

EXHIBIT 13
QUEENSLAND HEALTH
MENTAL HEALTH CAPITAL WORKS PROGRAM

MSS.900.0002.0311

**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	13
Held at	Mental Health Demountable Conference Room, Redland Hospital	Date	16 September 2010
Author	Marisa Stewart – Community Consultation, Pre Commissioning Project	Time	3.00pm to 4.00pm

Present Name	Role	Company	Telephone/Mobile	Email
Terry Carter (TC)	MHCWP Project Manager/ Procurement Manager	Project Services		
David Pagendam (DP)	Senior Architect	Project Services		
Shona Warren (SW)	Corporate Services Manager	Division of Mental Health, Metro South		
John Quinn (JQ)	Manager	Mental Health Directorate		
Clayton Williams (DW)	A/Director Statewide Projects	Health Planning & Infrastructure Division		
Katie Eckersley (KE)	Manager	Bayside Mental Health		
Francis Maher (FM)	Project Manager	Pre Commissioning Project		
Michelle Walter (MW)	Manager Statewide Projects	Health Planning & Infrastructure Division		

Apologies Name	Role	Company	Telephone/Mobile	Email
Assoc. Prof David Crompton (DC)	Executive Director	Division of Mental Health, Metro South		
Brett Bricknell (BB)	Executive Director	Redland and Wynnum Hospitals		
William (Bill) Peplinkhouse (BP)	Executive Manager of Operations	Division of Mental Health, Metro South		
Anthony Milverton (AM)	Manager Special Projects	Mental Health Directorate		
Trevor Sadler (TS)	Psychiatrist	The Park Centre for Mental Health		
Kristy Britton (KB)	A/Change Manager	Pre Commissioning Project		
Hilary Hebblewhite (HH)	A/Director	Corporate Services Redland & Wynnum Hospitals		
Paula Lunt (PL)	Director of Nursing	Bayside Mental Health		
Brian Reeve (BR)	Facilities Manager	Education & Training		
Peter Kingston (PK)	Regional Facilities Manager	Education & Training		
Michael Daubney (MD)	Psychiatrist	Logan Child & Youth Mental Health		
Erica Lee (EL)	Executive Manager	Mater Children's Hospital CYMHS		
Wasim Shaikh (WS)	A/Clinical Director	Bayside Mental Health		
Janelle Bowra (JB)	Nurse Unit Manager	Logan Mental Health		
Shirley Wigan (SW)	Executive Director Mental Health	Darling Downs – West Moreton Health Service District		

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Assoc. Prof Brett McDermott (BMcD)	Executive Director	Mater Child & Youth Mental Health Service	
Judi Krause (JK)	A/Executive Director	Royal Children's Hospital CYMHS	
Sean Hatherill (SH)	Psychiatrist	Bayside Child & Youth Mental Health	
Janet Johnson (JJ)	Public Affairs Manager	Redland & Wynnum Hospitals	
Julia Austin (JA)	A/Public Affairs Manager	Redland & Wynnum Hospitals	
Vedran Vladusich (VV)	A/Team Leader	Bayside Child & Youth Mental Health	
Vaoita Turituri (VT)	Team Leader	South Qld MH Clinical Network	

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

T minutes from the previous meeting dated 19 August 2010 were confirmed and accepted.

Outstanding Business from Previous Meeting

Refer to action items in the body of the minutes.

1.0	<u>Procedural Issues</u> 1. Welcome	All members welcomed by KE.	
2.0	<u>Land & Legals</u> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	Not discussed at this time (2.1 and 2.2)	
3.0	<u>Authorities</u> 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koala/DERM	6. Completion of site Master Plan is required prior to site designation. This has been identified as a potential risk due to possible delays involved. Any development that would be required outside the existing hospital boundary will not be able to progress – this has potential to impact site access road (14.2). Not discussed at this time (3.2 to 3.5) 6. Refer 14.2 for further details Following Koala Habitat Survey, strategies are being put in place to retain Koala trees. If at any time habitat removal is unavoidable, evidence will need to be demonstrated to meet legislation. Tree replacement requirements are 5:1. Helipad – Environmental impact studies deemed site unsuitable due to flight path requirements resulting in tree removal.	DW recommends progressing as far as possible with PDP to escalate master plan exercise

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4.0	<u>Master Programme</u> 1. Progress Report  G:\26.0 Pre Commissioning Projec 2. Upcoming Milestones 3. Delivery Methodology	1. No major changes to milestones. No feedback received to date regarding MOS Not discussed at this time (4.2 and 4.3)	KE to follow up on MOS with David Crompton and CYMHS
5.0	<u>PDP/Design</u> 1. Site Planning Issues 2. Progress Report 3. TCP/ID	Not discussed at this time (5.1 to 5.3)	
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	Not discussed at this time (7.1)	
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. User Group process is due to be completed in November – TC identified Peer Review as next step. Not discussed at this time (9.2)	

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10.0	<u>FF&E</u> 1. Progress Report 2. Budget 3. Expenditure	Not discussed at this time (10.1 to 10.3)	
11.0	<u>Operational/Commissioning</u> 1. Staffing 2. Commissioning	1. Follow up meeting held with Metro South and West Moreton to discuss vacancy management and retention strategies. Subgroup is being set up – HR/IR working party to manage issues prior to commissioning. Not discussed at this time (11.2)	
12.0	<u>Communications (Media)</u> 1. Communication Plan 2. Consultation	1. No new information to report 2. No new information to report	
13.0	<u>Recurrent Costs</u> 1. Building Operation & Maintenance Costs 2. Staff/Other Recurrent Costs	1. No new information to report Not discussed at this time (13.2)	
14.0	<u>New Business</u> 1. Education Qld MOU 2. Interface between Redland Adolescent ETU and Redland Hospital expansion projects  G:\26.0 Pre Commissioning Projec  G:\26.0 Pre Commissioning Projec	1. FM has received additional information to be included in MOU. 2. TC has continued to consult with Redland Hospital redevelopment project manager regarding issues with access roads and property boundaries. Road Access and Koala Habitat Site Plan was presented to demonstrate overall zoning (scanned schematic embedded). Access road will be constructed within the ED Expansion project and will be completed prior to commencement of Adolescent Centre, also allowing access to site. Based on koala habitat survey trajectory of site access road will be changed from the original proposal. Scheme 'B' Road Concept Avoiding Koala Trees Habitat was presented to demonstrate changes that will allow trees to be retained (scanned diagram embedded).	FM to complete final details of MOU – in consultation with SW & progress to Education Qld. TC is seeking approval to commission additional survey to identify trees eliminated in initial study, based on trunk size.

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MSS.900.0002.0315

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
14.0	<u>New Business</u> 3. UGM	3. UGM currently reviewing staff work areas in plans. When details finalised, plans will be tabled at this meeting for discussion.	KE indicated Paula Lunt as proxy attendee when required.

Meeting Closed: 3.45pm

The next meeting is scheduled for Thursday, 28 October 2010 at the earlier time of 2.15pm, Conference Rooms 1 & 2 Redland Hospital

EXHIBIT 43
QUEENSLAND HEALTH
MENTAL HEALTH CAPITAL WORKS PROGRAM

MSS.900.0002.0316

**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	12
Held at	Conference Rooms 1 & 2, Redland Hospital	Date	19 August 2010
Author	Kerry Ward	Time	3.00pm to 4.30pm

Present Name	Role	Company	Telephone/Mobile	Email
Terry Carter (TC)	MHCWP Project Manager/ Procurement Manager	Project Services		
David Pagendam (DP)	Senior Architect	Project Services		
Shona Warren (SW)	Corporate Services Manager	Division of Mental Health, Metro South		
John Quinn (JQ)	Manager	Mental Health Directorate		
Anthony Milverton (AM)	Manager Special Projects	Mental Health Directorate		
Tina Sadler (TS)	Psychiatrist	The Park Centre for Mental Health		
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Paula Lunt (PL)	Director of Nursing	Bayside Mental Health		
Brian Reeve (BR)	Facilities Manager	Education & Training		
Peter Kingston (PK)	Regional Facilities Manager	Education & Training		
Erica Lee (EL) Via videoconference	Executive Manager	Mater Children's Hospital CYMHS		
Michael Daubney (MD) Via videoconference	Psychiatrist	Logan Child & Youth Mental Health		

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Assoc. Prof Brett McDermott (BMcD)	Executive Director	Mater Child & Youth Mental Health Service		