

EXHIBIT 243  
**QUEENSLAND HEALTH**  
**MENTAL HEALTH CAPITAL WORKS PROGRAM**



**minutes of meeting**

Project(s)	Redland – New 15 Bed Adolescent ETU, Day Centre & School	Project(s) No	51426
Meeting	Formation of Facility Project Team Meeting (FPTM) and User Group Meeting (UGM)	Meeting No	3
Held at	Conference Rooms 1 & 2, Redland Hospital	Date	15 <sup>th</sup> October 2009
Author	Jacqueline Smith	Time	3.00 PM to 5:00pm

<b>Present Name</b>	<b>Role</b>	<b>Company</b>	<b>Telephone/Mobile Email</b>	
Assoc. Prof David Crompton (DC)	Executive Director	Division of Mental Health, Metro South	[REDACTED]	[REDACTED]
Brett Bricknell (BB)	Executive Director	ED Redland and Wynnum Hospitals	[REDACTED]	[REDACTED]
Denisse Best (DB) via video-conference	Executive Director	Child and Youth Mental Health	[REDACTED]	[REDACTED]
Janelle Bowra (JB)	Nurse Unit Manager	Mental Health	[REDACTED]	[REDACTED]
John Quinn (JQ)	Manager	Mental Health Branch	[REDACTED]	[REDACTED]
Assoc. Prof Brett McDermott (BMcD)	Executive Director	Mater Child & Youth Mental Health Service	[REDACTED]	[REDACTED]
Francis Maher	Project Manager	Pre Commissioning Project	[REDACTED]	[REDACTED]
Kerry Ward	Program Support Officer	Pre Commissioning Project	[REDACTED]	[REDACTED]
Marissa Stewart	Senior Admin Officer	Pre Commissioning Project	[REDACTED]	[REDACTED]
Michelle Giles	A/Manager	Bayside Mental Health, Metro South	[REDACTED]	[REDACTED]
Neil Pratt (NP)	Director of Nursing	Logan-Beaudesert Mental Health Service	[REDACTED]	[REDACTED]
Paul Clare (PC)	Principal Project Officer	Mental Health Branch	[REDACTED]	[REDACTED]
Sanjib Baruah (SB)	A/Clinical Director	Bayside Mental Health, Metro South	[REDACTED]	[REDACTED]
Shirley Wigan	Executive Director Mental Health	Darling Downs – West moreton Health Service District	[REDACTED]	[REDACTED]
Sue Leggate (SL)	Director, Corporate Services	Corporate Services	[REDACTED]	[REDACTED]
Trevor Sadler (TC)	Psychiatrist	The Park Centre for Mental Health	[REDACTED]	[REDACTED]
Vedran Vladusich	A/Team Leader	Bayside CYMHS, Metro South	[REDACTED]	[REDACTED]
<b>Apologies Name</b>	<b>Role</b>	<b>Company</b>	<b>Telephone/Mobile Email</b>	
Michael Daubney (MD)	Psychiatrist	Child & Youth Mental Health	[REDACTED]	[REDACTED]
Tamara Madsen (TM)	Carer Liaison Representative	Logan-Beaudesert Mental Health Service	[REDACTED]	[REDACTED]
Terry Carter (TC)	MHCWP Project Manager/Procurement Manager	Project Services	[REDACTED] [REDACTED]	or [REDACTED]

## EXHIBIT 243

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
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## 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 15.0 New Business.

## Minutes of Previous Meeting

Confirmed true and correct

## Outstanding Business from Previous Meeting

No outstanding business

1.0	<u>Procedural Issues</u> 1. Welcome	1. All members welcomed by DC	
2.0	<u>Land &amp; Legals</u> 1. Site Acquisition & Property Issues  2. Adjoining Owners & Existing Tenants	1. BB advised members that he attended the program team meeting which discussed location of the centre. The unit will be located at the back of the block. BB to email diagram out to members.  2. Members discussed issues that may arise with chopping of trees due to koalas. BB advised members that the water flow issues have been resolved.	
3.0	<u>Authorities</u> 1. Site designation (required)  2. Building application  3. Statutory authorities  4. Native Title  5. Mater	To be discussed at a later date	
4.0	<u>Master Programme</u> 1. Progress Report  2. Upcoming milestones  3. Delivery methodology	The design process has started.	
5.0	<u>PDP/Design</u> 1. Site Planning issues  2. Progress Report  3. TCP/ID	To be discussed at a later date	

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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	To be discussed at a later date	
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 &amp; Value Management</u> 1. Peer Review  2. Project Services	To be discussed at a later date	
10.0	<u>FF&amp;E</u> 1. Progress Report  2. Budget  3. Expenditure	To be discussed at a later date	
11.0	<u>Operational /Commissioning</u> 1. Staffing  2. Commissioning	1. TS advised members that it is anticipated that they will loose 70% of senior staff that will not make the transition to the new location. Discussed options of variations of work hours or package for staff to make it more desirable to make the transition. SW discussed the importance of training and development around industrial framework.	FM to organize plan and meet with key stakeholders to address issues
12.0	<u>Communications (Media)</u>		

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	<b>1. Communication Plan</b>  <b>2. Consultation</b>	1. Members discussed the importance of media and communication. The need to tell local councils, local members etc. This helps keep everyone informed. Helps address community concerns.	JQ to talk to Sharyn and organise meeting with West Moreton/Bayside to discuss media and communication  SW to talk to West Moreton Media & Communication
<b>13.0</b>	<u>Recurrent Costs</u> <b>1. Building Operation &amp; Maintenance Costs</b>  <b>2. Staff/Other recurrent costs</b>	To be discussed at a later date	
<b>14.0</b>	<u>New Business</u> <b>1. UGM Meeting</b>  <b>2. <u>Ligature points</u></b>  <b>3. <u>Pre Commissioning Project staff</u></b>	TS sent nominees to DC for the UGM Meeting. DC forwarded nominations on to FM. Members to email FM with nominations.  DB raised the potential issue of ligature points. DC assured any risks would be incorporated with the planning side and discussed in 9.0  MS advised members that they can be contactable on the following email <div style="background-color: #cccccc; height: 15px; width: 100%; margin-top: 5px;"></div>	

**Meeting Closed: 5:10 pm**

**Next Meeting – 3:00 pm on 19<sup>th</sup> November 2009, Conference Rooms 1&2, Redland Hospital**