>>> Kylie Bruce 29/06/2010 6:05 pm >>> Hi Hilary,

I'm more than happy to provide you with any information/assistance that I can.

Would it be possible to arrange a time to discuss this over the phone, at least initially, so that I can better gauge what information will be of most use?

I'm fully booked this week and I'm on annual leave next week. I'm sorry for the delay, but would sometime during the week starting the 12th of July suit you?

Many thanks.

Kind regards, Kylie

Kylie Bruce
Dietitian APD
The Park: Centre for Mental Health

>>> Hilary Hebblewhite 25/06/2010 5:28 am >>>

Good morning Kylie,

I'm Hilary, and currently the acting director, corporate services at Redland & Wynnum Hospitals. I attended the Mental Health Capital Works Program meeting for the Redland 15 bed Adolescent Unit yesterday, and the topic was raised regarding the supply of food services for the unit. The teams advice and specifically from Trevor is that the unit will require the evening meal, based on the meal provided with the adolescents servicing and plating for themselves.

I would be extremely grateful if you could provide your expertise in relation to menus, standards, processes, etc that you deem applicable, which will assist us to workup requirements/resources to meet the needs of the unit.

Thank you Kylie, I look forward to your response.

Please do not hesitate to contact me, if you require any further info, regarding. My kind regards - hils

Hilary Hebblewhite
A/Director, Corporate Services
Redland & Wynnum Hospitals
Metro South Health Service District

*	FPT	M Meeting Schedule	
Date (Thurs)	Time	Place	Notes
19 August	3pm – 4.30pm	Redland Hospital Conference Rooms	3pm start due to room availability Not on 26/8 because CCU FPTM at Logan
16 September	3pm – 4.30pm	Redland Hospital MH Videoconference Room	3pm start due to room availability Not on 23/9 because CCU FPTM at Logan
28 October	2.15pm – 4pm	Redland Hospital Conference Rooms	
25 November	2.15pm – 4pm	Redland Hospital Conference Rooms	
December	Meeting not set d	ue to proximity to Chris	tmas

MSS.900.0002.0298

EXHIBIT 43 QUEENSLAND HEALTH MENTAL HEALTH CAPITAL WORKS PROGRAM

Minutes of Meeting



Project Redland –		 New 15 Bed Adolescent ETL 	J, Day Centre & Sch	ool Project(s) No	51426
Meeting	Facility Project Team Meeting (FPTM)			Meeting No	10
Held at	Conference Rooms 1 & 2, Redland Hos		pital	Date	24 June 2010
Author	Kerry Ward			Time	3.00pm to 4.30pm
Present Name		Role	Company	Telephone/Mobile	Email
Assoc. Prof Da Crompton (DC		Executive Director	Division of Mental Health, Metro South		
William (Bill) Pepplinkhouse	e (BP)	Executive Manager of Operations	Division of Mental Health, Metro South		
Shona Warren	(SW)	Corporate Services Manager	Division of Mental Health, Metro South		
Katie Eckersley	(KE)	Manager	Bayside Mental Health		
Pr 'Clare (PC)	Principal Project Officer	Mental Health Directorate		
Terry Carter(ГС)	MHCWP Project Manager/ Procurement Manager	Project Services		
David Pagenda	am (DP)	Senior Architect	Project Services		
Hilary Hebblev	vhite (HH)	A/Director	Corporate Services Redland & Wynnum Hospitals		
Trevor Sadler	(TS)	Psychiatrist	The Park Centre for Mental Health		
Francis Maher	(FM)	Project Manager	Pre Commissioning Project		
Darren Willian	ns (DW)	A/Director Statewide Projects	Health Planning & Infrastructure Division		
Michelle Walte	er (MW)	Manager Statewide Projects	Health Planning & Infrastructure Division		
Natalie Obrien	(NO)	A/Team Leader	Bayside Child & Youth Mental Health		
K Britton	(KB)	A/Change Manager	Pre Commissioning Project		
Katrina Mathie		A/Executive Director Mental Health	Darling Downs – West Moreton Health Service District		
Judi Krause (J Via teleconfer		A/Executive Director	Royal Children's Hospital CYMHS		
Apologies Name		Role	Company	Telephone/Mobile	Email
John Quinn (J	Q)	Manager	Mental Health Directorate		
Janelle Bowra	(JB)	Nurse Unit Manager	Logan Mental Health		
Michael Daub	ney (MD)	Psychiatrist	Logan Child & Youth Mental Health		
Brett Bricknell	(BB)	Executive Director	Redland and Wynnum Hospitals		
Sue Leggate (SL)	Director	Corporate Services Redland & Wynnum Hospitals		
Di Sammon ([OS)	A/Director of Nursing	Bayside Mental Health		
Wasim Shaikh	(WS)	A/Clinical Director	Bayside Mental Health		

EXHIBIT 43	MSS.90	0.0002.0299
Item Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By

Shirley Wigan (SW)	Executive Director Mental Health	Darling Downs – West Moreton Health
		Service District
Assoc. Prof Brett	Executive Director	Mater Child & Youth
McDermott (BMcD)	Executive Director	Mental Health Service
Dean Luton (DL)	Senior Architect	Project Services
Vedran Vladusich (VV)	A/Team Leader	Bayside Child & Youth
, , ,		Mental Health
ean Hatherill (SH) Psychiatrist		Bayside Child & Youth
Sean Hatherill (SH)	Psychiatrist	Mental Health
Vaoita Turituri (VT)	Team Leader	South Qld MH Clinical
	and the state of t	Network
Val Brown (VB)	Regional Facilities Manager	Education Dept

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.

utes of Previous Meeting

The minutes from the previous meeting dated 27 May 2010 were confirmed and accepted.

Outstanding Business from Previous Meeting

Refer to action items in the body of the minutes.

1.0	Procedural Issues 1. Welcome	All members welcomed by DC. DC introduced and welcomed to the meeting Shona Warren, Corporate Services Manager, Mental Health, Metro South.	
2.0	Land & Legals 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	Not discussed at this time (2.1 and 2.2)	
3.0	Authorities 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koala/DERM	 TC reported layout requiring further work before can be progressed. Not discussed at this time (3.2 to 3.5) TC reported TOR have been circulated for koala flora and fauna consultant to be engaged; tender 	
4.0	Master Programme 1. Progress Report	1. TC tabled an updated Master Programme, allowing time for preparation of PDP. M:\26.0 Pre Commissioning Projec	

Date Minutes 24 June 2010

Facility Project Team Meeting 10

Projects

51426

EXHIBIT 43 MSS.900.0002.0300 **Action By**

PN 51426

tem	Торіс	New 15 Bed Adolescent ETU, Day Centre & School	Action By
.0	Master Programme		T
0	1. Progress Report (Contd)	DC reported met with Executive Director, MH Directorate about MOS and budget discussions.	
		DC advised there is no funding within the current budget structure for a Day Program and on-site family accommodation.	
		Queries were raised:	
		(a) Impact of budget constraints on services provided: DC advised links with local services will need developing and these issues to be integrated into the MOS.	DC to communicate with CYMHS group indicating urgency for them to meet and finalise MOS. MOS required at 22 July FPTM. TS to contact JK re CYMHS meeting
			JK to keep DC informed of what happening during process
		(b) Number of HDU beds required for facility: Agreed two HDU beds appropriate.	Further to discussions, DP wil develop skeleton site plans and circulate to group for comment
	2. Upcoming Milestones 3. Delivery Methodology	Not discussed at this time (4.2 and 4.3)	
)	PDP/Design 1. Site Planning Issues 2. Progress Report	Not discussed at this time (5.1 and 5.2)	
	3. TCP/ID	 TC suggested need TCP representative's input re communications requirements. Duress system needs consideration. 	
5.0	Financial 1. Budget/Cost Report	TC reported no change at this time. Budget forecast is \$16.69 million.	
	 Expenditure Variations Art-Built In Budget/Cost FF&E & IT Budget/Cost 	Not discussed at this time (6.2 to 6.5)	
.0	Decanting 1. Decanting Strategy	Not discussed at this time (7.1)	

Item Topic

EXHIBIT 43	MSS.9	00.0002.0301
Item Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By

8.0	Construction 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	Risk Analysis & Value Management 1. Peer Review	TC advised it is worthwhile to run peer review once 80% PDP and SD completed. General suggestion, may need to get feedback from overseas facilities due to ETU being only one of its kind in Australia.	
7)	2. Project Services FF&E 1. Progress Report 2. Budget 3. Expenditure	Not discussed at this time (9.2) Not discussed at this time (10.1 to 10.3)	
11.0	Operational/Commissioning 1. Staffing	 FM advised KB liaising with The Park; presently not in a position where we can work up staffing profile. Discussion ensued re possibilities of dealing with Barrett staff earlier than planned; important to allow for sufficient training and transition plans being implemented. The Park's work management strategy feedback not available for approx. one month. DC suggesting need a clearer idea of The Park's staffing strategy before we are able to make determinations for Metro South. 	KB to monitor and follow up
		Noted the importance of Barrett Centre staff being considered separately for work strategies. Further discussion re staffing issues: Parties happy to have earlier discussions; MH Directorate involvement required.	FM to organise meeting prior to 22 July. KM will liaise with FM and nominate her district's participants.
	2. Commissioning	Not discussed at this time (11.2)	
12.0	Communications (Media) 1. Communication Plan	FM reported limited progress due to meeting scheduling issues; still being progressed. Agreed beneficial for West Moreton Public Affairs Officers to be involved in process.	
	2. Consultation	Not discussed at this time (12.2)	

MSS.900.0002.0302

Topic PN 51426 Item 1 **Action By** New 15 Bed Adolescent ETU, Day Centre & School 13.0 **Recurrent Costs** 1. Building Operation & 1. Query raised re food preparation issues. KE HH to action: **Maintenance Costs** reported on previous discussions at FPTM. HH to contact Associated issue re adolescents' eating patterns/ Barrett dietician (Kylie Bruce) for requirements raised. current menu as sample TC to also be emailed menu details HH to report back to FPTM with findings DP enquired re laundry requirements for design purposes. Sheets currently dealt with by Metro South. 2. Staff/Other Recurrent Costs 2. HH query re security/cleaning. BP advised these are operational costs usually covered by host site; Noted arrangements to be fine tuned. 14.0 **New Business** 1. Education Qld Grant DW will continue to 1. DW reported that MOU is being progressed. follow up 2. FM proposed change of FPTM to 4th Thursday of 2. FPTM Meeting Schedule KW to circulate month to ensure key stakeholders attendance. dates to attendees to check availability Agreed earlier start for meeting be 2pm. If require alternative venue to hospital conference rooms, liaise with KE. FM to draft text for 3. User Group Meetings 3. TC suggesting premature to restart User Groups until MOS finalised. KE suggested User Group DC's signature and members be advised reasons for delay in restart. circulation 4. TS Presentation Follow Up 4. TS advised gave separate presentation at Logan; well received. TS to advise DC 5. Education Department 5. FM highlighted urgency for attendance at FPTM by Representative an appropriate Education Department re Education Rep representative for their input into the facility school's design. TS to ascertain Education DC will write to representative to be involved. nominated person, inviting them to be involved.

Meeting Closed: 4.30pm

EXHIBIT 43

The next meeting is scheduled for Thursday, 22 July 2010 at 3.00pm, Conference Rooms 1 & 2, Redland Hospital.

Minutes

24 June 2010

Facility Project Team Meeting 10

Projects 51426

MSS.900.0002.0303

QUEENSLAND HEALTH MENTAL HEALTH CAPITAL WORKS PROGRAM

Minutes of Meeting



		– New 15 Bed Adolescent ETU	J, Day Centre & Scho	Project(s) No	51426
Meeting Facility Project Team Meeting (FPTM)			Meeting No	9	
Held at Conference Rooms 1 & 2, Redland Hos		spital	Date	27 May 2010	
Author Marisa Stewart (proxy for Kerry Ward))	Time	3.00pm to 4.30pm	
Present Name		Role	Company	Telephone/Mobile	Email
John Quinn	(JQ)	Manager	Mental Health Branch		
Paul Clare (F	PC)	Principal Project Officer	Mental Health Branch		
Terry Carter	(TC)	MHCWP Project Manager/ Procurement Manager	Project Services		
Dean Luton	(DL)	Senior Architect	Project Services		
Hebblewhite (HH)		A/Director	Corporate Services Redland & Wynnum Hospitals		
Trevor Sadle	r (TS)	Psychiatrist	The Park Centre for Mental Health		
Di Sammon	(DS)	A/Director of Nursing	Bayside Mental Health		
Francis Mah	er (FM)	Project Manager	Pre Commissioning Project		
Darren Willia	ams (DW)	A/Director Statewide Projects	Health Planning & Infrastructure Division		
Janelle Bowr Via video-co		Nurse Unit Manager	Logan Mental Health		
Michael Dau via video-co		Psychiatrist	Logan Child & Youth Mental Health		
Apologie Name	s	Role	Company	Telephone/Mobile	Email
Assoc. Prof [Crompton (Executive Director	Division of Mental Health, Metro South		
W''' m (Bill) P∈ ≀nkhou) ise (BP)	Executive Manager of Operations	Division of Mental Health, Metro South		
Brett Brickne	ell (BB)	Executive Director	Redland and Wynnum Hospitals		
Sue Leggate	(SL)	Director	Corporate Services Redland & Wynnum Hospitals		
Katie Eckersley (KE)		Manager	Bayside Mental Health		
Katie Eckers	kh (WS)	A/Clinical Director	Bayside Mental Health		
			Darling Downs – West		
Wasim Shaik	ın (SW)	Executive Director Mental Health	Moreton Health Service District		
Wasim Shaik Shirley Wiga		Executive Director Mental Health A/Executive Director Mental Health	Service District Darling Downs – West Moreton Health		
Wasim Shaik Shirley Wiga Katrina Matl Assoc. Prof E	hies (KM) Brett	A/Executive Director	Service District Darling Downs – West		
Katie Eckers Wasim Shaik Shirley Wiga Katrina Matl Assoc. Prof E McDermott Judi Krause	hies (KM) Brett (BMcD)	A/Executive Director Mental Health	Service District Darling Downs – West Moreton Health Service District Mater Child & Youth		
Wasim Shaik Shirley Wiga Katrina Matl Assoc. Prof E McDermott	Brett (BMcD)	A/Executive Director Mental Health Executive Director	Service District Darling Downs – West Moreton Health Service District Mater Child & Youth Mental Health Service Royal Children's		