

QUEENSLAND HEALTH MENTAL HEALTH CAPITAL WORKS PROGRAM



Queensland Government
Queensland Health

Minutes of Meeting

Project	Redland – New 15 Bed Adolescent ETU, Day Centre & School	Project(s) No	51426
Meeting	Facility Project Team Meeting (FPTM)	Meeting No	4
Held at	Conference Rooms 1 & 2, Redland Hospital	Date	12 th November 2009
Author	Marisa Stewart (proxy secretary)	Time	3.00pm to 4.00pm

Present Name	Role	Company	Telephone/Mobile	Email
John Quinn (JQ)	Manager	Mental Health Branch		
Francis Maher	Senior Project Manager	Pre Commissioning Project		
Ian Janke	Change Manager HR/IR	Pre Commissioning Project		
Stephen Holterman	Service/Model Delivery Project Officer	Pre Commissioning Project		
Anne Garton	Consumer Consultant	Pre Commissioning Project		
Marisa Stewart (MSt)	Senior Admin /Community Consultation	Pre Commissioning Project		
Michelle Giles	A/Manager	Bayside Mental Health		
Sanjib Baruah (SB)	A/Clinical Director	Bayside Mental Health		
Tamara Madsen (TM)	Carer Liaison Representative	Logan-Beaudesert Mental Health Service		
Terry Carter (TC)	MHCWP Project Manager /Procurement Manager	Project Services		
Michele Smith (MSm)	A/Area Director (Southern)	CWAMB		

Apologies Name	Role	Company	Telephone/Mobile	Email
Assoc. Prof David Crompton (DC)	Executive Director	Division of Mental Health, Metro South		
Brian Bricknell (BB)	Executive Director	Redland and Wynnum Hospitals		
Denisse Best (DB) via video-conference	Executive Director	RBH Child & Youth Mental Health		
Janelle Bowra (JB)	Nurse Unit Manager	Logan Mental Health		
Assoc. Prof Brett McDermott (BMcd) via video-conference	Executive Director	Mater Child & Youth Mental Health Service		
Michael Daubney (MD)	Psychiatrist	Logan Child & Youth Mental Health		
Kerry Ward	Program Support Officer	Pre Commissioning Project		
Neil Pratt (NP)				
(ongoing membership to be confirmed)	Nursing Director	PA Mental Health Service		
Paul Clare (PC)	Principal Project Officer	Mental Health Branch		
Shirley Wigan	Executive Director Mental Health	Darling Downs – West Moreton Health Service District		
Sue Leggate (SL)	Director	Corporate Services Redland & Wynnum Hospitals		

EXHIBIT 43

MSS.900.0002.0260

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
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Trevor Sadler (TS)	Psychiatrist	The Park Centre for Mental Health
Vedran Vladusich	A/Team Leader	Bayside Child & Youth Mental Health

Agenda & Meeting Topics

Generic topics included, add others as required, indicate where not applicable (N/A).

Previous Minutes to be used as Agenda. Items with new items/topics to be raised under 14.0 New Business.

Minutes of Previous Meeting

The minutes from the previous meeting dated 15th October 2009 were accepted.

Outstanding Business from Previous Meeting

Nil



?	<u>Procedural Issues</u> 1. Welcome	1. All members welcomed by TC	
2.0	<u>Land & Legals</u> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	<p>1. Previous minutes recapped. MSm and TC confirmed that processes have commenced. Site is confirmed, Town planning commenced 26th October. Official concept plans have yet to be confirmed – design is scheduled to be resolved by April 2010. MSt to circulate site plan with minutes.</p>  <p>Master Site plan</p> <p>2. Previous minutes recapped. Koala issue to be tabled for ongoing discussion under 3.6.</p>	<p>MSm/TC</p> <p>MSt</p>
?	<u>Authorities</u> 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koala/DRM	<p>To be discussed at a later date (3.1,3.2,3.3 and 3.5)</p> <p>4. Potential cultural and heritage issues have been identified. MSm to follow up with Neil Payne and investigate Native Title.</p> <p>6. Investigation re: Koala issue to be progressed through Department of Environment and Resource Management.</p>	MSm
4.0	<u>Master Programme</u> 1. Progress Report	<p>1. Master Programme distributed.</p>  <p>Master Programme</p>	

EXHIBIT 43

MSS.900.0002.0261

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
	2. Upcoming Milestones 3. Delivery Methodology	<p>Inaugural UGM held 12/11/09. (Formation of UGM can be removed from heading of this meeting). Main outcomes of discussion:</p> <ul style="list-style-type: none"> - Review of concept plan required – footprint needs to be condensed - Review of Schedule of Areas required - Review of Model of Service Delivery required – next meeting, clarification required from DC <p>Not discussed at this time (4.2 and 4.3)</p>	DC
5.0	<u>PDP/Design</u> 1. Site Planning Issues 2. Progress Report 3. TCP/ID	To be discussed at a later date	
6.0	<u>Financial</u> 1. Budget/Cost Report 2. Expenditure 3. Variations 4. Art-Built In Budget/Cost 5. FF&E & IT Budget/Cost	To be discussed at a later date	
7.0	<u>Decanting</u> 1. Decanting Strategy	<p>Previous minutes recapped. MSt continuing to follow up on Education Qld representation.</p> <p>User group moving forward – as per discussion 4.1.</p> <p>Catering issues – lack of resources to cope with provision of extra meals – noted.</p> <p>Also noted was limited budget for sewage provisions etc.</p>	MSt
8.0	<u>Construction</u> 1. Progress Report 2. General 3. Industrial Relations & Safety 4. Contractual 5. Quality 6. Forecast Practical Completion	To be discussed at a later date	
9.0	<u>Risk Analysis & Value Management</u> 1. Peer Review 2. Project Services	To be discussed at a later date	
10.0	<u>FF&E</u> 1. Progress Report 2. Budget 3. Expenditure	To be discussed at a later date	

EXHIBIT 43

MSS.900.0002.0262

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
11.0	<u>Operational /Commissioning</u> 1. Staffing	<p>1. Current staffing levels discussed. Some thoughts around strategies to maximize retention of existing workforce are being considered.</p> <p>The Pre Commissioning Project Team has met the Redevelopment Team (Wolston Park) and will be working together on HR matters. The Redevelopment Team is currently advertising a HR position to assist in managing emerging workforce issues.</p> <p>The Pre Commissioning Project Team are currently in the early planning stages, however will be working on change management strategies and human resource planning.</p>	
	2. Commissioning	2. No discussion this meeting.	
12.0	<u>Communications (Media)</u> 1. Communication Plan	<p>1. Susan Scott, TS and DC meeting to review communication plan. Following this process, follow up meeting to take place with Bayside Stakeholders and Project Team.</p> <p>Follow up required from SW re: contact with Media and Communication delegate from West Moreton/Darling Downs as per previous minutes.</p>	TS/DC
	2. Consultation	2. No discussion this meeting.	SW
13.0	<u>Recurrent Costs</u> 1. Building Operation & Maintenance Costs	To be discussed at a later date	
	2. Staff/Other Recurrent Costs		
14.0	<u>New Business</u> 1. Education Qld Grant	<p>1. \$250,000 grant is available for the provision of school assembly hall – funds must be allocated by end of 2010. TC to investigate this further re: extension date or other options for funding. School Principal has made an application and quarantined the money; however this will be lost if not used by end date.</p>	TC
	2. Schedule of Dates	2. Further meeting dates to be decided – agreed occurrence every 4 weeks. MSt to forward proposed schedule of dates for 2010 – for feedback.	MSt

EXHIBIT 43

MSS.900.0002.0263

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
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Meeting Closed: 4.00 pm

The next meeting is scheduled for Thursday, 10 December 2009 at 3pm, Conference Rooms 1 & 2, Redland Hospital.

Metro South

PRE COMMISSIONING PROJECT – METRO SOUTH MENTAL HEALTH FPTM – As at 6/07/10

Bayside Adolescent ETU				
Name	Position	Email	Phone	Nominated By
Brett Bricknell				
Brett McDermott				
Darren Williams	A/Director Statewide Projs Cap Delivery Prog Sth, HPID			T Carter
David Crompton				
David Pagendam CC	Project Services			
Elaine Ramsey CC				T Sadler
Hilary Hebblewhite	A/Director Corporate Services, Redland and Wynnum Hospitals			
Janelle Bowra				
Janet Johnson <i>Julia Austin to 12/9</i>	Public Affairs Officer Redland Hospital			F Maher
John Quinn	A/Director MH Plan Implement			F Maher J Quinn
Judi Krause				D Best
Katie Eckersley	Manager Bayside MH			Michelle Giles
Katrina Mathies	A/Executive Director MH Darling Downs-West Moreton			Undert mid-2010
Michael Daubney				
Michelle Walter	Manager, "DW			T Carter
Paul Clare	PPO, MH Directorate			

July 10
Participants List

Anthony Milverton

*Manager Special Projects
Anthony - Milverton*

2018
Keep
Peter Kingston
in the
loop;
attended
PP/S form

Paula Lunt	DON, Bayside MH
Peter Kingston CC <i>Brian Keene</i>	Regional Facilities Mngr Dept Education
Sean Hatherill	Staff Specialist Psychiatrist Bayside CYMHS
Shirley Wigan	Executive Director MH Darling Downs-West Moreton
Shona Warren	Corporate Services Mngr Metro South MH
SQ_MHCM	South Queensland MH Clinicial Sub Network
Terry Carter	MHCWP Proj Mngr Project Services
Trevor Sadler	Director, Barrett
Vaoita Turituri	Clinical Network Team Leader MH
Vedran Vladusich	
Wasim Shaikh	A/Clinical Director Bayside MH
William Pepplinkhouse cc	Executive Manager Metro South MH
<i>Erica Lee</i>	<i>Mater</i>
Francis Maher	Project Manager Pre Commissioning Proj
Kristy Britton	A/Change Manager Pre Commissioning Proj
Dropped Out	

Neil Pratt, Leianne McArthur, Tamara Madsen, Denisse Best, Andy Monk, Val Brown (Education), Dean Luton, *Peter Kingston (Ed)*,

Angela Treacher *Paul Clare*
cc Mins to Jenelle Cox (req'd 4/1/10); **Mins to Jill Vonharten** (req'd 19/1/10); **meeting info/mins/agendas cc to Jaimee Keating** (Judi Krause's secretary) req'd 28/1 – **Hazel McDonnell (Rachel Ferguson until 11/10/10)** (Hilary's ESO) req'd 20/5

cc Tracey Hodge (Bill's ESO Agendas/mins)

Nominators List

Dr Trevor Sadler: Director, Barrett Adolescent Centre – Clinical Leader, CYMHS Clinical Collaborative.
The Park Centre for Mental Health. Locked Bag 500. Sumner Park BC Qld 4074
[REDACTED]

Dr Terry Carter: MHCWP Project Manager, Health Law & Order Portfolio, Project Services
[REDACTED]


EXHIBIT 42 QUEENSLAND HEALTH MENTAL HEALTH CAPITAL WORKS PROGRAM

MSS.900.0002.0267

Agenda



Project	Redland – New 15 Bed Adolescent ETU, Day Centre & School	Project(s) No	51426
Meeting	Facility Project Team Meeting (FPTM)	Meeting No	13
Held at	MH Demountable Conference Room, Redland Hospital	Date	16 September 2010
Author	Marisa Stewart (proxy)	Time	3.00pm to 4.30pm

		Actions cited in Previous Minutes
1.0	<u>Procedural Issues</u> <ol style="list-style-type: none"> 1. Welcome 2. Apologies 3. Confirmation of Minutes – 19.08.10  <p>G:\26.0 Pre Commissioning Projec</p>	
2.0	<u>Land & Legals</u> <ol style="list-style-type: none"> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants 	
3.0	<u>Authorities</u> <ol style="list-style-type: none"> 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koalas/Dept ERM 	<ul style="list-style-type: none"> • Ongoing discussion – draft koala report is expected, TC, DP and environmental engineer to review
4.0	<u>Master Programme</u> <ol style="list-style-type: none"> 1. Progress Report 2. Upcoming Milestones 3. Delivery Methodology 	<ul style="list-style-type: none"> • Copy of QNU document to be circulated with FPTM minutes (embedded) • Once MOS ratified by CYMHS group, copy of report to be circulated to FPTM membership
5.0	<u>PDP/Design</u> <ol style="list-style-type: none"> 1. Site Planning Issues 2. Progress Report 3. TCP/ID 	
6.0	<u>Financial</u> <ol style="list-style-type: none"> 1. Budget/Cost Report 2. Expenditure 3. Variations 4. Art-Built In Budget/Cost 5. FF&E & IT Budget/Cost 	
7.0	<u>Decanting</u> <ol style="list-style-type: none"> 1. Decanting Strategy 	
8.0	<u>Construction</u> <ol style="list-style-type: none"> 1. Progress Report 2. General 3. Industrial Relations & Safety 4. Contractual 5. Quality 	