

EXHIBIT 43
QUEENSLAND HEALTH
MENTAL HEALTH CAPITAL WORKS PROGRAM

MSS.900.0002.0250



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	6
Held at	Conference Rooms 1 & 2, Redland Hospital	Date	4 February 2010
Author	Kerry Ward	Time	3.00pm to 4.00pm

Present Name	Role	Company	Telephone/Mobile	Email
Katie Eckersley (KE)	Manager	Bayside Mental Health		
John Quinn (JQ)	Manager	Mental Health Branch		
Assoc. Prof David Crompton (DC)	Executive Director	Division of Mental Health, Metro South		
Brett Bricknell (BB)	Executive Director	Redland and Wynnum Hospitals		
Gregg (SL)	Director	Corporate Services Redland & Wynnum Hospitals		
Di Sammon (DS)	A/Director of Nursing	Bayside Mental Health		
Shirley Wigan (SW)	Executive Director Mental Health	Darling Downs – West Moreton Health Service District		
Michael Daubney (MD) via video-conference	Psychiatrist	Logan Child & Youth Mental Health		
Janelle Bowra (JB) via video-conference	Nurse Unit Manager	Logan Mental Health		
Judi Krause (JK)	A/Executive Director	Royal Children's Hospital CYMHS		
Terry Carter (TC)	MHCWP Project Manager/ Procurement Manager	Project Services		
Dean Luton (DL)	Senior Architect	Project Services		
Francis Maher (FM)	Project Manager	Pre Commissioning Project		
Frank (IJ)	Change Manager HR/IR	Pre Commissioning Project		
Dr Sean Hatherill (SHa)	Psychiatrist	Bayside Child & Youth Mental Health		
Stephen Henley (SH)	A/Team Leader	Bayside Child & Youth Mental Health		

Apologies Name	Role	Company	Telephone/Mobile	Email
Trevor Sadler (TS)	Psychiatrist	The Park Centre for Mental Health		
Vedran Vladusich (VV)	A/Team Leader	Bayside Child & Youth Mental Health		
Sanjib Baruah (SB)	A/Clinical Director	Bayside Mental Health		
Leianne McArthur (LMc)	A/Director of Nursing	Logan-Beaudesert Mental Health Service		S
Assoc. Prof Brett McDermott (BMcD)	Executive Director	Mater Child & Youth Mental Health Service		S
Andy Monk (AM)	Representative	Education Dept		
Vaoita Turituri (VT)	Team Leader	South Qld MH Clinical Network		
Tamara Madsen (TM)	Carer Liaison Representative	Logan-Beaudesert Mental Health Service		

EXHIBIT 43

MSS.900.0002.0251

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 14.0 New Business.

Minutes of Previous Meeting

The minutes from the previous meeting dated 10 December 2009 were accepted.

Outstanding Business from Previous Meeting

Nil

1.0	<u>Procedural Issues</u> 1. Welcome	<p>1. All members welcomed by KE</p> <p>Noted Michelle Smith and Jo Lockheed no longer involved with this meeting. MS replaced by Darren Williams and JL replaced by Michelle Walter.</p>	
2.0	<u>Land & Legals</u> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	<p>Not discussed at this time (2.1 and 2.2)</p>	
3.0	<u>Authorities</u> 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koala/DERM	<p>Not discussed at this time (3.1 to 3.5)</p> <p>6. Darren Williams (HPID) progressing to DERM. Lengthy discussions, approx. 6 months process.</p>	
4.0	<u>Master Programme</u> 1. Progress Report	<p>1. KE sent memo to DC re MOS and Education Dept funding. Discussion ensued re Education Dept funding; indicated that there is no possibility of the ETU school's completion within the desired timeframe.</p> <p>MOS Update – DC reported meeting took place at Aaron Groves' request. Clear recognition of importance of seamless transition of consumers' care and treatment during the move from Barrett to Bayside. Decision made for CYMHS representatives to meet, discuss and provide MOS recommendations back to DC. JK will determine who will be involved; to include MD.</p> <p>Adolescent UGMs, 18 February and 4 March, to be cancelled until MOS determined.</p>	<p>MOS decision due back to DC by 4 March</p> <p>DL will advise cancellation of meetings</p>

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MSS.900.0002.0252

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
	2. Upcoming Milestones 3. Delivery Methodology	Not discussed at this time (4.2 and 4.3)	
5.0	<u>PDP/Design</u> 1. Site Planning Issues 2. Progress Report 3. TCP/ID	Not discussed at this time (5.1 and 5.3) 2. Complete PDP & schematic design due by end of March.	
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	1. TC has reassessed Project budget: \$16.7 million, incl \$2 million for land. Yet to work through PDP; will have clearer idea of final figure after this. Noted that original area was 2,000m ² but draft schedule currently says 3,373m ² . TC commented that kitchen/food costs were not included in the original costings. Discussion ensued re kitchen facilities/food preparation logistics. Not discussed at this time (6.2 to 6.5).	SL to seek clarification re hospital kitchen capacity to provide ETU meals. Resolution of this issue needs to be included in PDP
7.0	<u>Decanting</u> 1. Decanting Strategy	Requires follow up with Education Department representative, Andy Monk.	
8.0	<u>Construction</u> 1. Progress Report 2. General 3. Industrial Relations & Safety 4. Contractual 5. Quality 6. Forecast Practical Completion	Not discussed at this time (8.1 to 8.6).	
9.0	<u>Risk Analysis & Value Management</u> 1. Peer Review 2. Project Services	1. Pending completion of MOS review. Not discussed at this time (9.2).	DC to initiate Peer Review once MOS review completed.
10.0	<u>FF&E</u> 1. Progress Report 2. Budget 3. Expenditure	Not discussed at this time (10.1 to 10.3).	

EXHIBIT 43

MSS.900.0002.0253

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
11.0	<u>Operational /Commissioning</u> 1. Staffing	<p>1. Cited that The Park needs to establish an HR plan for staff transferring to new facilities or dealing with newly appointed staff.</p> <p>The Pre-Commissioning Change Manager, Ian Janke, will be linking in with WM HR Manager when position filled (WM taking late applications).</p> <p>FM reported the Pre-Commissioning Project Team are having regular meetings with The Park Redevelopment Project Team and providing support.</p>	
	2. Commissioning	Not discussed at this time (11.2).	
12.0	<u>Communications (Media)</u> 1. Communication Plan	<p>1. FM reported Corporate level meeting has taken place. Susan Scott took lead role putting together Communication Plan. Allocation of responsibilities will be in consultation with Janet Johnson. Waiting for draft from Susan Scott. Will table report at this meeting.</p>	
	2. Consultation	<p>2. DC reported documents are being forwarded to Dr Thiele making him aware of meetings with key stakeholders. Will duplicate this process with other projects.</p>	
13.0	<u>Recurrent Costs</u> 1. Building Operation & Maintenance Costs	Refer to 6.1	
	2. Staff/Other Recurrent Costs	Not discussed at this time (13.2)	
0	<u>New Business</u> Nil		

Meeting Closed: 4.00pm

The next meeting is scheduled for Thursday, 4 March 2010 at 3pm, Conference Rooms 1 & 2, Redland Hospital.

EXHIBIT 43
QUEENSLAND HEALTH
MENTAL HEALTH CAPITAL WORKS PROGRAM

MSS.900.0002.0254



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	5
Held at	Conference Rooms 1 & 2, Redland Hospital	Date	10 th December 2009
Author	Kerry Ward	Time	3.00pm to 4.00pm

Present Name	Role	Company	Telephone/Mobile	Email
Katie Eckersley	Manager	Bayside Mental Health		
John Quinn (JQ)	Manager	Mental Health Branch		
William Pepplinkhouse	A/Executive Director	Division of Mental Health, Metro South		
Trevor Sadler (TS)	Psychiatrist	The Park Centre for Mental Health		
D. nmon	A/Director of Nursing	Bayside Mental Health		
Vedran Vladusich	A/Team Leader	Bayside Child & Youth Mental Health		
Leianne McArthur	A/Director of Nursing	Logan-Beaudesert Mental Health Service		
Tamara Madsen (TM)	Carer Liaison Representative	Logan-Beaudesert Mental Health Service		
Dr Tatjana Ewais via video-conference	Psychiatrist	Logan Adolescent Mental Health Unit		
Terry Carter (TC)	MHCWP Project Manager /Procurement Manager	Project Services		
Dean Luton	Senior Architect	Project Services		
Francis Maher	Project Manager	Pre Commissioning Project		
Ian Janke	Change Manager HR/IR	Pre Commissioning Project		

Apologies Name	Role	Company	Telephone/Mobile	Email
Prof David Crompton (DC)	Executive Director	Division of Mental Health, Metro South		
Brett Bricknell (BB)	Executive Director	Redland and Wynnum Hospitals		
Sue Leggate (SL)	Director	Corporate Services Redland & Wynnum Hospitals		
Sanjib Baruah (SB)	A/Clinical Director	Bayside Mental Health		
Shirley Wigan	Executive Director Mental Health	Darling Downs – West Moreton Health Service District		
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		
Judi Krause	A/Executive Director	Royal Children's Hospital CYMHS		
Michele Smith (MSm)	A/Area Director (Southern)	CWAMB		
Andy Monk	Representative	Education Dept		

EXHIBIT 43

MSS.900.0002.0255

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
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Vaoita Turituri	Team Leader	South Qld MH Clinical Network
Paul Clare (PC)	Principal Project Officer	Mental Health Branch

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 12th November 2009 were accepted.

Outstanding Business from Previous Meeting

Nil

1	<u>Procedural Issues</u> 1. Welcome	1. All members welcomed by KE	
2.0	<u>Land & Legals</u> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	1. No further action on the concept site plan but is going ahead. TC waiting to hear back from MS. Not discussed at this time.	
3.0	<u>Authorities</u> 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koala/DERM	Not discussed at this time (3.1 to 3.3 and 3.5) 4. TC reported there has been dialogue between Neil Payne and local representatives here through Padma Bishop (Project Manager Redland ED Dept). 6. Ongoing.	
4.0	<u>Master Programme</u> 1. Progress Report 2. Upcoming Milestones 3. Delivery Methodology	1. Aaron Groves requesting meeting with key people to discuss MOS; will write to specific parties to advise of this meeting (delayed until January '10). Query re usefulness of UGMs continuing in January or wait until after Aaron Groves' meeting? Resolved that UGMs will continue with present schedule. Not discussed at this time (4.2 and 4.3)	KE to contact DC re MOS and Education Dept funding (refer 14.1)

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MSS.900.0002.0256

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
5.0	<u>PDP/Design</u> 1. Site Planning Issues 2. Progress Report 3. TCP/ID	1. Hall – TC commented when ETU sites were evaluated, a hall on the site had been possibly muted. Has been discussion that Education Dept may be able to fund. 2. UGM held immediately before the FPTM. Architects tabled useful plans; small 4 bed cottages suggested. Good representation from Education Dept at meeting. It was noted the current Redland Hospital kitchen may have difficulty in providing meals for the ETU. 3. Not discussed at this time.	Key funding points to be recapped and discussed at next FPTM.
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	Not discussed at this time (6.1 to 6.5).	
7.0	<u>Decanting</u> 1. Decanting Strategy	Education Dept representative has been nominated, ie Andy Monk. Hopefully will be in attendance at next meeting.	
8.0	<u>Construction</u> 1. Progress Report 2. General 3. Industrial Relations & Safety 4. Contractual 5. Quality 6. Forecast Practical Completion	Not discussed at this time (8.1 to 8.6).	
9.0	<u>Risk Analysis & Value Management</u> 1. Peer Review 2. Project Services	1. TC suggested that Peer Review would be beneficial for this project particularly if cottages are built. JQ commented that MOS review needs to take place first. Not discussed at this time.	(a) DC to initiate Peer Review once MOS review completed. (b) KE suggested waiting until February meeting before schematic phase implemented.
10.0	<u>FF&E</u> 1. Progress Report 2. Budget 3. Expenditure	Not discussed at this time (10.1 to 10.3).	

EXHIBIT 43

MSS.900.0002.0257

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
11.0	<u>Operational /Commissioning</u> 1. Staffing	1. Reported that majority of teachers coming across to Bayside; will assist greatly with continuity of service. FM reported further work with Wolston Park; loss of staff in the interim is an identified risk; continued work in progress. FM further reported the Pre Commissioning Project Team are at the beginning stages of planning with Work For Us a campaign to address foreseeable MH workforce shortages.	
	2. Commissioning	2. Not discussed at this time.	
12.0	<u>Communications (Media)</u> 1. Communication Plan	1. Communication Plan to be organised at a corporate level. Parties to be included in discussions: JQ, KE, FM, Susan Scott & Susan Daniels. TS to be involved in development of Plan.	JQ will organise meeting in Jan '10 with key people to progress Communication Plan.
	2. Consultation	2. JQ highlighted experience with CCUs - local members of parliament to be kept informed; regular meetings suggested.	
13.0	<u>Recurrent Costs</u> 1. Building Operation & Maintenance Costs	Not discussed at this time (13.1 & 13.2)	
	2. Staff/Other Recurrent Costs		
14.0	<u>New Business</u> 1. Education Qld Grant	1. KE will highlight in letter to DC Education Dept Grant time frames and the matter of urgency.	KE (Also refer 4.1)
	2. 2010 Meeting Schedule Dates	2. FM has had discussions with SL re meeting schedule. SL & BB have continued to receive meeting minutes and information; preference is for schedule to be 3 rd Thursday of the month. Meetings to continue on 4 weekly cycle due to unavoidable conflicts. Schedule to be further discussed at June '10 FPTM. Agreed that January meeting will be cancelled. 4 February will be first meeting for 2010. Appointments for FPTM to be sent to participants.	KW

Meeting Closed: 4.00pm

The next meeting is scheduled for Thursday, 4 February 2010 at 3pm, Conference Rooms 1 & 2, Redland Hospital.

REDLAND HOSPITAL – ADOLESCENT ETU FACILITY PROJECT TEAM MEETING

SCHEDULE OF MEETING DATES 2010

DATE	TIME	VENUE
Thurs 4 th February	3.00 – 5.00	Conf Rooms 1&2, Redland Hospital
Thurs 4 th March	3.00 – 5.00	Conf Rooms 1&2, Redland Hospital
Thurs 1 st April	3.00 – 5.00	Conf Rooms 1&2, Redland Hospital
Thurs 29 th April	3.00 – 5.00	## MH Video Conferencing Room, Redland Hospital ##
Thurs 27 th May	3.00 – 5.00	Conf Rooms 1&2, Redland Hospital
Thurs 24 th June	3.00 – 5.00	Conf Rooms 1&2, Redland Hospital
Review ongoing date/time		
Thurs 22 nd July	3.00 – 5.00	Conf Rooms 1&2, Redland Hospital

* Meeting occurrence – every 4 weeks