohy ; Steve Ralph
Subject: HHB expiring members - media
Importance: High

Hi Josef

We have the attached two Min statements for your consideration around board recruitment – a general one and a Cairns specific one.

As discussed, we are planning to go live with online advertising at midday tomorrow, and a range of papers in the coming days thereafter. Ideally, the Min statements would go out around go live time tomorrow.

Could you please advise if you would like to use the attached or not?

Many thanks
Kirrily

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RTI Release

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RTI Release

**Minister for Health and Minister for Ambulance Services
The Honourable Cameron Dick**

DATE

Recruitment underway for Queensland health boards

People with an interest and passion for their local community are needed to fill 77 vacancies on hospital and health boards across the state.

Minister for Health and Minister for Ambulance Services Cameron Dick said the hospital and health boards ensured that healthcare was provided in the best possible way for each community, with local input into local issues.

"No one knows better what a community needs than people who live, work and contribute to that community every day," said Mr Dick.

"It is a vital role and one which holds a lot of responsibility.

"Boards across Queensland oversee almost 85 per cent of Queensland Health's annual budget."

"Successful applicants will make a real difference to how we deliver health care in Queensland over the coming years."

Under the *Hospital and Health Boards Act 2017*, Boards are accountable for their local Hospital and Health Service's performance. This includes strategic direction and planning, client-focused delivery of services, financial accountability, legal and statutory compliance and efficient delivery of operations.

Board members are appointed by the Governor in Council, for terms of up to four years and available positions vary across boards depending on the scheduled expiry dates of its current members. There are 77 positions across Queensland which will become vacant soon.

In particular, expressions of interest are being sought to establish a new board for the Cairns and Hinterland Hospital and Health Service, following the appointment of an Administrator during September 2016.

"One thing all boards must have in common is a continued collective passion for improving the health outcomes of our fellow Queenslanders whilst ensuring sustainable growth for our services," Mr Dick said.

"If you have an outstanding record of achievement in leading and driving high performance organisations, and wish to serve your local community, we want to hear from you"

Candidates will require skills, knowledge and experience in one or more of the following areas:

- Health sector management
- Business, financial or human resource management
- Clinical expertise
- Health professional currently providing care or treatment to persons

- Legal expertise
- Primary healthcare
- Health research or academia relevant to the operations of the hospital and health service
- Health consumer and community issues relevant to the operations of the hospital and health service.

Roles are remunerated in accordance with Queensland Government guidelines. Applications will close at midnight on TBC.

For more information or to apply visit TBC

ENDS

Media contact: TBC TBC

RTI Release

Virginia Bruce

From: Michael Chouiefate
Sent: Tuesday, 15 August 2017 10:13 AM
To: Virginia Bruce
Subject: FW: Letters for Board appointments

From: Kirrily Magill [mailto:Kirrily.Magill@health.qld.gov.au]
Sent: Sunday, 7 May 2017 5:06 PM
To: Michael Chouiefate <Michael.Chouiefate@ministerial.qld.gov.au>; Josef Chick <Josef.Chick@ministerial.qld.gov.au>
Cc: Steve Ralph <Steve.Ralph@health.qld.gov.au>
Subject: Letters for Board appointments

Hi Michael and Josef

We're finalising the corro for the Minister's letters to Board Chairs and members.

I know we discussed this on Friday, but what do you think about the following slightly tweaked approach:

Minister to personally sign letters to:

1. All new members and Chairs of Cairns and South West Boards
2. New/reappointed Chairs (Children's, Mackay, West Moreton and Wide Bay)
3. Summary letters to the 16 Chairs confirming the composition and terms of appointments of their boards
4. s73 - Out of scope

The reason I suggest this is that, given the close working relationship between Chairs and the Minister, I wonder if it would be best for the Minister to personally sign any corro to Chairs?

We would use the Minister's electronic signatures for all other letters.

Can you please let me know as soon as you're able if you disagree? We're starting the hard copy printing first thing tomorrow, so any advice as soon as you're able would be very appreciated.

Cheers
Kirrily

Kirrily Magill
Senior Director
Office of the Director-General
Department of Health | Queensland Government
GPO Box 48 Brisbane QLD 4001
s73 - Out of scope
e. Kirrily.magill@health.qld.gov.au | www.health.qld.gov.au

I acknowledge the Traditional Owners on whose lands I live, walk and work. I pay my respects to Elders past and present.

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RTI Release

Virginia Bruce

From: Michael ChouEIFate
Sent: Tuesday, 15 August 2017 10:13 AM
To: Virginia Bruce
Subject: FW: HHB media statements and questions for Min's office
Attachments: Draft MIN Release - Hospital and Health Board appointments OHSa.doc; 
s73 - Out of scope

Importance: High
Sensitivity: Confidential

Virginia

Can you please print out the email and all attachments for ,

I'll be sending some others through as well.

Thanks

From: Josef Chick
Sent: Wednesday, 10 May 2017 4:47 PM
To: @HealthMedia <HealthMedia@ministerial.qld.gov.au>
Subject: FW: HHB media statements and questions for Min's office
Importance: High
Sensitivity: Confidential

Draft HHB releases

Josef Chick
Adviser


Office of Hon. Cameron Dick
Minister for Health and Ambulance Services

From: Kirrily Magill [mailto:Kirrily.Magill@health.qld.gov.au]
Sent: Wednesday, 10 May 2017 4:46 PM
To: Josef Chick
Subject: FW: HHB media statements and questions for Min's office
Importance: High
Sensitivity: Confidential

Hi Josef

Please see attached media statements. Can you please let me know if your office is comfortable???

Also do you want the chairs to personally inform those members who applied but will not be reappointed tomorrow afternoon:


s73 - Out of scope

o Sunshine Coast: Karen Woolley

673 - Out of scope



Thanks for any advice
Kirrily

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RTI Release

Michael Chouefate

From: Josef Chick
Sent: Friday, 27 January 2017 12:02 PM
To: Helen O'Mara
Cc: Barnaby Kerdel; Michael Chouefate
Subject: Hospital and Health Board Appointments 2017 Discussion

Helen

Can you please put in a meeting with myself and Barnaby and the Minister for 3.30pm on Wednesday 1 February for a 30 minute discussion on Hospital and Health Board Appointments for 2017.

s73 - Out of scope

Thanks

Josef Chick
Adviser

Office of Hon. Cameron Dick
Minister for Health and Ambulance Services

s73 - Out of scope

RTI Release

Michael Chouefate

From: Josef Chick
Sent: Thursday, 16 February 2017 11:52 AM
To: Michael Chouefate
Subject: FW: HHB Appointments
Attachments: timeline_15Feb.docx

From: Mark Tuohy [mailto:Mark.Tuohy@health.qld.gov.au]
Sent: Thursday, 16 February 2017 11:47 AM
To: Josef Chick
Cc: Steve Ralph ; Kirrily Magill
Subject: HHB Appointments

Josef

As requested, see attached a revised timeline prepared after the Steve and I met with Kirrily yesterday.

Regarding setting panel meetings so they don't clash with Parliament sitting days, I confirm that while we are doing what we can in that regard, however given the short timeframes we are working in and the always challenging exercise of lining up a number of different diaries of senior people, including the DG and the CoS, that is not necessarily going to be possible on all occasions.

Mark

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HHB appointments 2017 – forward look

Last updated: 15 February 2017

Indicative dates	Actions	Lead
By close 17 February	<ul style="list-style-type: none"> Requirements for s73 - Out of scope and Sunshine Coast confirmed (panels to be scheduled as required, otherwise request probity documents to initiate checks) <p style="background-color: #cccccc; padding: 2px;">s73 - Out of scope</p> <ul style="list-style-type: none"> Probity checks for 11 / 16 boards completed 	OHSA
w/c 20 February	s73 - Out of scope	Davidson
w/c 27 February		Davidson / DG
w/c 6 March		Davidson / DG
w/c 13 March		Davidson / DG
By no later than 24 March	<ul style="list-style-type: none"> All outstanding probity checks completed, submission of letter to Premier and advance lodgement CabSub issued to CLLO Maximum of 14 days allocated for urgent DG/Ministerial approval 	OHSA
3 April - 17 April	<ul style="list-style-type: none"> Three weeks allocated for Premier's endorsement (note Easter 14-17 April) OHSA to work with DPC to complete final lodgement CabSub 	DPC / OHSA
By 18 April	<ul style="list-style-type: none"> Minister to have approved final lodge CabSub OHSA to work with ICB on state-wide / local media statements 	CAPS OHSA / ICB
Monday 24 April	<ul style="list-style-type: none"> Anticipated Cabinet with GIC 27 April and Gazettal 28 April Media statements cleared 	CAPS
Thurs 27 April	<ul style="list-style-type: none"> Anticipated Executive Council 	
Friday 28 April	<ul style="list-style-type: none"> Anticipated gazettal: <ul style="list-style-type: none"> Appointment / acknowledgement letters issued Media statements issued Davidson to contact all other applicants to advise unsuccessful, but applications passed to respective HHBs 12 months 	
Sunday 14 May	s73 - Out of scope	
Thurs 18 May	<ul style="list-style-type: none"> All other board appointments commence (Members expire 17 May 2017) 	

Michael ChouEIFate

From: Kirrily Magill <Kirrily.Magill@health.qld.gov.au>
Sent: Thursday, 2 March 2017 1:57 PM
To: Michael ChouEIFate
Subject: Accepted: Discussion: HHB Recruitment

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RTI Release

Michael Chouefate

From: Josef Chick
Sent: Tuesday, 28 March 2017 4:01 PM
To: Helen O'Mara
Cc: Michael Chouefate
Subject: Board Discussion

Helen

Can you put in the diary for Thursday 30 March at 10.00am a board appointment discussion with myself and MC.

Thanks

Josef Chick
Adviser

Office of Hon. Cameron Dick
Minister for Health and Ambulance Services

s73 - Out of scope

RTI Release

Michael Chouefate

From: Kirrily Magill <Kirrily.Magill@health.qld.gov.au>
Sent: Thursday, 11 May 2017 3:26 PM
To: Michael Chouefate
Subject: HHB contacts
Attachments: HHB contacts.xls

Importance: High

Hi Michael
Contact info attached.
Cheers
Kirrily

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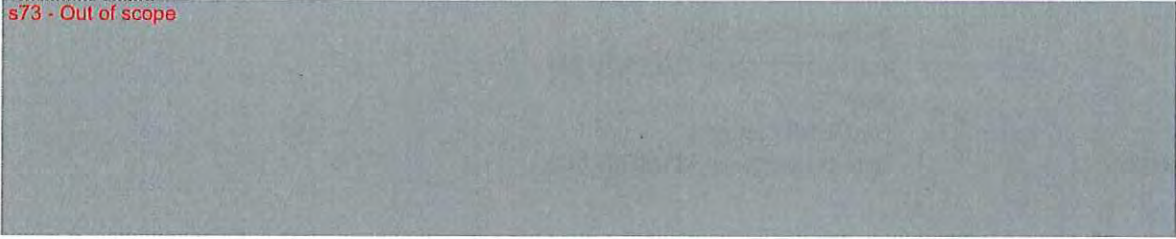
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RTI REQUEST

Incoming chairs

s73 - Out of scope



Expiring members - not being reappointed

HHB	Name	Phone	Date of original appointment
s73 - Out of scope			
Sunshine Coast	Karen Woolley	s73 - Out of scope	18/05/2013
s73 - Out of scope			

RTI Release

Michael Chouefate

From: Michael Chouefate
Sent: Thursday, 11 May 2017 5:20 PM
To: Josef Chick
Subject: Fwd: HHB contacts
Attachments: HHB contacts.xls; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: Kirrily Magill <Kirrily.Magill@health.qld.gov.au>
Date: 11 May 2017 at 3:26:17 pm AEST
To: "Michael.Chouefate@ministerial.qld.gov.au" <michael.Chouefate@ministerial.qld.gov.au>
Subject: HHB contacts

Hi Michael
Contact Info attached.
Cheers
Kirrily

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Virginia Bruce

From: Jacqui Heywood <Jacqui.Heywood@health.qld.gov.au>
Sent: Tuesday, 17 January 2017 2:40 PM
To: Josef Chick
Subject: Fwd: HHB - contacts details during w/c 16 Jan / reporting
Attachments: ATT00001.htm; Report - Application Summary - 16-01-17.xlsx; ATT00002.htm

Joe
FYI

Cheers

Jacqui
s73 - Out of scope

Begin forwarded message:

From: Mark Tuohy <Mark.Tuohy@health.qld.gov.au>
Date: 17 January 2017 2:24:17 pm AEST
To: Jacqui Heywood <Jacqui.Heywood@health.qld.gov.au>
Cc: Amanda Blake <Amanda.Blake@health.qld.gov.au>
Subject: FW: HHB - contacts details during w/c 16 Jan / reporting

Hi Jacqui

As discussed, see email below and the attached initial rough list of names of applicants. The more detailed report of completed applications (with the dashboard, individual tabs for each HHB listing the names of completed applicants etc and a final tab giving the names and first preferred board/position for anyone who submitted an incomplete report – just for completeness) is expected Wednesday.

Note also Lindy's advice confirming that she has spoken with Jane Williams re: the late applicants.

Cheers

Mark

From: Lindy MacPherson <Lindy.MacPherson@health.qld.gov.au>
Sent: Tuesday, 17 January 2017 12:58 PM
To: Mark Tuohy
Subject: FW: HHB - contacts details during w/c 16 Jan / reporting
Importance: High

Dear Mark

My sincere apologies, somehow I missed you off this email.

I have received a call from Jane Williams and she is connecting me with Bruce Scott this afternoon.

Regards

Lindy

From: Lindy MacPherson
Sent: Monday, 16 January 2017 3:21 PM
To: 'Steve Ralph' <Steve.Ralph@health.qld.gov.au>
Cc: David Wilson <David.Wilson@health.qld.gov.au>
Subject: RE: HHB - contacts details during w/c 16 Jan / reporting
Importance: High
Dear Mark and Steve

Please find attached the most recent update to the Application Summary report, with all applicant information.

At this stage we have 700 completed applications, with a further 86 incomplete. This may go up or down by a small number. We are currently doing another final check of all applications so will have confirmed final numbers in the report for Wednesday.

All existing Board Members who had previously indicated they were seeking re-election have completed applications.

We will have send through the full report by close of business Wednesday. If you require any other information please do not hesitate to contact either David Wilson or myself.

Regards

Lindy

Lindy MacPherson

Consultant | Davidson

main 07 3023 1000 direct s73 mobile s73 - Out of scope fax 07 3221 5810 davidsonwp.com

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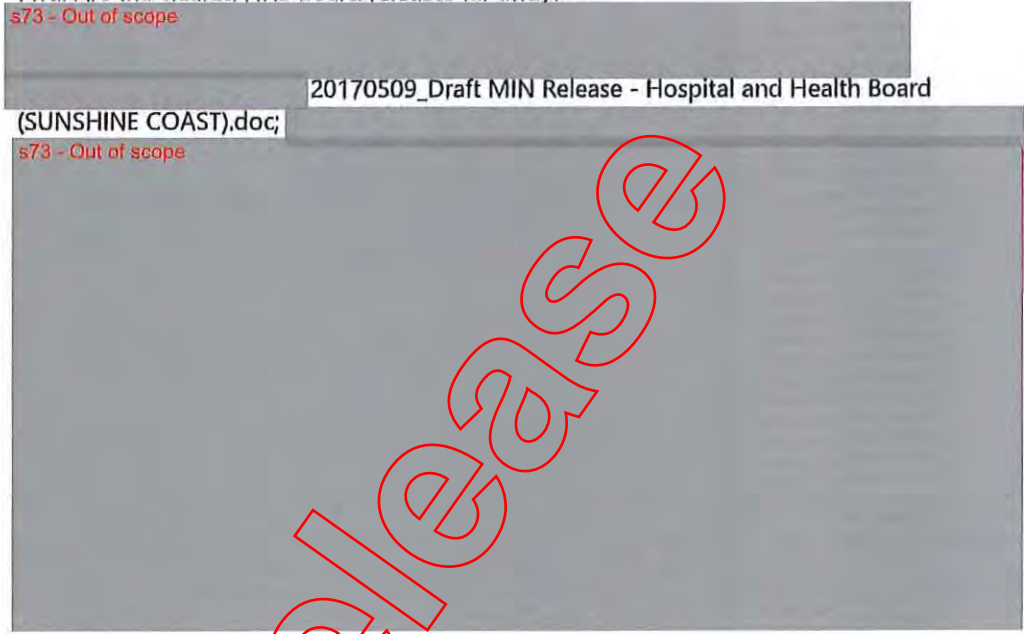
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Virginia Bruce

From: Michelle Wellington
Sent: Thursday, 11 May 2017 12:35 PM
To: Michael Chouefate; Josef Chick
Subject: Fwd: Are the cleared HHS board releases far away?
Attachments: s73 - Out of scope



Final board releases from dept, I'll work on these now for Min.

Michael - I thought the plan was to just soft release these? Is that still the case?

Cheers

Michelle Wellington
Senior Media Adviser
Office of the Hon. Cameron Dick MP
Minister for Health, Minister for Ambulance Services

s73 - Out of scope

Level 37, 1 William Street Brisbane QLD 4000
PO Box 48 Brisbane QLD 4001

Begin forwarded message:

From: "Damon Guppy" <Damon.Guppy@health.qld.gov.au>
To: "Michelle Wellington" <Michelle.Wellington@ministerial.qld.gov.au>, "Natalie Patch" <Natalie.Patch@health.qld.gov.au>
Subject: RE: Are the cleared HHS board releases far away?

Hey Michelle. Sorry for the wait.
Here are the final versions.

From: Michelle Wellington [<mailto:Michelle.Wellington@ministerial.qld.gov.au>]
Sent: Thursday, 11 May 2017 11:05 AM

To: Damon Guppy; Natalie Patch
Subject: Are the cleared HHS board releases far away?
Cheers

Michelle Wellington
Senior Media Adviser
Office of the Hon. Cameron Dick MP
Minister for Health, Minister for Ambulance Services

s73 - Out of scope

Level 37, 1 William Street Brisbane QLD 4000
PO Box 48 Brisbane QLD 4001

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RTI Release



XX May 2017

(SUNSHINE COAST)

Sunshine Coast health board to benefit from continuity

A former State MP who has a wealth of experience in social work, community health and governance has become the Sunshine Coast Hospital and Health Board's latest member.

Minister for Health and Ambulance Services Cameron Dick today welcomed Anita Phillips to the health board and congratulated four other members for their reappointments.

Mr Dick said the board, chaired by Dr Lorraine Ferguson AM, had provided strong leadership in the delivery of their region's health services, which included opening the Sunshine Coast University Hospital in April.

"The board welcomes Anita Phillips, who served as Member for Thuringowa from 2001 and 2004 and has had a distinguished career in all forms of government," the Minister said.

"Ms Phillips also brings valuable experience in social work and community health to the board.

"I am also pleased to announce that GP Dr Mason Stevenson, business and industry professional Brian Anker and accountant Cosmo Schuh have been re-appointed.

"I congratulate these members and look forward to working with them towards achieving the goal of making Queensland's health system the best in Australia.

"The fact that so many board members sought reappointment is testament to their dedication to their communities.

"The Sunshine Coast Hospital and Health Board is a diverse group, with three women and five men – all with a range of backgrounds, experience and skills – combining to ensure the broader community is well represented in the health space."

Dr Ferguson, Peter Sullivan and Associate Professor Edward Weaver will continue their terms on the board.

Mr Dick said 77 people applied for positions on the board during the expressions of interest period and the task of selecting five candidates was a tough one.

The 16 boards throughout Queensland are responsible under the Hospital and Health Board Act 2011 for local performance of their health services and the delivery of public health services within their communities.



The board reappointments will take effect on 18 May 2017.

A complete list of all Hospital and Health Board appointments has been published in the xx May 2017 edition of the Queensland Government Gazette.

Sunshine Coast Hospital and Health Board

Dr Lorraine Ferguson AM (Chair) – currently appointed until 17/05/2019

Mr Peter Sullivan (Deputy Chair) – currently appointed until 17/05/2019

Associate Professor Edward Weaver – currently appointed until 17/05/2019

Dr Mason Stevenson – reappointed until 17/05/2020

Mr Cosmo Schuh – reappointed until 17/05/2020

Mr Brian Anker – reappointed until 17/05/2020

Ms Anita Phillips – new appointment 17/05/2020

Dr Julie-Anne Tarr – reappointed until 17/05/2021

ENDS

Media contact: 3234 1439

Virginia Bruce

From: Jacqui Heywood <Jacqui.Heywood@health.qld.gov.au>
Sent: Friday, 13 January 2017 3:46 PM
To: Josef Chick
Cc: Jasmina Joldic
Subject: FW: Panel members (2) (2)
Attachments: Panel members (2) (2).docx

Joe

As discussed – a quick summary attached of panel processes.

Final report due from Davlson 25 Jan but I will get you a complete list asap on Monday.

Early February will be for panels/interviews etc (logistics can be worked out after DG/Min meeting on 24 Jan).

Early March 2016 the final list needs to complete.

Cheers
Jacqui

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Panel membership

HHB (no. positions)	HHB nominee	Minister's nominee
<p>s73 - Out of scope</p>		
<p>Sunshine Coast (5 positions - 1 appointed May 2016)</p>	<p>Dr Lorraine Ferguson (Chair)</p>	
<p>Torres and Cape (2 positions - 1 appointed December 2015 other May 2016)</p>	<p>Bob McCarthy (Chair)</p>	
<p>s73 - Out of scope</p>		

RTI Release

Virginia Bruce

From: Josef Chick
Sent: Thursday, 16 February 2017 11:52 AM
To: Michael Chouiefate
Subject: FW: HHB Appointments
Attachments: timeline_15Feb.docx

From: Mark Tuohy [mailto:Mark.Tuohy@health.qld.gov.au]
Sent: Thursday, 16 February 2017 11:47 AM
To: Josef Chick
Cc: Steve Ralph ; Kirrily Magill
Subject: HHB Appointments

Josef

As requested, see attached a revised timeline prepared after the Steve and I met with Kirrily yesterday.

Regarding setting panel meetings so they don't clash with Parliament sitting days, I confirm that while we are doing what we can in that regard, however given the short timeframes we are working in and the always challenging exercise of lining up a number of different diaries of senior people, including the DG and the CoS, that is not necessarily going to be possible on all occasions.

Mark

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HHB appointments 2017 – forward look

Last updated: 15 February 2017

Indicative dates	Actions	Lead
By close 17 February	<ul style="list-style-type: none"> Requirements for ^{s73} [redacted] and Sunshine Coast confirmed (panels to be scheduled as required, otherwise request probity documents to initiate checks) ^{s73 - Out of scope} [redacted] Probity checks for 11 / 16 boards completed 	OHSA
w/c 20 February	<ul style="list-style-type: none"> ^{s73 - Out of scope} [redacted] 	Davidson
w/c 27 February	<ul style="list-style-type: none"> [redacted] 	Davidson / DG
w/c 6 March	<ul style="list-style-type: none"> [redacted] 	Davidson / DG
w/c 13 March	<ul style="list-style-type: none"> [redacted] 	Davidson / DG
By no later than 24 March	<ul style="list-style-type: none"> All outstanding probity checks completed, submission of letter to Premier and advance lodgement CabSub issued to CLLO Maximum of 14 days allocated for urgent DG/Ministerial approval 	OHSA
3 April - 17 April	<ul style="list-style-type: none"> Three weeks allocated for Premier's endorsement (note Easter 14-17 April) OHSA to work with DPC to complete final lodgement CabSub 	DPC / OHSA
By 18 April	<ul style="list-style-type: none"> Minister to have approved final lodge CabSub OHSA to work with ICB on state-wide / local media statements 	CAPS OHSA / ICB
Monday 24 April	<ul style="list-style-type: none"> Anticipated Cabinet with GIC 27 April and Gazettal 28 April Media statements cleared 	CAPS
Thurs 27 April	<ul style="list-style-type: none"> Anticipated Executive Council 	
Friday 28 April	<ul style="list-style-type: none"> Anticipated gazettal: <ul style="list-style-type: none"> Appointment / acknowledgement letters issued Media statements issued Davidson to contact all other applicants to advise unsuccessful, but applications passed to respective HHBs 12 months 	
Sunday 14 May	<ul style="list-style-type: none"> ^{s73 - Out of scope} [redacted] 	
Thurs 18 May	<ul style="list-style-type: none"> All other board appointments commence (Members expire 17 May 2017) 	

Virginia Bruce

From: Josef Chick
Sent: Monday, 20 February 2017 11:26 AM
To: Michael Chouiefate; Dr Michael Riordan
Subject: FW: FYI Sunshine Coast HHB

FYI

Josef Chick
Adviser

Office of Hon. Cameron Dick
Minister for Health and Ambulance Services

From: Steve Ralph [mailto:Steve.Ralph@health.qld.gov.au]
Sent: Monday, 20 February 2017 11:24 AM
To: Josef Chick
Subject: FYI Sunshine Coast HHB

Hi Josef

Just called but not sure if you are in the office – just wanted to let you know that I understand Lorraine Ferguson is meeting the Minister tomorrow (21 Feb).

s73 - Out of scope

Steve



Steve Ralph
Manager, Hospital and Health Services
Office of the Director-General, Department of Health
p: s73
a: Level 14, GPO Box 48, Brisbane, QLD 4001
w: [Queensland Health](#) | e: steve.ralph@health.qld.gov.au



Queensland's health vision | By 2025 Queenslanders will be among the healthiest people in the world.

Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

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RTI Release

Virginia Bruce

From: Kirrily Magill <Kirrily.Magill@health.qld.gov.au>
Sent: Wednesday, 24 August 2016 12:08 PM
To: Josef Chick
Subject: Expiring board positions
Attachments: BR064775 OHS - ATTACH 2.xlsx

Hi Josef

Here's the document you requested around the upcoming expiring board positions.

Thanks
Kirrily

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RTI REQUEST

Hospital and Health Board (HHB)
membership scheduled to expire 17 May 2017

no	HHB	Name	Date originally appointed
1	s73 - Out of scope		
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RTI Release

no	HHB	Name	Date originally appointed
43	s73 - Out of scope		
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52			
53	Sunshine Coast	Dr Mason Stevenson	29/06/2012
54		Mr Cosmo Schuh	18/05/2013
55		Professor Karen Woolley	18/05/2013
56		Mr Brian Anker	18/05/2013
57		Dr Julie-Anne Tarr	18/05/2016
58	s73 - Out of scope		
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RTI Released

Virginia Bruce

From: Tess Bishop <Tess.Bishop@health.qld.gov.au>
Sent: Tuesday, 29 November 2016 6:44 PM
To: Michael Chouiefate; Josef Chlck
Subject: Fwd: HHB 2017 applicant pack and PPQ
Attachments: HHB appointments_Nov16.docx; ATT00001.htm; HHB 2017 applicant pack_v1.0_CLEAN.doc; ATT00002.htm

Michael thank you for advising the brief and letters have been signed.

Please find attached a PPQ and a copy of the applicant pack.

Thank you Tess

Sent from my iPhone

Begin forwarded message:

From: "Kirrily Magill" <Kirrily.Magill@health.qld.gov.au>
To: "Tess Bishop" <Tess.Bishop@health.qld.gov.au>
Cc: "Steve Ralph" <Steve.Ralph@health.qld.gov.au>, "Mark Tuohy" <Mark.Tuohy@health.qld.gov.au>
Subject: HHB 2017 applicant pack and PPQ

Tess
Please find attached the PPQ and applicant pack for the 2017 process.
Sincere thanks OHSa for all your work on this.
Thanks
Kirrily

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Queensland Hospital and Health Boards

Information pack for applicants (November 2016)

Summary

In accordance with the *Hospital and Health Boards Act 2011*, Hospital and Health Boards (Boards) govern and control respective Hospital and Health Services (HHSs) which are the principal providers of public health services within Queensland.

Key functions of these Boards include financial management of respective HHSs, management of the land and buildings, and for a prescribed HHS - currently Children's Health Queensland, Gold Coast, Metro North, Metro South, North West, Sunshine Coast, Townsville and West Moreton - management of staff.

These arrangements directly support the following Queensland Government priorities and objectives for the community:

- Delivering quality frontline services
- Building safe, caring and connected communities
- Creating jobs and a diverse economy

This information kit provides further information to potential applicants for positions on Boards commencing May 2017, including a summary of the key requirements of the roles and an outline of the application process.

Appointed by the Governor in Council, on the recommendation of the Minister for Health and Minister for Ambulance Services (the Minister), expressions of interest are currently being sought as follows:

Hospital and Health Board	Available position/s
Cairns and Hinterland	Chair and member
Central Queensland	Member
Central West	Member
Children's Health Queensland	Chair and member
Darling Downs	Member
Gold Coast	Member
Mackay	Chair and member
Metro North	Member
Metro South	Member
North West	Member
South West	Chair and member
Sunshine Coast	Member
Torres and Cape	Member
Townsville	Member
West Moreton	Chair and member
Wide Bay	Chair and member

Please note:

- Within this document, the term 'Board' collectively refers to the Chair, Deputy Chair and individual members, unless otherwise specified.

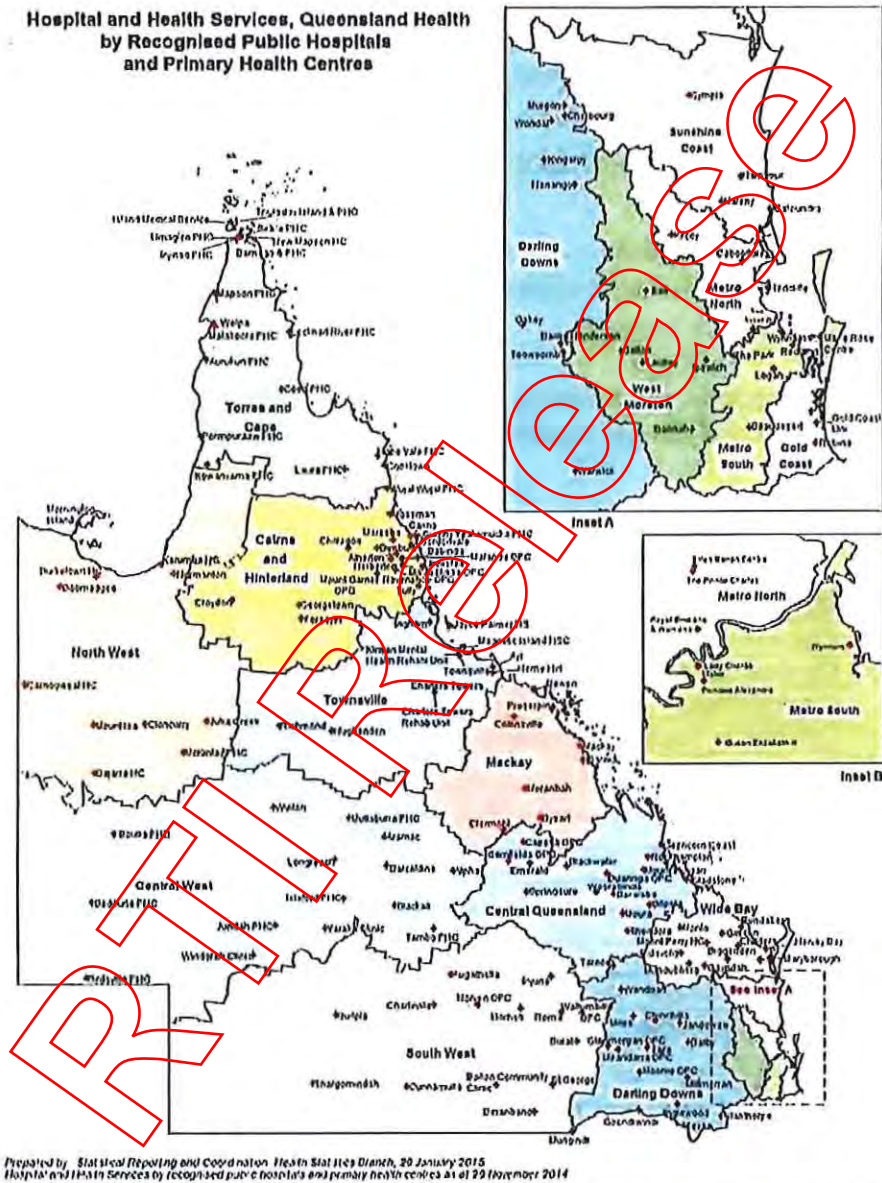
The deadline for applications is midnight 2 January 2017



Background

The Queensland public healthcare system comprises the Department of Health and independent HHSs governed by Boards.

Sixteen HHSs comprise a network of public hospitals and health services within a geographical or functional area. This includes Children's Health Queensland HHS, which has a statewide responsibility for a range of specialist paediatric services.



The Hospital and Health Boards Act 2011 (the Act) and its associated Regulation establish HHSs and set out the overarching relationship between Boards, HHSs and the Department of Health, including respective functions and powers.

The recently released 10 Year Vision: *My Health, Queensland's Future: Advancing Health 2026* provides a strong platform to enable the Department of Health to focus and strengthen its decision-making and policy development over the next decade.

Short profiles of each HHS, including links for further information, are provided at Appendix 1.

The role of Hospital and Health Boards

As independent statutory bodies, HHSs are required to comply with the whole-of-government governance framework including planning, reporting and financial accountability requirements.

Individual Boards therefore ensure respective HHSs perform the functions required under section 19 of the Act. This includes the obligation to develop statements of priorities and strategic plans for the corporate governance of the HHS, and to monitor subsequent compliance.

Each Board has an individual service agreement with the Department of Health that identifies the core services to be provided, the standard to which they are to be delivered and the funding to be made available to the HHS.

Boards must also perform their functions and exercise their powers in accordance with any direction given by the Minister, subject to the provisions of the Act.

Boards are also responsible for ensuring:

- efficient, effective and sustainable delivery of health services
- financial accountability
- local reporting and performance management, including risk management
- legal and statutory compliance
- local strategic direction and planning for the HHS
- client-focused delivery of services
- ethical behaviour

Membership

Appointments to Boards are made by the Governor in Council on the recommendation of the Minister. Working with the local Health Service Chief Executive, who is appointed by and accountable to the Board, each Board is directly accountable to the Minister for the HHS's performance.

Under the Act, Boards must comprise at least five or more members appointed by the Governor in Council on the recommendation of the Minister, and at least one of these members must be a clinician.

One of the Board members is appointed by the Governor in Council to serve as Chair. The Minister may also recommend to Governor in Council the appointment of a further member as Deputy Chair.

Positions are appointed on a part-time basis for terms of appointment not more than four years. There is no limit to the number of times a member can subsequently apply for reappointment.

Although the Act does not specify the maximum size of a board, the current average membership is between eight and nine members. Future requirements of local boards vary given the scheduled dates of expiry of current members.

Expectations of the role

As key figures with their local communities, Board Chairs and members are expected to participate in a representative capacity during community and other engagement meetings or events, which may occur outside standard business hours.

The anticipated time commitment for members varies between Boards and scheduled events but is generally between two (2) to four (4) days per fortnight.

The anticipated time commitment for Chairs also varies, but is likely to be more than four (4) days per fortnight.

Board Members

All members of a Board (including the Chair and Deputy Chair) are individually responsible to ensure the Board fulfils its role as set out in the Act. In doing so, members must comply with a range of legal duties and obligations as board members.

Serving in a position of public trust and confidence, these duties include, but are not limited to:

- acting honestly and to exercise powers for their proper purposes
- avoiding conflicts of interest, either actual or perceived
- acting in good faith and in the public interest at all times
- exercising diligence, care and skill

In addition, all members are required to:

- comply with the requirements of the *Public Sector Ethics Act 1994* (Qld), and all statutory, constitutional, and regulatory requirements and policies applicable to HHSs
- attend all Board meetings and other required committee meetings unless mitigating circumstances exist. In this regard, each Board formally meets on at least a monthly basis.

Other expectations include:

- participating in Board committees, where assigned by their Board Chair
- as required, attending local events in a representative capacity in community and other engagement meetings or events, which may occur outside standard business hours

Prospective applicants should also be aware of expected time commitments incurred through travel to local communities and facilities, particularly within rural areas.

The Chair

In addition to the requirements above, specific duties of the Chair, supported by local Board Secretariats and other HHS staff, include:

- as required, liaising with and reporting directly to the Minister
- ensuring the Board effectively performs its functions in accordance with legislative requirements
- setting local Board agendas, chairing Board meetings and facilitating constructive contributions by all members
- signing agreements, contracts etc. on behalf of the Board
- inducting and supporting incoming members, and guiding the ongoing professional development and performance reviews of the Board
- working productively with the local Health Service Chief Executive, the HHS Executive team and, as required, liaison with senior departmental officials such as the Director-General, Queensland Health
- acting as spokesperson for the Board

Prospective applicants should also be aware of additional travel requirements in addition to those outlined above - for example to participate in quarterly forums of Board Chairs, which are facilitated by the Department of Health.

Residential status

Although it may be acceptable for a Board member to reside outside of their local HHS catchment area, Board members and Chairs are expected to be Queensland residents.

Personal residency status must also enable an applicant to legitimately live and work in Australia.

Board remuneration

Members of Boards are entitled to be remunerated at the fees and allowances as determined by Governor in Council, and otherwise hold office under the conditions of appointment fixed by the Governor in Council.

Current rates of remuneration are summarised as follows:

Hospital and Health Board	Annual fees (Deputy Chair paid as members)	Sub-committee fees ^a (per committee per annum)
Gold Coast, Metro North, Metro South, Sunshine Coast, Townsville	Chair: \$85,714 Members: \$44,503	Chair: \$4,000 Members: \$3,000
Cairns and Hinterland, Central Queensland, Children's Health Queensland, Darling Downs, Mackay, West Moreton, Wide Bay	Chair: \$75,000 Members: \$40,000	Chair: \$4,000 Members: \$3,000
Torres and Cape, Central West, North West, South West	Chair: \$68,248 Members: \$35,055	Chair: \$2,500 Members: \$2,000

^aNote: the role of Chair of sub-committees may be delegated to other board members

Public Sector Employees

In accordance with the *Remuneration procedures for part-time chairs and members of Queensland Government bodies*, public sector employees selected for progression to Governor in Council will require certification from their respective Chief Executive that their proposed appointment is not connected in any way with their employment.

As such, public sector employees will only be eligible to receive fees when undertaking board business outside the hours they would normally be expected to work or when they are on unpaid leave.

Where applicable, the Department of Health will request any such certification as required prior to progressing an applicant for Governor in Council consideration.

Application process

The deadline for expressions of interest is midnight, Monday 2 January 2017

The Department of Health has engaged Davidson to manage this expression of interest process. The application process is in four stages:

Step	Process	Anticipated timescale
1	Submission of an expression of interest to one or more available positions	30 November 2016 to midnight 2 January 2017
2	Shortlisting of submitted applications, including interview (as required). Upon request, this will also include submission of additional probity documentation	Early 2017
3	Consideration by the Minister, including probity checks, and progression via Cabinet to the Governor in Council	
4	Confirmation of successful applicants via publication in the <i>Queensland Government Gazette</i>	By no later than 17 May 2017

Please be advised that the selection process is anticipated to be particularly competitive, expecting to generate a high calibre of applicant.

Prior to submitting your application, please carefully check to ensure that all required documents are attached and meet the stated requirements.

Due to the required steps in progressing statutory appointments, prospective applicants are asked to note that the outcome of this exercise cannot be confirmed until successful applicants are published in the *Queensland Government Gazette*.

However, applicants will be kept informed of the status of their application at regular intervals.

Key selection criteria

Board members will be selected having regard to relevant skills and experience, both in relation to legislative requirements, and also regarding the capacity of candidates to contribute time to the workload and demands of the Board.

It is also Queensland Government policy that membership of statutory bodies should, where possible, reflect the interests of the community as a whole, including women, people of culturally diverse backgrounds, Aboriginal and Torres Strait Islander peoples, people with a disability and young people.

Submission requirements

Prospective applicants are initially required to submit the following documentation:

1. **Curricula Vitae of no more than two (2) pages in length¹.**

¹ [Queensland Cabinet Handbook](#) requirements for Significant Appointments include that a two page or less CV to be included in documentation to progress to Governor in Council. Consequently, failure to adhere to this strict requirement when submitting your initial application may result in your application being rejected by the selection panel.

The following documents are also required:

- For member applicants: a personal statement of no more than two (2) pages addressing the member criteria outlined below.
- For Chair applicants: a personal statement of no more than three (3) pages addressing the member criteria outlined below.

Applicants who wish to submit applications for both Chair and member positions are encouraged to complete an application for a Chair role, specifying interest when submitting you application for either position.

2. A completed application form, stating your preferred position(s) and Board(s)

As required, your application will then be considered accordingly with regards to each nominated position.

Initial shortlisting will be undertaken in early 2017. Following this, applicants selected for progression will be contacted to provide additional documentation to support local recruitment and selection, and the range of probity checks required for any nominees progressed for Governor in Council consideration.

Member criteria

Personal statements for member positions are to be no more than two (2) pages in length and demonstrate the following criteria:

1. In accordance with section 23(2) of the *Hospital and Health Boards Act 2011*, demonstrated skills, knowledge and experience in one or more of the following areas:
 - health sector management
 - financial management
 - business or human resource management
 - clinical expertise
 - health professional currently providing care to persons
 - legal expertise
 - health research or academia relevant to the operations of the HHS
 - health consumer and community issues relevant to the operations the HHS
 - primary healthcare skills, knowledge and experience
2. Evidence of the ability to analyse, critically assess and drive financial and non-financial performance within either a health, other public sector or other associated industry
3. An ability to constructively build and manage stakeholder relationships
4. The capacity to relate, and appropriately respond to, the interests of consumers of health services
5. Excellent interpersonal, verbal and written communication skills including public relations, media and presentation skills
6. Evidence of the following requisite personal attributes:
 - Leadership: innate leadership skills including the ability to appropriately represent the organisation, set organisational culture and take responsibility for decisions

- Commercial acumen: the capacity to think quickly and make sound judgments in a complex commercial context
- Political astuteness: the capacity to understand and work effectively with diverse interest groups and power bases within organisations and the wider community, and the dynamic between them
- Think and act strategically: the capacity to understand and contribute to the strategic direction of the HHS, in line with broader whole of government and departmental strategies, and awareness of the impact on broader systems. The ability to critically analyse complex and detailed information, easily distil key issues and develop innovative approaches and solutions to problems
- Personal integrity: A strongly held sense of commitment to openness, honesty, inclusiveness and high standards
- Self-management: the capacity to self-manage and display resilience in a range of complex and demanding situations
- Contributor and team player: the ability to work as part of a team, and demonstrate the passion and time to make a genuine and active contribution.

Chair criteria

In addition to the membership criteria, applicants for Chair positions must also be able to demonstrate, in a statement totalling no more than three (3) pages in length:

- Skills and experience to provide leadership and strategic vision of a large public sector health service delivery organisation
- Experience at a board level, including a sound working knowledge of governance systems and frameworks

Prospective Chair applicants are also required to demonstrate evidence of the following personal attributes:

- Strategic stakeholder relationships: ability and willingness to adopt a number of approaches to gain support and influence diverse parties, with the aim of securing outcomes
- Executive decision-making: the capacity to identify and objectively employ relevant information to make decisions within appropriate timeframes
- Managing conflict: demonstrated ability to manage conflict or challenging situations with confidence and a focus on outcomes
- Networking, communication and public relations: the capacity and confidence to network, communicate, promote and present on behalf of the HHS, and the confidence and ability to deal with media as required
- Constructive questioner: the preparedness to ask questions and challenge others in a constructive and appropriate way

Probity checks

As statutory appointments, Cabinet Handbook requirements include a range of additional probity checks including: completion of a personal disclosure regarding conflicts of interest, a national criminal history search, searches of the Australian Securities and Investments Commission's banned and disqualified register and bankruptcy index, review of the Queensland government lobbyist register and other internet based searches.

Personal referee checks may also be undertaken on all nominees selected for progression to the Governor in Council.

To streamline the initial application process, only those nominees selected for further consideration will be contacted in early 2017 by Davidson to provide additional paperwork. These checks will then be initiated by the Department of Health, on a confidential basis, and will only be used for purposes connected with your application for appointment.

Applicants should note that disclosures of conflicts of interest or convictions of an offence not yet rehabilitated may not necessarily preclude them from Board membership, as such matters will be considered on a case by case basis.

Use of information provided in your application

Personal information on applicants will be collated to assess their suitability for appointment to a Board. As a part of the selection process, personal information will be dealt with in accordance with the Queensland Health Privacy Policies².

This means that information will be treated confidentially and will be used in a de-identified format in order to:

- meet whole-of-Government reporting requirements;
- enable the Government to monitor the diversity of appointments to and composition of statutory and other bodies to which the Government makes appointments; and
- allow accurate reporting on the profile of the State's public sector entities' board and committee memberships.

Names of Chairs and members appointed by the Governor in Council will be published in the *Queensland Government Gazette* for public information.

The names of these appointees will also be made available on the Queensland Health website and added to the Register of Appointees to Queensland Government Bodies, which provides membership and contact information about all appointments to Queensland Government bodies.

Further information

Additional information relating to government policy and legislative requirements in relation to HHS / Boards and governance requirements is available via:

www.health.qld.gov.au/publications/system-governance/health-system/foundations-resources/hhb-Induction-handbook.pdf

²Available via: www.health.qld.gov.au/masters/privacy.asp

Hospital and Health Service (HHS) profiles and current membership³

Cairns and Hinterland Hospital and Health Service

The Cairns and Hinterland HHS (CHHHS) is responsible for providing health services to the people of Far North Queensland across a geographical area of 141,000 square kilometres. The HHS supports a population of 283,197 which is forecast to grow by 9 per cent by 2026, with the highest level of growth occurring within the 65 years and over age group. Tourism is a key industry and contributes to a relatively high transient population. It is estimated that 9 per cent of the population are Indigenous Australians, compared to 3.5 per cent for Queensland as a whole.

Cairns Hospital is the specialist referral hospital for Far North Queensland, delivering health services across the continuum of care and to the Torres and Cape HHS. The Cairns and Hinterland HHS has facilities at Atherton, Babinda, Yarrabah, Gordonvale, Herberton, Innisfail, Mareeba, Mossman and Tully. The HHS also operates nine Primary Health Centres and six Community Health Services. The CHHHS also operates Alcohol, Tobacco and other Drug Service Centres in Cairns, Mossman, Innisfail and Mareeba; and is responsible for delivering health services through Lotus Glen Health Service.

The CHHHS has an operating budget of \$777.9 million for 2016-17, an increase of \$65.1 million (9.1 per cent) on the previous financial year. The CHHHS continues to be the largest employer in the Far North, with approximately 4,554 full-time equivalent employees delivering services across the entire HHS.

Additional information regarding the CHHHS is available at: www.health.qld.gov.au/cairns_hinterland/

The Board:

The CHHHS commenced as a statutory body on 1 July 2012. A Hospital and Health Board controls the Service for which it is established, and has the powers and duties as detailed in the *Hospital and Health Boards Act 2011*. The establishment of Boards enables an opportunity to have enhanced local decision making about local health services.

On 19 September 2016, the Cairns and Hinterland Hospital and Health Board resigned; and since 23 September 2016 an Administrator has been appointed. The Administrator has all of the same responsibilities, powers and functions as the Board.

To ensure governance continuity, monthly Administrator Meetings have continued to operate and all Prescribed Committees have also operated regularly.

Central Queensland Hospital and Health Service

The Central Queensland HHS has an operating budget of \$531.5 million for 2015-16 - and increase of \$43.5 million (8.9 percent) on the previous financial year - and employs approximately 2,688 full-time equivalent staff.

The geographic footprint of the Central Queensland HHS is diverse, ranging from regional cities such as Rockhampton and Gladstone to towns in the west including Emerald and Blackwater and beachside communities along the coast, comprising a population of around 228,000 people. Central Queensland has a relatively young population and is predicted to grow at 2 per cent per annum to 358,000 by 30 June 2036. The 2011 Census identified Central Queensland as having 5.5 per cent of its population identifying as Aboriginal and Torres Strait Islander origin, which is three per cent higher than the Australian average.

The Central Queensland HHS is responsible for the direct management of facilities within its geographical boundaries including Biloela Hospital, Capricorn Coast Hospital, Emerald Hospital, Gladstone Hospital, Moura Hospital, and Rockhampton Hospital. The Central Queensland HHS also provides services from a number of Multi-Purpose Health

³ 2016-17 Budget and FTE figures are from the Queensland Budget 2016-17: Service Delivery Statements Queensland Health available at: www.parliament.qld.gov.au/documents/tableOffice/TabledPapers/2016/5516T917.pdf

Services (MPHSs) and outpatient clinics. MPHSs are located in Baralaba, Blackwater, Mount Morgan, Springsure, Theodore, and Woorabinda. Outpatient clinics are located at Boyne Valley, Capella, Gemfields and Tieri.

Additional information regarding the Central Queensland HHS is available at: www.health.qld.gov.au/cq/

The Board:

The Board currently comprises a Chair, Mr Paul Bell AM, and nine members. Terms of office of seven positions are scheduled to expire on 17 May 2017.

Central West Hospital and Health Service

Central West Health has an operating budget of \$68.6 million for 2016-17, an increase of \$6.6 million (10.7 per cent) from the previous financial year and employs approximately 349 full-time equivalent staff.

The Central West region covers some 396,650 square kilometres of the state and includes the remote communities of central western Queensland from Tambo, in the south-east, to Boulia in the north-west. Central West Health serves a population of approximately 12,400 persons and also manages significant numbers of visitors seeking an outback experience during the winter months.

Central West Health is responsible for providing public hospital and health services and operates five public hospitals delivering 24-hour accident and emergency care, acute inpatient services, pharmacy, physiotherapy and radiology services and outpatient clinics. Longreach Hospital, as the region's procedural hub, offers surgical and elective procedures as well as gynaecological and obstetric services through its regional maternity service. Three of our hospitals also provide high care residential aged care services under a MPHS model.

In smaller communities, Central West Health operates primary health centres providing 24-hour accident and emergency services, local nursing and primary healthcare and regular visiting medical, community, allied and mental health services.

Additional information regarding Central West Health is available at: www.centralwest.health.qld.gov.au/

The Board:

The Board currently comprises a Chair, Ms Jane Williams, and seven members. Terms of office of four positions are scheduled to expire on 17 May 2017.

Children's Health Queensland Hospital and Health Service

The Children's Health Queensland HHS has an operating budget of \$677.2 million for 2016-17, an increase of \$64.9 million on the previous financial year, and employs approximately 3,486 full-time equivalent staff.

Children's Health Queensland is a specialist statewide HHS dedicated to providing the best possible family-centred health care for every child and young person in Queensland. A recognised leader in paediatric healthcare, education and research, the HHS delivers a full range of clinical services, tertiary level care and health promotion programs for children across Queensland, northern New South Wales and overseas.

Children's Health Queensland HHS includes:

- [Lady Cilento Children's Hospital](#)
- [Child and Youth Community Health Service](#)
- [Child and Youth Mental Health Service](#)
- [Statewide paediatric outreach and telehealth services](#)

Children's Health Queensland also leads a number of statewide services and programs, including the [Connected Care Program](#), [Deadly Ears](#), [Ellen Barron Family Centre](#), [Healthy Hearing Program](#), and the Centre for Children's Health and Wellbeing.

Additional information regarding the Children's Health Queensland HHS is available at: www.childrens.health.qld.gov.au/

The Board:

The Board currently comprises a Chair, Mrs Rachel Hunter, and nine members. Terms of office of five positions, including the chair, are scheduled to expire on 17 May 2017.

Darling Downs Hospital and Health Service

The Darling Downs HHS has an operating budget of \$674.5 million for 2016-17, an increase of \$36.7 million on the previous financial year, and employs approximately 4,011 full time equivalent staff. The Darling Downs HHS delivers hospital and healthcare services to approximately 300,000 people across a large and diverse geographic area of approximately 90,000 square kilometres. This area includes the local government areas of Toowoomba Regional Council, Western Downs Regional Council, Southern Downs Regional Council, South Burnett Regional Council, Goondiwindi Regional Council, Cherbourg Aboriginal Shire Council and part of the Banana Shire Council (community of Taroom).

The Darling Downs HHS has nine regional hospitals, eight rural community hospitals, six residential aged care facilities, three multipurpose health services and five community outpatient clinics.

A comprehensive range of hospital services including inpatient and outpatient services, surgical sub-specialties, medical sub-specialties, and diagnostic services, as well as an integrated mental health service, and community and primary health services are provided by the Darling Downs HHS.

The Darling Downs HHS is a high performing and efficient deliverer of public health services for the region. The Darling Downs HHS was the first health service in the State to have no patients waiting longer than clinically recommended for elective surgery and specialist outpatient appointments. With a strong track record of good financial performance, this has allowed reinvestment into delivering improved infrastructure and more services for the community.

The region that the Darling Downs HHS serves is changing. A growing, ageing population, increased incidence of chronic disease, and high rates of obesity are among the greatest challenges. However, opportunities in integrated care, innovative healthcare delivery, workforce planning and strengthening partnerships with the Darling Downs West Moreton Primary Health Network provide exciting areas of focus for the future.

Additional information regarding the Darling Downs HHS is available at:
www.health.qld.gov.au/darlingdowns/default.asp

The Board:

The Board currently comprises a Chair, Mr Mike Horan AM, and seven members. Terms of office for one position is scheduled to expire on 17 May 2017. A vacant position is also currently held by the Board.

More information about the Board is available at:

www.health.qld.gov.au/darlingdowns/pdf/ddhhs-boardwelcome.pdf

Gold Coast Hospital and Health Service

Gold Coast Health has an operating budget of \$1.283 billion for 2016-17, an increase of \$90.3 million on the previous financial year, and employs approximately 7,300 full time equivalent staff.

Gold Coast Health delivers public health services to a population of more than 560,000 people in the Gold Coast region, as well as people in northern New South Wales. The Gold Coast region is projected to have the largest population growth of any local government area in Queensland over the coming years, and has a high transient population with four million overnight visitors and seven million day trippers per year.

A broad range of secondary and tertiary health services are provided at Robina Hospital and Gold Coast University Hospital, at a number of health precincts and over 40 community health centres throughout the region. Community service facilities provide a range of services including child health, mental health and oral health.

In 2013, Gold Coast Health commenced delivering services from the tertiary-level Gold Coast University Hospital, Australia's first named university hospital. The 750-bed facility continues to develop and deliver clinical services to meet growing community demands. Its high-level services include surgery, general and specialist medicine, maternity and intensive neonatal care, aged and dementia care, emergency medicine, intensive care, cardiology, mental health, outpatients, environmental health and public health services and more. The combination of world-class infrastructure,

a highly talented and committed workforce, partnerships with the universities, Gold Coast Primary Health Network and the private and non-government sector, create an unprecedented opportunity for innovation in healthcare delivery. Gold Coast Health is aiming to become the first magnet-designated health service in Australia, recognising its excellence in health care services and quality of patient care.

Additional information regarding the Gold Coast HHS is available at: www.health.qld.gov.au/goldcoasthealth/

The Board

The Board currently comprises a Chair, Mr Ian Langdon, and eight members. Terms of office of three positions are scheduled to expire on 17 May 2017.

Mackay Hospital and Health Service

The Mackay HHS has an operating budget of \$357.9 million for 2016-17, an increase of \$30.2 million (9.2 percent) on the previous financial year, and employs approximately 2,000 full time equivalent staff.

The Mackay HHS is an innovative, well managed service with the proven ability to meet the health needs of a diverse and geographically dispersed community. The Mackay HHS provides public hospital and health services including medical, surgical, emergency, obstetrics, paediatrics, specialist outpatient clinics, mental health, critical care and clinical support service to a population of around 182,049. Our population lives in a 90,362 square kilometre area from Bowen in the north to St Lawrence in the south, west to Clermont and north-west to Collinsville. Proserpine and the Whitsundays are also included in this region.

Mackay HHS provides an integrated approach to service delivery across acute, primary health and other community based services including aged care assessment and Aboriginal and Torres Strait Islander programs. Primary health services include Mental Health, Oral Health, Home and Community Care, Mobile Women's Health, Alcohol and Other Drugs Service, Sexual Health, Aged Care Assessment Team and BreastScreen.

Mackay Base Hospital is the largest hospital in the HHS and has recently undergone a \$408 million state-of-the-art refurbishment. There are seven smaller facilities at Sarina, Dysart, Moranbah, Collinsville, Clermont, Bowen and Proserpine. Mackay HHS actively works with local GPs, private facilities, other healthcare providers and universities.

Additional information regarding the Mackay HHS is available at: www.mackay.health.qld.gov.au

The Board

The Mackay HHS currently comprises a Chair, the Honourable Tim Mulherin, a Deputy Chair, Mr Darryl Camilleri, and seven members. Terms of office of six positions, including the Chair and Deputy Chair, are scheduled to expire on 17 May 2017.

Metro North Hospital and Health Service

The Metro North HHS has an operating budget of \$2.386 billion for 2016-17 and employs approximately 14,300 full-time equivalent staff.

Metro North HHS is the largest and most diverse hospital and health service in Australia. It covers an area of 4,157 square kilometres from the Brisbane River to north of Kilcoy, and serves a population approaching 900,000 people.

Metro North HHS provides the full range of health services including rural, regional and tertiary teaching hospitals. Two of its five hospitals are tertiary facilities that provide statewide super specialty services such as heart and lung transplantation, burns, and positron emission tomography. The HHS also provides a range of subacute, post-acute, community based health services to support patient discharge and hospital avoidance as well as a number of residential facilities, Oral Health Services and a fully integrated Mental Health Service including both community and hospital based care. Services are provided to patients throughout Queensland, northern New South Wales and the Northern Territory.

Additional information regarding the Metro North HHS is available at: www.health.qld.gov.au/metronorth/

The Board

The Board currently comprises a Chair, Dr Robert Stable AM, and eight members. Terms of office of four positions are scheduled to expire on 17 May 2017. A vacant position is also currently available upon the board.

Metro South Hospital and Health Service

Metro South Health has an operating budget of \$2.194 billion for 2016-17 and employs approximately 12,021 full time equivalent staff.

Metro South Health is the major provider of public health services, and health education and research, in the Brisbane Southside, Logan, Redlands and Scenic Rim regions. With a catchment spanning 3,856 square kilometres, Metro South Health serves the most populated HHS - and one of the most culturally and linguistically diverse populations - in Queensland. In 2015, there were 1,101,386 residents in the region, equal to approximately 23 per cent of Queensland's population. By 2031, this is expected to grow to 1,382,657 residents.

Metro South Health delivers a full suite of specialty health services, including: acute medical, acute surgical, aged care, cancer services, cardiology, emergency medicine, addiction and mental health, obstetrics and gynaecology, paediatrics, palliative care, rehabilitation, trauma, and transplantation.

Metro South Health operates five major hospitals, including Beaudesert, Logan, Princess Alexandra, QEII Jubilee and Redland. Princess Alexandra Hospital is a major tertiary facility and statewide provider for liver transplantation, renal transplantation, spinal injury management, brain injury management and skull base surgery. The HHS also operates eight major health centres throughout the region.

A range of health services are also delivered in the community, including Aboriginal and Torres Strait Islander Health, Addiction and Mental Health, BreastScreen, chronic disease management, community rehabilitation, hospital avoidance and substitution services, mental health, offender health, oral health, palliative care, refugee health and residential aged care.

Additional information regarding Metro South HHS is available at: www.metrosouth.health.qld.gov.au

The Board

The Board currently comprises a Chair, Mr Terry White AO, and eight members. Terms of office of five positions are scheduled to expire on 17 May 2017.

North West Hospital and Health Service

The North West HHS has an operating budget of \$456.3 million for 2016-17 and employs approximately 669 full time equivalent staff.

Covering an area of approximately 300,000 square kilometres, and servicing many of the remote communities within North Western Queensland and the Gulf of Carpentaria, the North West HHS is responsible for the public sector health services in the North West region.

The North West HHS operates four hospitals - at Doomadgee, Mornington Island, Mount Isa, and Normanton - as well as four Primary Health Facilities, eight Community Services, and two MPHs and is ultimately responsible for the promotion and wellbeing of the 33,000 people, ensuring that health services are of a high quality, accessible to all and effective.

Additional information regarding the North West HHS is available at: www.health.qld.gov.au/mt_isa/

The Board

The Board currently comprises a Chair, Mr Paul Woodhouse, and eight members. Terms of office of five positions are scheduled to expire on 17 May 2017.

South West Hospital and Health Service

The South West HHS has an operating budget of \$135.8 million for 2016-17, an increase of \$8.9 million (seven per cent) on the previous financial year, and employs approximately 722 full time equivalent staff.

The South West HHS is responsible for providing public hospital and health services and aged care services to a population of just over 26,000 residing across 319,000 square kilometres in South West Queensland. The population is likely to be higher based on the expected under-reporting of the indigenous population and the additional non-resident fly-in/fly-out workforce associated with the resource industry. The population is not evenly distributed and there is significant variability in population growth predicted during the period 2016-2026.

The HHS is responsible for the direct management of facilities and services including hospitals at Charleville, Cunnamulla, Roma and St George, seven MPHs, two residential aged care services, and four community clinics. A range of services and programs are also provided through these facilities which may also be provided by visiting clinicians and/or through Telehealth.

The HHS also operates a number of community and allied health service and outpatients clinics providing a comprehensive range of community and primary health services, including aged care assessment, Aboriginal and Torres Strait Islander health programs; child and maternal health services; alcohol, tobacco and other drug services; home care services; community health nursing, sexual health service, allied health services, oral health and health promotion programs.

Additional information regarding the South West HHS is available at: www.health.qld.gov.au/southwest/

The Board

The Board currently comprises a Chair, Mr Lindsay Godfrey, and seven members. Terms of office of five positions, including the Chair role, are scheduled to expire on 17 May 2017.

Sunshine Coast Hospital and Health Service

The Sunshine Coast HHS has an operating budget of approximately \$996.8 million for 2016-17, an increase of \$244.1 million (32.4 percent) from the previous financial year, and employs approximately 5,600 full time equivalent staff.

These figures are expected to increase significantly over the next year to accommodate the opening of the Sunshine Coast University Hospital (SCUH).

The Sunshine Coast HHS is the major provider of public health services, health education and research in the Sunshine Coast and Gympie areas. Covering approximately 10,020 square kilometres encompassing the local government areas of Sunshine Coast, Gympie and Noosa, the Sunshine Coast HHS's purpose is to deliver the highest standards of safe, accessible, sustainable, evidence-based health care with a highly-skilled and valued workforce that optimises the wellbeing of our community.

A range of specialty and sub-specialty services in surgery, medicine, mental health, women's and families and community and integrated and sub-acute services are provided to our communities. At the core of the HHS are four main hospitals/health services at Nambour, Caloundra, Gympie and Maleny. A residential aged care facility at Nambour and 25 community and other health centres are also established across the health service.

The Sunshine Coast HHS will experience significant growth in both service range and capacity with the opening of the SCUH at Kawana in April 2017. The new hospital will offer a range of new and expanded services and, as a tertiary facility, will also include the Sunshine Coast Health Institute on site.

Additional information regarding the Sunshine Coast HHS is available at: www.health.qld.gov.au/sunshinecoast/

The Board

The Sunshine Coast Hospital and Health Board has eight members including the Chair, Dr Lorraine Ferguson AM. Terms of office of five positions are scheduled to expire on 17 May 2017.

Torres and Cape Hospital and Health Service

The Torres and Cape HHS has an operating budget of \$201.2 million for 2016-17, an increase of \$21.6 million (12.1 per cent) on the previous financial year, and employs approximately 899 full time equivalent staff.

Torres and Cape HHS covers an area of more than 130,000 square kilometres and is responsible for providing health services to approximately 25,000 people widely spread across Cape York, the Northern Peninsula Area and the Torres Strait Islands. Sixty-four per cent of the population in the region identify as Aboriginal and/or Torres Strait Islander. The HHS is one of Australia's largest providers of health services to Aboriginal and Torres Strait Islander peoples.

The HHS comprises 31 primary health care centres, two hospitals – at Thursday Island and Bamaga - a MPHs (Cooktown) and an integrated health service (Weipa). The service also supports a wide range of healthcare providers including outreach teams and visiting specialist services from other health services and non-government providers such as Apunipima Cape York Health Council and the Royal Flying Doctor Service.

Additional information regarding the Torres and Cape HHS is available at:
www.health.qld.gov.au/torres-cape/

The Board

The Board currently comprises a Chair, Mr Bob McCarthy, and eight members. Terms of office of two positions are scheduled to expire on 17 May 2017.

Townsville Hospital and Health Service

The Townsville HHS has an annual operating budget of \$864.3 million for 2016-17, an increase of \$59.7 million (7.4 percent) on the previous financial year, and employs approximately 5,073 full time equivalent staff.

Serving a population of over 230,000, Townsville HHS comprises 18 hospitals and community health campuses and two residential aged care facilities. The HHS area extends from Townsville, north to Cardwell and Ingham, west to Charters Towers, Hughenden and Richmond, south to Ayr and Home Hill and east to Magnetic Island and Palm Island.

The HHS operates public health facilities in each of these areas, one of which, the Townsville Hospital, is the only tertiary hospital in North Queensland, serving a population of 750,000. It is a modern 720 bed hospital providing regional trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the James Cook University (JCU) Medical School.

Strong research links are maintained with JCU. All surgical specialties are represented with the exception of organ transplantation. The hospital also benefits from well-developed postgraduate teaching programs.

Additional information regarding the Townsville HHS is available at: www.health.qld.gov.au/townsville/default.asp

The Board

The Board currently comprises a Chair, Mr Tony Mooney AM, and nine members. Terms of office of six positions are scheduled to expire on 17 May 2017.

West Moreton Hospital and Health Service

The West Moreton HHS has an operating budget of \$512.3 million for 2016-17, an increase of \$42.5 million (nine per cent) in comparison to the previous financial year, and is one of the largest employers in the region, employing approximately 3,037 full time equivalent staff.

West Moreton HHS, and its predecessors, have a long and proud history of caring for the communities of Ipswich, Boonah, Esk, Laidley and Gatton. The HHS delivers health services in a mix of metropolitan and small rural community settings and services a population of approximately 252,000 people. The HHS catchment is the third fastest growth area in Australia with the population forecast to increase to approximately 450,000 people by 2026-27 (an increase of 82 per cent). This projected increase in population is the largest of any HHS in Queensland.

West Moreton HHS facilities include: Ipswich Hospital, Boonah Health Service, Esk Health Service, Gatton Health Service, Laidley Health Service, Community Health Service, and The Park - Centre for Mental Health Treatment, Research and Education.

The HHS delivers health services across the continuum of care including ambulatory services, acute care, sub-acute care, oral health, mental health and specialised services (including offender health and Alcohol Tobacco and Other Drugs). West Moreton also has a major teaching role, providing both undergraduate and postgraduate clinical experience for members of the multi-disciplinary health care team and has accountability for state-wide research and learning facilities for mental health.

Additional information regarding West Moreton is available at: www.westmoreton.health.qld.gov.au

The Board

The Board currently comprises a Chair, Mr Michael Willis, and seven members. Terms of office of four positions, including the Chair role, are scheduled to expire on 17 May 2017.

Wide Bay Hospital and Health Service

The Wide Bay HHS has an operating budget of \$524.5 million for 2016-17, an increase of \$35.6 million (7.3 percent) on the previous financial year, and employs approximately 2,783 full time equivalent staff.

Wide Bay HHS provides hospital and health services to a population exceeding 208,000 across an area of 28,513 square kilometres. Wide Bay is the largest contributor, outside of South East Queensland, to population growth in Queensland with 5.5 per cent of the State's growth and a projected annual growth rate of 1.8 per cent.

Three principal hospitals are established across the region – at Bundaberg, Hervey Bay and Maryborough - and there are eight rural facilities in the North Burnett region. Services provided include medical and rehabilitation, surgical and elective, emergency, family health, rural health, mental health, oral health, public health and clinical support.

Additional information regarding Wide Bay HHS is available at: www.health.qld.gov.au/widebay

The Board

The Board currently comprises an Acting Chair, Mrs Barbara Hovard, and seven members. Terms of office of five positions, including the Chair role, are scheduled to expire on 17 May 2017. A vacant position is also currently available upon the Board.

RTI Release

Virginia Bruce

From: CLLO <CLLO@health.qld.gov.au>
Sent: Thursday, 11 May 2017 3:00 PM
To: Steve Ralph
Cc: Mark Tuohy; Kirrily Magill; Jasmina Joldic; StatutoryAgencies; Loretta Carr; Josef Chick
Subject: Governor in Council Approval - Appointments to HHBs
Attachments: Approved Memo to OHSA - HHBs - 11 May 2017.pdf; ECM 159 - Appts HHBs.pdf

Importance: High

Good afternoon

Please find attached advice regarding Governor In Council approval of appointments to Hospital and Health Boards. I will forward to your office a copy of the Gazette Notice, following publication on Friday, 12 May 2017.

Kind regards
Jaye



Jaye Risson
Senior Briefing Officer
Cabinet and Parliamentary Services
Office of the Director-General, Department of Health
p: s73
a: Level 37, 1 William Street, Brisbane, QLD 4000
w: Queensland Health | e: jaye.risson@health.qld.gov.au



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Virginia Bruce

From: Steve Ralph <Steve.Ralph@health.qld.gov.au>
Sent: Friday, 31 March 2017 1:30 PM
To: Josef Chick
Subject: HHB appointments

Importance: High

Hi Josef

Please can you give me a call back, ideally before 2pm, just to confirm the Metro South terms of office – and also if you can advise suggested terms for Wide Bay and the new members, Darling Downs and Sunshine Coast?

If these are still TBC, I will uncouple these boards from advice I need to get to CLLO by 2.30

Thanks
Steve



Steve Ralph
Manager, Hospital and Health Services
Office of the Director-General, Department of Health
p: [REDACTED]
a: Level 13, GPO Box 48, Brisbane, QLD 4001
w: Queensland Health | e: steve.ralph@health.qld.gov.au



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Virginia Bruce

From: Steve Ralph <Steve.Ralph@health.qld.gov.au>
Sent: Wednesday, 22 March 2017 1:14 PM
To: Josef Chick
Subject: HHB appointments

Hi Josef

I understand you are in Parliament at the moment – when you are back in the office please can you give me a call re: proposed nominee for Sunshine Coast HHB?

I can also update you on progress of the draft CabSub

Thanks
Steve



Steve Ralph
Manager, Hospital and Health Services
Office of the Director-General, Department of Health
p: s73
a: Level 13, GPO Box 48, Brisbane, QLD 4001
w: Queensland Health | e: steve.ralph@health.qld.gov.au



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Virginia Bruce

From: Kirrily Magill <Kirrily.Magill@health.qld.gov.au>
Sent: Thursday, 2 February 2017 3:15 PM
To: Josef Chick; Barnaby Kerdel
Subject: HHB recruitment - panel members
Attachments: Panel members (2) (2).docx; Suggested cover text (3).docx

Hi both

1. **Minister's representative on HHB selection panels**

Am seeking confirmation of who should represent the Minister on each of the panels.
Seeking confirmation of other panels please.

s73 - Out of scope

2. **Emails to re-appointees to progress to probity checking**

Seeking your approval of the attached wording to go to the people who are intended to be reappointed (without interview). See second attachment below for your consideration please.

Thanks
Kirrily

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REF ID: A52525

Virginia Bruce

From: Josef Chick
Sent: Friday, 12 May 2017 1:06 PM
To: @Electorate Offices
Cc: Wendy Bourne; @Caucus
Subject: Hospital and Health Board Appointments 2017
Attachments: Board Appointments 2017.pdf

Members

Attached is a list of appointments to the Hospital and Health Boards for 2017 approved by Cabinet and Governor in Council. They have been published in the Queensland Government Gazette on Friday 12 May 2017 linked below.

<https://publications.qld.gov.au/dataset/058cb1b0-e156-4707-9848-523e981225db/resource/06a0de39-a0d7-43b3-ac3c-4ae2fda48cd9/download/12.05.17---combined.pdf>

The Ministers media releases will be distributed this afternoon. All media inquiries should be directed to the Minister for Health.

Thanks



Josef Chick
Advisor
Office of the Hon. Cameron Dick MP
Minister for Health and Ambulance Services
Member for Woodridge
PO Box 48 Brisbane QLD 4001

RTI Release

SUNSHINE COAST HOSPITAL AND HEALTH BOARD

Name	Position	Term of Appointment
Dr Mason Stevenson	Member	18/05/2017 to 17/05/2020
Mr Cosmo Schuh	Member	18/05/2017 to 17/05/2020
Mr Brian Anker	Member	18/05/2017 to 17/05/2020
Ms Anita Phillips	Member	18/05/2017 to 17/05/2020
Dr Julie-Anne Tarr	Member	18/05/2017 to 17/05/2021

s73 - Out of scope

RTI Release

s73 - Out of scope

s73 - Out of scope

SUNSHINE COAST HOSPITAL AND HEALTH BOARD

Name	Position	Term of Appointment
Dr Mason Stevenson	Member	18/05/2017 to 17/05/2020
Mr Cosmo Schuh	Member	18/05/2017 to 17/05/2020
Mr Brian Anker	Member	18/05/2017 to 17/05/2020
Ms Anita Phillips	Member	18/05/2017 to 17/05/2020
Dr Julie Anne Tarr	Member	18/05/2017 to 17/05/2021

s73 - Out of scope

RTI REQUEST

Virginia Bruce

From: Steve Ralph <Steve.Ralph@health.qld.gov.au>
Sent: Monday, 20 March 2017 12:20 PM
To: Josef Chick
Subject: HHB appointment schedule
Attachments: Att 1_schedule.docx; Forward look HHB appointments.doc

Hi Josef

In relation to HHB appointments, we are still tying up a couple of loose ends prior to completing advice for progression to the Minister.

In the meantime, I wanted to share the attached schedule with you in the hope we could catch up on some of the outstanding points where highlighted – by and large these are confirming terms of office where these are yet to be advised.

I also attach a forward look of expiry, based on anticipated terms (and noting this will not tally exactly with the schedule at this point, but I will total up once dates for all members are known).

I'm happy to come up the road to discuss if easier over the next day or so?

Many thanks
Steve



Steve Ralph
Manager, Hospital and Health Services
Office of the Director-General, Department of Health
p: [REDACTED]
a: Level 13, GPO Box 48, Brisbane, QLD 4001
w: Queensland Health | e: steve.ralph@health.qld.gov.au



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RTI Release

APPOINTMENTS TO SUNSHINE COAST HOSPITAL AND HEALTH BOARD

EXISTING MEMBERS			PROPOSED CANDIDATES		
NAME	POSITION (originally appointed)	TERM/ RESIGNED/ NOT BEING RENEWED	NAME	POSITION	NEW/ REAPPOINT/ TERM
Dr Lorraine Ferguson AM	Member and Chair (Deputy chair and member 27/07/2012 Chair since 18/05/2016)	18/05/2016 to 17/05/2019			
Mr Peter Sullivan	Member and Deputy Chair (07/09/2012; Deputy Chair since 26/08/16)	27/05/2016 to 17/05/2019			
Associate Professor Edward Weaver	Member (07/09/2012)	18/05/2016 to 17/05/2019			
Dr Mason Stevenson	Member (29/06/2012)	18/05/2014 to 17/05/2017	Dr Mason Stevenson	Member	Reappoint 18/05/2017 to 17/05/2020
Mr Cosmo Schuh	Member (18/05/2013)	18/05/2014 to 17/05/2017	Mr Cosmo Schuh	Member	Reappoint 18/05/2017 to 17/05/2020
Mr Brian Anker	Member (18/05/2013)	18/05/2014 to 17/05/2017	Mr Brian Anker	Member	Reappoint 18/05/2017 to 17/05/2020
Professor Karen Woolley	Member (18/05/2013)	18/05/2014 to 17/05/2017 Not being renewed	TBC	Member	New appointment 15/05/2017 to XX/05/20XX
Dr Julie-Anne Tarr	Member (18/05/2016)	18/05/2016 to 17/05/2017	Dr Julie-Anne Tarr	Member	Reappoint 18/05/2017 to 17/05/2021

**Awaiting confirmation of proposed nominee – meeting scheduled with deputy chair 20 March.
Term of office TBC – to pick up with Minister's office**

Forward look HHB appointments

Note: based on proposed terms of office commencing 18 May 2017

Red = Chair scheduled to expire

HHB	2018	2019	2020	2021
s73 - Out of scope				
Sunshine Coast (1 TBC)	-	3	3	1
s73 - Out of scope				

Advice required on the following:

s73 - Out of scope	
Sunshine Coast	Nominee TBC by COB 20 March
s73 - Out of scope	

RTI Released

Virginia Bruce

From: Steve Ralph <Steve.Ralph@health.qld.gov.au>
Sent: Wednesday, 26 April 2017 10:54 AM
To: Josef Chick
Subject: HHB - Schedule 1
Attachments: Att 1_schedule_24.04.17.docx

Importance: High
Sensitivity: Confidential

Hi Josef

As requested

Thanks
Steve



Steve Ralph
Manager, Hospital and Health Services
Office of the Director-General, Department of Health
p: [REDACTED]
a: Level 13, GPO Box 48, Brisbane, QLD 4001
w: Queensland Health | e: steve.ralph@health.qld.gov.au



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Virginia Bruce

From: Josef Chick
Sent: Wednesday, 11 January 2017 4:33 PM
To: Dr Michael Riordan
Subject: Emailing: Copy of Report 05-01-17.xlsx
Attachments: Copy of Report 05-01-17.xlsx

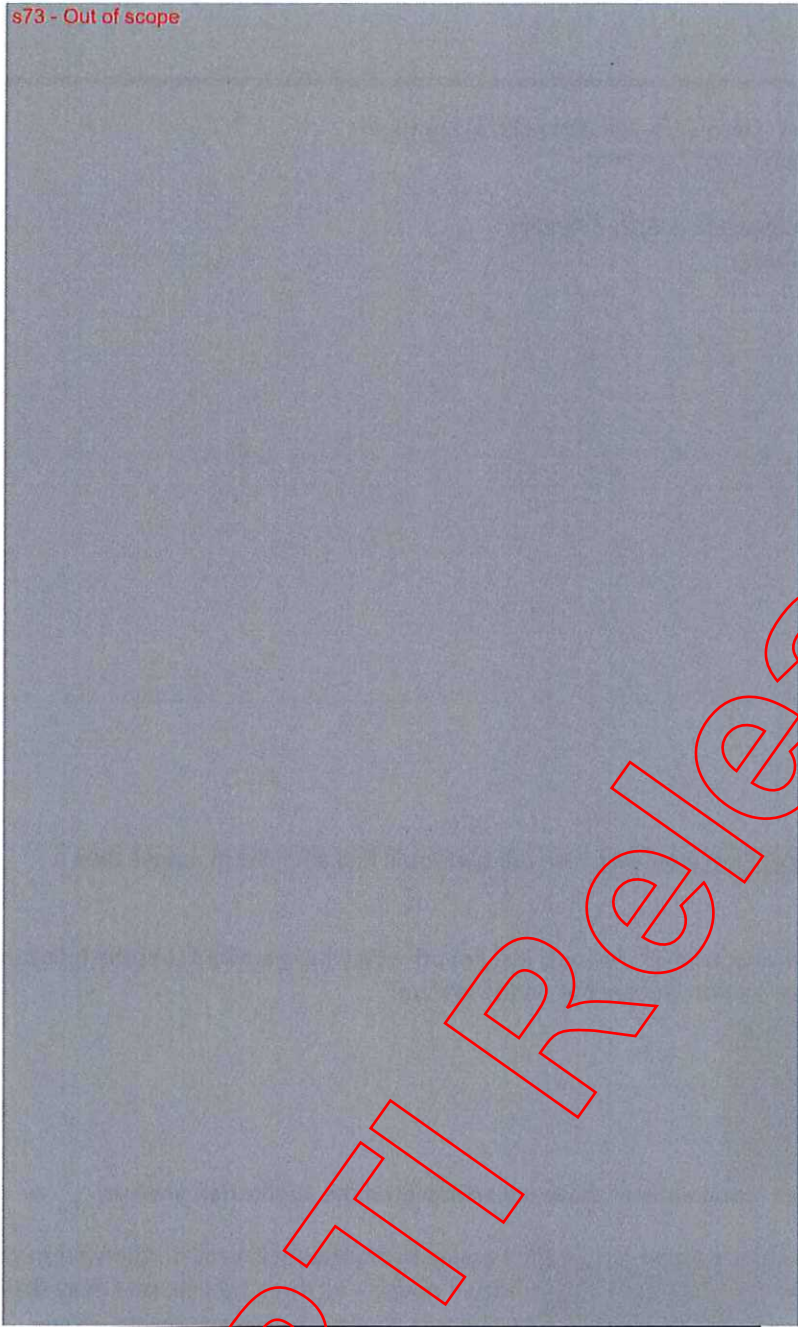
Your message is ready to be sent with the following file or link attachments:

Copy of Report 05-01-17.xlsx

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

RTI Released

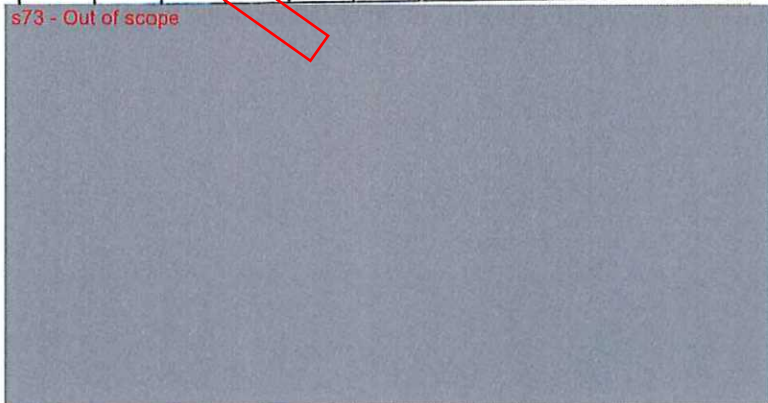
s73 - Out of scope



RTI Release

Institutes	FACILITIES				Beds		TOTAL PATIENTS LAST YEAR	Distances		
	Total	Complete	Incomplete	Male	Female	Within 500m		500m-1km	More than 1km	
001	25	01	01	20	20	0	0	25	0	0%

s73 - Out of scope



Virginia Bruce

From: Jacqui Heywood <Jacqui.Heywood@health.qld.gov.au>
Sent: Tuesday, 10 January 2017 3:22 PM
To: Josef Chick
Subject: FW: HHB applications as at 5pm 4 January
Attachments: Report 05-01-17.xlsx

Sensitivity: Confidential

FYI

From: Steve Ralph
Sent: Tuesday, 10 January 2017 3:17 PM
To: Jacqui Heywood
Cc: Mark Tuohy
Subject: HHB applications as at 5pm 4 January
Sensitivity: Confidential

Hi Jacqui

As discussed here is the raw data I have on file as at 5pm 4 January – on tab two you'll find a full list of names then a breakdown of tabs against each board

Just as I got off the phone I received a call from Davidson which I've only just got off – they have advised that the following three current members have yet to commence application and are not on the system:

s73 - Out of scope



All other current board members intending to seek reappointment have now completed the application process.

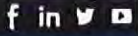
The EOI closes midnight this Friday. Davidson are going to send out a 48hr warning to anyone registered on the system who are yet to complete, at that point I'm happy to give ^{s73} a further nudge – all three told me on Friday they were working to the Friday deadline

We do not have another scheduled report booked in until next week. However Davidson are going to advise the total number of applications they have on the books tomorrow morning (to allow for any applications being submitted overnight).

Thanks
Steve



Steve Ralph
 Manager, Hospital and Health Services
 Office of the Director-General, Department of Health
 p: [redacted]
 a: Level 13, GPO Box 48, Brisbane, QLD 4001
 w: Queensland Health | e: steve.ralph@health.qld.gov.au



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RTI RELEASED

Virginia Bruce

From: Jacqui Heywood <Jacqui.Heywood@health.qld.gov.au>
Sent: Friday, 20 January 2017 11:42 AM
To: Josef Chick
Cc: Kirrily Magill <kirrilym@yahoo.com.au> (kirrilym@yahoo.com.au)
Subject: Matters -re: Hospital and Health Boards Recruitment
Attachments: HHS Applicant report- 18-01-17.xlsx; 2017 HHB recruitment timeline_170120.docx

Importance: High

Joe
Final report and updated timeline

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RTI RELEASED

Virginia Bruce

From: Kirrily Magill <Kirrily.Magill@health.qld.gov.au>
Sent: Tuesday, 15 November 2016 11:05 AM
To: Michael Chouelfate; Josef Chick
Subject: Proposed schedule for 6 and 7 Dec
Attachments: Proposed schedule_v0 02.docx

Hi Michael/Josef

Reworked schedule for your consideration. Can I please just double check that this is good to go? We'd like to send out appts today if possible.

s73 - Out of scope

Thanks
Kirrily

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RTI RELEASED

Suggested schedule

s73 - Out of scope

Dates and times for each day to be confirmed with respective Boards – the Director-General has also indicated that proxies may attend if required Chairs / HSCEs are unable to attend

Day 1 Tuesday 6 December 2016

Time	Suggested meeting (Chair / HSCE)	Contacts (Chair / HSCE)
s73 - Out of scope		
17:00 to 17:30	Sunshine Coast Dr Lorraine Ferguson / Mr Kevin Hegarty	SC-Board-Operations@health.qld.gov.au SCHHS Chief Executive@health.qld.gov.au ⁶¹
s73 - Out of scope		

Virginia Bruce

From: Kirrily Magill <Kirrily.Magill@health.qld.gov.au>
Sent: Tuesday, 29 November 2016 8:58 AM
To: Josef Chick; Tess Bishop
Cc: Mark Tuohy; Steve Ralph
Subject: QRoN EOI_message
Attachments: QRoN EOI_message.docx

Hi Josef and Tess

Attached is the draft email message that we intend to have Davidson send to people identified from QRoN who might be suitable for nomination to HHBs.

Are you comfortable with the attached wording? This email will have to go out tomorrow, so if you have any issues, could you please let me know today?

Many thanks

Kirrily

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RTI REQUEST

Dear Sir / Madam

Following a recent search of the **Queensland Register of Nominees to Government Bodies**, you have been identified as a person with potentially suitable skills and/or interest in upcoming government board roles.

Queensland Health has engaged Davidson Executive to assist in the recruitment of members and, in some circumstances, chairs to Queensland's 16 Hospital and Health Boards (HHBs).

Part time positions are available within Cairns and Hinterland, Central Queensland, Central West, Children's Health Queensland, Darling Downs, Gold Coast, Mackay, Metro North, Metro South, North West, South West, Sunshine Coast, Townsville, West Moreton, Torres and Cape and Wide Bay.

Our key objective is to generate an extensive pool of suitable applicants who have the requisite skills and experience.

Please review the attached Information kit, including 'Key selection criteria', to ascertain whether your skills and experience match the desired expertise. If the opportunity is of interest, please visit [\[insert\]](#) for more information and details of how to apply.

Please accept my apologies if, having reviewed the attached document, these positions do not match your desired preferred sector.

Please note the closing date for applications is **midnight Monday 2 January 2017**.

RTI RELEASED

Virginia Bruce

From: Mark Tuohy <Mark.Tuohy@health.qld.gov.au>
Sent: Thursday, 14 July 2016 8:02 PM
To: Josef Chick
Subject: Re: Deputy Chairs

- Nominees put forward by relevant HHB Chairs for consideration are:

s73 - Out of scope
[Redacted]

- Sunshine Coast HHB – Mr Peter Sullivan
- No BR number - brief will be walked in via CaPS (unless the process has changed since I was last here - I'll check that tomorrow and advise if not)

Cheers

Mark

Mark Tuohy

Director

Office of Health Statutory Agencies | Office of the Director General
Department of Health | Queensland Government
147-163 Charlotte Street Brisbane 4000

t. [Redacted]
m. [Redacted]
e. Mark.Tuohy@health.qld.gov.au | www.health.qld.gov.au



Sent from my iPhone

On 14 Jul 2016, at 5:42 PM, Josef Chick <Josef.Chick@ministerial.qld.gov.au> wrote:

Mark
Mate can you send me the names of the deputy chairs and the BR number of the brief that's coming?
Thanks
Josef Chick
Adviser
Office Of Hon. Cameron Dick
Minister for Health and Ambulance Services

s73
[Redacted]

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RTI R

Virginia Bruce

From: CLLO <CLLO@health.qld.gov.au>
Sent: Wednesday, 3 May 2017 1:13 PM
To: Josef Chick
Subject: Schedule of appointments for HHBs
Attachments: SCHEDULE_v3_170427.docx

Hi Josef

The full schedule of proposed appointees.



Jaye Risson

Senior Briefing Officer
Cabinet and Parliamentary Services
Office of the Director-General, Department of Health

p: [REDACTED]
a: Level 37, 1 William Street, Brisbane, QLD 4000
w: [Queensland Health](#) | e: jaye.risson@health.qld.gov.au



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Virginia Bruce

From: Kirrily Magill <Kirrily.Magill@health.qld.gov.au>
Sent: Wednesday, 1 February 2017 9:26 AM
To: Josef Chick
Subject: Board recruitmetn - urgent advice required
Attachments: Panel members (2).docx

Importance: High

Hi Josef
Seeking clarification of a range of issues identified in the attached table please.
Thanks
Kirrily

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RTI REQUEST

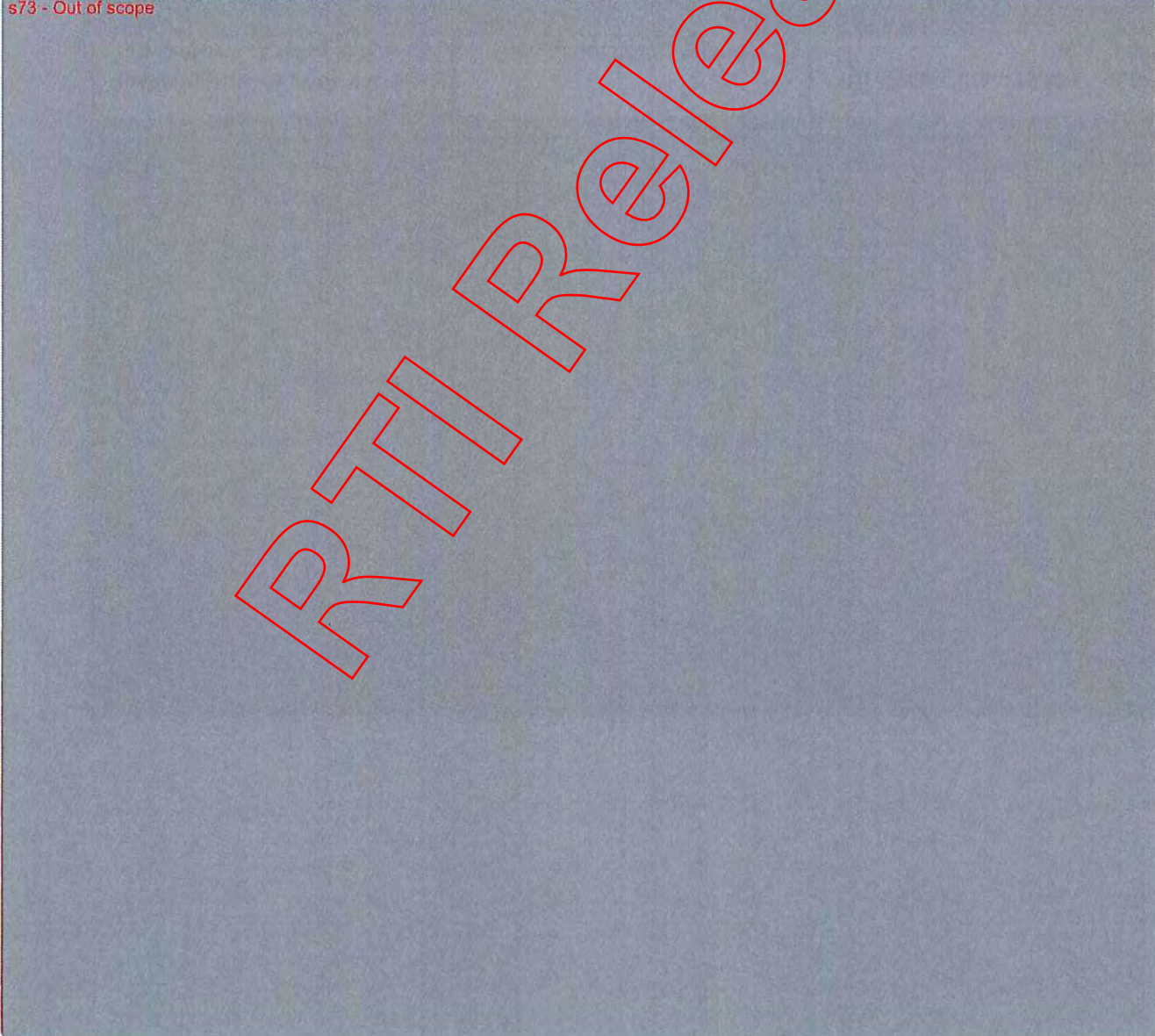
Panel membership

1. Every expiring 12 month appointment will be reappointed.
2. Other expiring Chairs and members will be on a case by case basis. See below

3. s73 - Out of scope



4. Thank you for confirming that Davidson will sit on the panels for all HHB interviews.
5. Can you please nominate the Minister's rep for every process where there are new appointments required?

HHB (no. positions)	HHB nominee	Status
s73 - Out of scope 		

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HHB (no. positions)	HHB nominee	Status
s73 - Out of scope		
Sunshine Coast (5 positions - 1 appointed May 2016)	Dr Lorraine Ferguson (Chair)	Possible changes to membership indicated. Josef to provide details please

s73 - Out of scope		
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RTI Release

Virginia Bruce

From: SDLO <SDLO@health.qld.gov.au>
Sent: Tuesday, 22 November 2016 4:20 PM
To: Josef Chick
Subject: BR064775
Attachments: BR064775 DG SIGNED.pdf; BR064775 OHSA - ATTACH 1.docx; BR064775 OHSA - ATTACH 2.xlsx

Hey Josef,
Please find attached as requested, sorry have been having technical difficulties so took a bit longer!

Regards,
Miranda



Miranda Thompson
Senior Departmental Liaison Officer
Office of the Director-General, Department of Health
p: [REDACTED]
a: Level 37, 1 William Street, Brisbane, QLD 4000
w: QueenslandHealth | e: miranda.thompson2@health.qld.gov.au



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9 NOV 2016

Ministerial Brief for Approval

Department RecFind No:	BR064776
Division/HHS:	OHS&A
File Ref No:	


SUBJECT: Proposed recruitment and selection process for Hospital and Health Board appointments expiring 17 May 2017

Recommendations	
It is recommended the Minister:	
1. Approve the proposed recruitment and selection process (Attachment 1)	
APPROVED / NOT APPROVED	PLEASE DISCUSS
2. Sign letters to Board Chairs regarding the process and timeframes (Attachments 3 to 18)	
APPROVED / NOT APPROVED	PLEASE DISCUSS
Cameron Dick MP	Date: / /
Minister for Health and Minister for Ambulance Services	

Ministerial Office comments

Issues

1. A total of 70 Hospital and Health Board (HHB) members' terms of office expire on 17 May 2017 (Attachment 2). This includes:
 - 4.1 34 positions originally appointed for twelve month terms from 18 May 2016;
 - 4.2 three existing vacancies within Darling Downs, Metro North and Wide Bay HHBs;
 - 4.3 Chair positions of Children's Health Queensland, Mackay, South West, West Moreton and Wide Bay HHBs; and
 - 4.4 Deputy Chair positions of Central Queensland, Mackay, South West and Wide Bay HHBs.
2. Not included in this total are an anticipated seven positions within Cairns and Hinterland HHB. Following the recent resignation of all previous HHB members, the appointment of the incoming administrator, Mr Terry Mehan, is scheduled to expire by no later than 14 May 2017.
3. To ensure open and transparent recruitment and selection processes, the Cabinet Handbook details the steps required to generate a comprehensive range of applications for the consideration of the Minister and, via Cabinet, Governor in Council.
4. Consistent with the Cabinet Handbook requirements, a proposed approach is outlined at Attachment 1. This approach is similar to the process undertaken during the May 2016 round of appointments. In summary, the following is recommended:
 - 4.1 a three week public expression of interest initiated between Saturday 26 November 2016 and Sunday 18 December 2016. This will enable expiring and prospective members to register interest in available position(s) across the state;
 - 4.2 from week commencing 16 January 2017; local shortlisting initiated and invitations issued for interviews. It is recommended that interviews are scheduled for Chair positions only, although member interviews may also be scheduled as necessary;


Michael Walsh
 Director-General
 22/11/2016

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- 4.3 by 28 February 2017; any required interviews completed. Finalised merit lists of shortlisted nominees progressed to the Minister;
 - 4.4 by no later than 13 March 2017: Minister to confirm nominees to be progressed to the Premier, enabling the Department to commence probity checks; and
 - 4.5 subject to the Premier's endorsement and Executive Council approval, Cabinet consideration in late April 2017, followed by gazettal of appointments to enable local induction and handover (as required).
5. Selection panels are to comprise:
- 5.1 the current Chair of respective HHBs or - should they be scheduled to expire and intend seeking reappointment - the Deputy Chair or other delegate endorsed by the Board,
 - 5.2 a representative of the Minister
 - 5.3 an independent recruitment advisor procured by the Department to administer the recruitment exercise.
6. The proposed letters from the Minister (Attachments 3 to 18) outline key milestones and seek the support of Board Chairs, including their participation in selection panels. Chairs are also asked to facilitate a self-assessment of collective Board skills to inform the selection panels and to assist the Department to tailor a program of training, development and support for HHBs.

Vision

6. Hospital and Health Services, administered by Boards appointed by the Governor in Council, are central to the delivery of public health services in Queensland.

Results of Consultation

7. Not applicable.

Resource Implications (Including Financial)

8. Costs for the management of the statewide recruitment exercise will be met by the Department of Health, and will be subject to formal procurement processes. Costs associated with the May 2016 exercise were approximately \$175,000 for professional services, in addition to statewide advertising of approximately \$30,000.

Background

9. A public expression of interest, to inform nominations for the May 2016 round of appointments was held between 9 November 2015 and 6 December 2015. A total of 958 expressions of interest were submitted for ultimately 79 positions during the 2016 appointment round.
10. It would be inappropriate to consider previous applications without initiating a further call for expressions of interest, including a mandatory review of the Queensland Register of Nominations.

Sensitivities

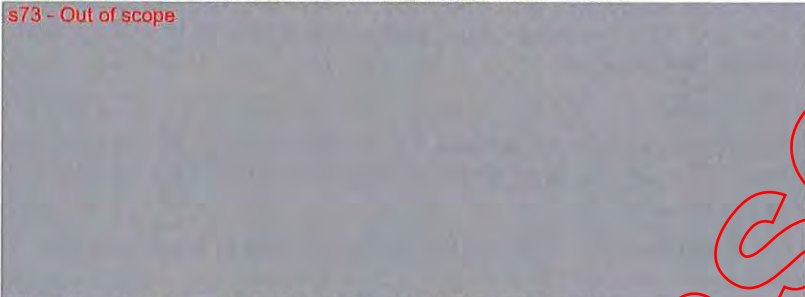
11. As it is imperative that appointments are made in a timely manner to facilitate transition of HHB membership, milestones must be achieved within the agreed timeframes.

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Attachments

- 12. Attachment 1: Proposed approach for managing May 2017 appointment round
- Attachment 2: Summary of expiring appointments as at 17 May 2017
- Attachments 3 to 18: Letters to Individual HHB Chairs

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Attachment 13: Sunshine Coast HHB - MI212444

s73 - Out of scope



Department Contact Officer

Mr Mark Tuohy, Director, Office of Health Statutory Agencies, on telephone

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Author	Cleared by: (SD/Dir)	Content verified by: (CEO/DDG/Div Head)
Steve Ralph	Mark Tuohy	Kirrlly Magill
Manager	Director	Senior Director
Office of Health Statutory Agencies	Office of Health Statutory Agencies	Office of the Director-General
s73 [Redacted]	s73 [Redacted]	s73 [Redacted]
2 November 2016	2 November 2016	5 November 2016

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