

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

The minutes from the previous meeting dated 22 July 2010 were confirmed and accepted.

## Outstanding Business from Previous Meeting

Refer to action items in the body of the minutes.

1.0	<b><u>Procedural Issues</u></b> 1. Welcome	1. All members welcomed by FM. A particular welcome was extended to Brian Reeve and Peter Kingston, Education & Training Department representatives.  Formally noted Sue Leggate no longer attending the FPTM.	
2.0	<b><u>Land &amp; Legals</u></b> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	Not discussed at this time (2.1 and 2.2)	
	<b><u>Authorities</u></b> 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 3.5)  6. TC reported the draft koala report is due by early next week. Once the report is submitted, TC, DP and environmental engineer will review.	
4.0	<b><u>Master Programme</u></b> 1. Progress Report   G:\26.0 Pre Commissioning Projec	1. TC tabled an updated Master Programme, giving a detailed explanation of the document on account of the attendance of Education & Training representatives.	


Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
4.0	<p><b><u>Master Programme</u></b></p> <p><b>1. Progress Report (Contd)</b></p>  <p>G:\26.0 Pre Commissioning Projec</p> <p><b>2. Upcoming Milestones</b></p> <p><b>3. Delivery Methodology</b></p>	<p>TC advised the UGMs have reconvened, being held on a fortnightly basis through to mid-November; first meeting held prior to FPTM was very positive. DP presented preliminary designs for discussion. Next UGM at The Park.</p> <p>Circulation of 'QNU Guidelines for Nurse Engagement in the Planning and Design of Health Care Environments'.</p> <p>Advised CYMHS group meeting next week for MOS document to be ratified.</p> <p>Not discussed at this time (4.2 and 4.3)</p>	<p>Copy of QNU document to be circulated with FPTM minutes</p> <p>Once MOS ratified by CYMHS group, copy of report to be circulated to FPTM membership</p>
5.0	<p><b><u>PDP/Design</u></b></p> <p><b>1. Site Planning Issues</b></p> <p><b>2. Progress Report</b></p> <p><b>3. TCP/ID</b></p>	Not discussed at this time (5.1 to 5.3)	
6.0	<p><b><u>Financial</u></b></p> <p><b>1. Budget/Cost Report</b></p> <p><b>2. Expenditure</b></p> <p><b>3. Variations</b></p> <p><b>4. Art-Built In Budget/Cost</b></p> <p><b>5. FF&amp;E &amp; IT Budget/Cost</b></p>	Not discussed at this time (6.1 to 6.5)	
7.0	<p><b><u>Decanting</u></b></p> <p><b>1. Decanting Strategy</b></p>	Not discussed at this time (7.1)	
8.0	<p><b><u>Construction</u></b></p> <p><b>1. Progress Report</b></p> <p><b>2. General</b></p> <p><b>3. Industrial Relations &amp; Safety</b></p> <p><b>4. Contractual</b></p> <p><b>5. Quality</b></p> <p><b>6. Forecast Practical Completion</b></p>	Not discussed at this time (8.1 to 8.6)	
9.0	<p><b><u>Risk Analysis &amp; Value Management</u></b></p> <p><b>1. Peer Review</b></p> <p><b>2. Project Services</b></p>	<p>1. TC advised once 80% SD/PDP completed, approximately early November, peer review will take place on draft PDP and SD sections.</p> <p>Not discussed at this time (9.2)</p>	

EXHIBIT 43

MSS.900.0002.0331

<b>Item</b>	<b>Topic</b>	<b>PN 51426 New 15 Bed Adolescent ETU, Day Centre &amp; School</b>	<b>Action By</b>
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Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
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10.0	<b>FF&amp;E</b> 1. Progress Report 2. Budget 3. Expenditure	Not discussed at this time (10.1 to 10.3)	
11.0	<b>Operational/Commissioning</b> 1. Staffing  2. Commissioning	1. FM advised key stakeholders have met to discuss Metro South and West Moreton staffing options; body of work continuing.  Not discussed at this time (11.2)	
12.0	<b>Communications (Media)</b> 1. Communication Plan  2. Consultation	1. FM advised still being progressed; moving forward with Julia Austin and Di Bickhoff.  HH suggested if any thing new arises, she would be happy to assist and to please contact her.  KB reported communication plans and strategies being developed for Barrett staff in consultation with Jodie O'Dea.  2. Redland Hospital held an Open Day in the community on 7 August. Worked well, no negative feedback but not so well attended. Next time will consider different venue and timing.	
13.0	<b>Recurrent Costs</b> 1. Building Operation & Maintenance Costs  2. Staff/Other Recurrent Costs	1. Food Preparation Issues: HH forwarded TC preliminary findings re menu details for adolescents.  FM reiterated the need to keep The Park's Redevelopment Team informed about general communications. FM will liaise with Joanne King.  Not discussed at this time (13.2)	
14.0	<b>New Business</b> 1. Education Qld MOU	1. MW highlighted differentiation between two MOUs required.  MW advised QH is developing an 'Education Licence MOU (Townsville, Toowoomba and Redland)'; consulting with Metro South Legal Unit. Education & Training has not sighted this MOU yet.  MW advising the need for a second MOU re transfer of \$250,000 from Education to Health.	

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	MSS.900.0002.0333 Action By
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14.0	<p><b><u>New Business</u></b></p> <p><b>1. Education Qld MOU (Contd)</b></p> <p><b>2. Interface between Redland Adolescent ETU and Redland Hospital expansion projects</b></p> <p><b>3. Pre-Commissioning Workshop</b></p> <p><b>4. FPTM Secretariat</b></p>	<p>FM indicated information required before able to progress production of MOU, eg lot number of land, hours Education staff are on site.</p> <p>2. TC suggested need for complementary interface between this and Redland Hospital's expansion projects. Particularly important for issues such as access roads, property boundary and cabling.</p> <p>HH reported Hospital Project Control Group met Wednesday, 18 August for first time. Tender process still in progress.</p> <p>3. JQ advised a Pre-Commissioning workshop is taking place on 9 September to discuss recruitment issues for new facilities in South East Queensland (Caboolture, Logan etc). Orientation/training of staff also to be discussed.</p> <p>4. FPTM advised KW has secured a secondment in Corporate. Congratulations and thanks for support rendered to this meeting.</p>	<p>FM to follow up with BR</p> <p>Once information to hand, FM will provide to MW</p> <p>DP will follow up with Paul from Project Services re logistical issues</p>
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**Meeting Closed: 3.45pm**

**The next meeting is scheduled for Thursday, 16 September 2010 at 3pm, MH Demountable Conference Room, Redland Hospital.**

NB: FPTM meeting room cited in electronic diary appointments is different than stipulated above. Due to hospital accreditation and MH showcase requirements, FPTM has been moved to the MH Demountable Conference Room.

EXHIBIT 43  
**QUEENSLAND HEALTH**  
**MENTAL HEALTH CAPITAL WORKS PROGRAM**

MSS.900.0002.0334



### 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	11
Held at	Conference Rooms 1 & 2, Redland Hospital	Date	22 July 2010
Author	Kerry Ward	Time	3.00pm to 4.30pm

Present Name	Role	Company	Telephone/Mobile	Email
William (Bill) Peplinkhouse (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		
Terry Carter (TC)	MHCWP Project Manager/ Procurement Manager	Project Services		
David Pagendam (DP)	Senior Architect	Project Services		
John Quinn (JQ)	Manager	Mental Health Directorate		
Anthony Milverton (AM)	Manager Special Projects	Mental Health Directorate		
Trevor Sadler (TS)	Psychiatrist	The Park Centre for Mental Health		
Francis Maher (FM)	Project Manager	Pre Commissioning Project		
Kristy Britton (KB)	A/Change Manager	Pre Commissioning Project		
Darren Williams (DW)	A/Director Statewide Projects	Health Planning & Infrastructure Division		
Michelle Walter (MW)	Manager Statewide Projects	Health Planning & Infrastructure Division		
Vedran Vladusich (VV)	A/Team Leader	Bayside Child & Youth Mental Health		
Erica Lee (EL) Via teleconference	Executive Manager	Mater Children's Hospital CYMHS		
Jesselle Bowra (JB) Via teleconference	Nurse Unit Manager	Logan Mental Health		
Michael Daubney (MD) Via teleconference	Psychiatrist	Logan Child & Youth Mental Health		

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		
Hilary Hebblewhite (HH)	A/Director	Corporate Services Redland & Wynnum Hospitals		
Paula Lunt (PL)	Director of Nursing	Bayside Mental Health		
Wasim Shaikh (WS)	A/Clinical Director	Bayside Mental Health		
Sue Leggate (SL)	Director	Corporate Services Redland & Wynnum Hospitals		
Shirley Wigan (SW)	Executive Director Mental Health	Darling Downs – West Moreton Health Service District		

EXHIBIT 43

MSS.900.0002.0335

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
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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
Vaoita Turituri (VT)	Team Leader	South Qld MH Clinical Network
Peter Kingston (PK)	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.

### Minutes of Previous Meeting

The minutes from the previous meeting dated 24 June 2010 were confirmed and accepted.

### Outstanding Business from Previous Meeting

Refer to action items in the body of the minutes.


1.0	<b><u>Procedural Issues</u></b> 1. Welcome	1. All members welcomed by KE.  Formally noted Paul Clare no longer attending the FPTM.	
2.0	<b><u>Land &amp; Legals</u></b> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	Not discussed at this time (2.1 and 2.2)	
3.0	<b><u>Authorities</u></b> 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 3.5)  6. TC reported the koala report is due back in 3 weeks.	
4.0	<b><u>Master Programme</u></b> 1. Progress Report	1. TS & EL reported the CYMHS group met last week; MOS has no design impacts for the unit. Janet Martin is finalising minor amendments and additions to the MOS report. TS suggested the updated MOS report be presented to the CYMHS group for final ratification.	Once MOS ratified by CYMHS group, copy of report to be circulated to FPTM membership







Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
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14.0	<p><b><u>New Business</u></b></p> <p><b>1. Education Qld Grant</b></p> <p><b>2. FPTM Meeting Schedule</b></p> <p><b>3. User Group Meetings</b></p> <p><b>4. Education Department Representative</b></p>	<p>1. DW reported that MOU process is still progressing.</p> <p>2. FM spoke to future schedule; handout distributed.</p>  <p>M:\26.0 Pre Commissioning Projec</p> <p>3. FM had discussions with TC; action not followed up due to UGMs recommencing in the near future.</p> <p>4. Discussions ensued amongst attendees. Agreed Brian Reeve (BR), Facilities Manager, to be formally invited to attend FPTM as the Education Department representative.</p>	<p>DW will continue to follow up</p> <p>Action as at 4.1</p> <p>MW to forward BR's details to FM</p> <p>FM to follow up with DC to invite BR to attend the FPTM</p>
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**Meeting Closed: 3.40pm**

**The next meeting is scheduled for Thursday, 19 August 2010 at 3.00pm, Conference Rooms 1 & 2, Redland Hospital.**

**15-BED ADOLESCENT MENTAL HEALTH UNIT AT REDLAND HOSPITAL.****ARCHITECT'S BRIEF AS AT 20/7/10.****Generally**

- Unique special-purpose facility serving whole of Queensland, replacing Barrett Adolescent Centre at The Park.
- Serving adolescents who need extended mental health treatment for problems including self-harm and eating disorders.
- An open unit, but with precautions against absconding.
- There needs to be a balance between a home-like environment with privacy for patients, with the need for staff supervision.
- There will be multi-disciplinary treatments and programs, including day activities and education.

**Accommodation Generally.**

- A stand-alone building, on the Redlands Hospital campus, but not joined to the main building.
- Unit needs to be reasonably close to other mental health facilities for emergency back up.
- Residential accommodation for 15 extended-treatment patients, expandable in future to 20.
- School and day activities facilities (indoor and outdoor) and therapy areas for inpatients only.
- Staff wing incorporating offices and staff amenities.
- All spaces, except bedrooms and bathrooms to be sufficient for future 20 patients.
- Single storey building – no lift.
- Storage is to be provided throughout the unit.

**Site issues**

- Buildings need to take account of the topography of the site.
- There is a koala conservation issue at this site.

**Residential Accommodation.**

- All under one roof, not individual "cottages".
- 15 single bedrooms each with its own en-suite bathroom.
- 2 of the 15 to be in the form of a High Needs Unit near the staff station, but capable of being opened up into the main unit.
- Sleeping areas for sexes to be separated. Allow for variation from 40% males and 60% females to 60% males and 40% females without the need to decant existing residents.
- Dining room, lounge, activities rooms and secure courtyards.
- Toilets for visitors and for patients to use in times when bedroom areas are out-of-bounds.
- Staff station with open counter and enclosed office space behind. Staff tea area and toilet/shower.
- Good sight lines from staff station, but avoiding institutional/custodial look and avoiding staff "goldfish tank".

- Staff station will serve a reception function after hours. Location of staff station needs to be considered in relation to the unit entrance.
- Clinic/treatment room close to staff station.
- Kitchen for serving of meals prepared in main hospital (subject to confirmation of capacity) and for preparation of snacks, lunches and breakfasts. Consider double use for ADL training. Delivery and serving of hospital meals by catering staff.
- Small laundry for patient clothes washing and ADL training. (Bed linen and towels to be provided from hospital laundry system).
- Provision is to be made for indoor exercise, eg table tennis, pool table, gym, wii, with access to safe outdoor areas for activities such as basketball hoop shooting.
- Provision is to be made for both social interaction and quiet time.
- Computers are to be available with internet access.
- Access to television and music require further discussion.

### **School and Day Activities / Therapy**

- To cater for a maximum of 20 students/patients.
- School areas to be run by Education Queensland staff as a Special School but to be integrated with residential area and share spaces as much as possible. Consideration is to be given to making appropriate activity spaces available for patient use in evenings and at weekends.
- Maximum of 6 teachers (including principal) and 4 aides/admin staff at any time.
- Good sight lines between rooms.
- One teaching space big enough for 20 students.
- Various sized teaching areas to allow break up into 2, 3, 4 or 5 groups of varying sizes.
- Facilities for music, dance, drama, art and handicrafts (not necessarily in separate dedicated rooms).
- Facilities for home economics teaching (not necessarily in a separated dedicated room, and consider using the kitchen in the residential area).
- The above spaces to be multi-purpose as much as possible.
- Library / resource / media centre with computers.
- School programs to have access to external areas.
- School / day activities to have toilets and change rooms for patients separate from those in the residential area.
- Generally, patients will not be able to access residential areas during school hours. The program will simulate "leaving home and going to school" on weekdays.
- Some patients will attend schools outside the unit.
- Therapeutic spaces may include a sensory stimulation room and a sand play room.

### **Staff Accommodation**

- The unit will be staffed at all times, but there will be no sleeping accommodation for staff on site.
- Staff will require office space (maximising use of workstations and "hot desking")

				where requested to discuss project
Environment groups (Koala protection agency)	<ul style="list-style-type: none"> <li>Impact of construction on Koala habitat and protected tree species</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive investigation and consultation</li> <li>Planning strategies maintain protection of sensitive plant species and habitat</li> </ul>	<ul style="list-style-type: none"> <li>Planning processes identify potential environmental impacts</li> <li>Project services engage professional consultants to assess – plans amended as required to protect sensitive areas</li> </ul>	Project Services
Indigenous groups	<ul style="list-style-type: none"> <li>Impact of construction on potentially significant land</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive investigation and consultation</li> <li>Planning strategies maintain protection of culturally significant sites</li> </ul>	<ul style="list-style-type: none"> <li>Planning processes identify potential for cultural significant of site</li> <li>Project services engage professional consultants to asses – plans amended as required</li> </ul>	
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	Issue	Detail	Action	Who	Timeframe
<b>Final Implementation actions</b>	<ul style="list-style-type: none"> <li>Access directions</li> </ul>	<ul style="list-style-type: none"> <li>Creation of maps for internal and consumer use</li> <li>Publishing of maps on intranet and internet MH sites</li> <li>Creation of flyer for consumer information</li> </ul>	<ul style="list-style-type: none"> <li>Create map – locality map in relation to Redland Hospital</li> <li>Publish maps on website</li> </ul>	MCU	4 weeks prior to opening
	<ul style="list-style-type: none"> <li>Signage</li> </ul>	<ul style="list-style-type: none"> <li>Creation of branded signage for new facility</li> </ul>	<ul style="list-style-type: none"> <li>Project Services - site signage installed</li> </ul>	Project services	Prior to opening
	<ul style="list-style-type: none"> <li>Phone contact</li> </ul>	<ul style="list-style-type: none"> <li>List of new numbers/ extensions for compilation</li> <li>Phones forwarded as required</li> </ul>	<ul style="list-style-type: none"> <li>Create list – update MH list</li> <li>MH notify teams as required</li> <li>Hospital phone list updated</li> </ul>	Redland MH Exec	Prior to opening

**Attachments:**

Attachment 1 – Issues Matrix



G:\26.0 Pre Commissioning Projec

**QUEENSLAND HEALTH**  
**MENTAL HEALTH CAPITAL WORKS PROGRAM**

MSS.900.0002.0343





**Agenda**


*meeting cancelled - no quorum.*



**Queensland Government**  
 Queensland Health

Project	Redland – New 15 Bed Adolescent ETU, Day Centre & School	Project(s) No	51426
Meeting	Facility Project Team Meeting (FPTM)	Meeting No	18
Held at	Mental Health Video Conference Room	Date	16 February 2012
Author	Angela Sheehy	Time	2.00pm

		Actions cited in Previous Minutes
1.0	<b><u>Procedural Issues</u></b> 1. Welcome 2. Apologies 3. Confirmation of Minutes –  G:\WORKGRP\ Bayside MH Manager. 4. Presentation 5. Membership	
2.0	<b><u>Land &amp; Legals</u></b> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	
3.0	<b><u>Authorities</u></b> 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koalas/Dept ERM	
4.0	<b><u>Master Programme</u></b> 1. Progress Report 2. Upcoming Milestones 3. Delivery Methodology	KE to follow up on MOS with David Crompton and CYMHS
5.0	<b><u>PDP/Design</u></b> 1. Site Planning Issues 2. Progress Report 3. TCP/ID	  G:\WORKGRP\ Bayside MH Manager. G:\WORKGRP\ Bayside MH Manager.  G:\WORKGRP\ Bayside MH Manager.
6.0	<b><u>Financial</u></b> 1. Budget/Cost Report 2. Expenditure 3. Variations 4. Art-Built In Budget/Cost 5. FF&E & IT Budget/Cost	
7.0	<b><u>Decanting</u></b> 1. Decanting Strategy	
8.0	<b><u>Construction</u></b> 1. Progress Report 2. General	

	<b>3. Industrial Relations &amp; Safety</b> <b>4. Contractual</b> <b>5. Quality</b> <b>6. Forecast Practical Completion</b>	
9.0	<u><b>Risk Analysis &amp; Value Management</b></u> <b>1. Peer Review</b> <b>2. Project Services</b>	
10.0	<u><b>FF&amp;E</b></u> <b>1. Progress Report</b> <b>2. Budget</b> <b>3. Expenditure</b>	
11.0	<u><b>Operational /Commissioning</b></u> <b>1. Staffing</b> <b>2. Commissioning</b>	<p>Meeting to be arranged with key hospital staff and key mental health staff – update to be given</p>  <p>G:\WORKGRP\ Bayside MH Manager.</p>
12.0	<u><b>Communications (Media)</b></u> <b>1. Communication Plan</b> <b>2. Consultation</b>	
13.0	<u><b>Recurrent Costs</b></u> <b>1. Building Operation &amp; Maintenance Costs</b> <b>2. Staff/Other Recurrent Costs</b>	
14.0	<u><b>New Business</b></u>	

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The next meeting is 15 March 2012 at 2.00pm at Bayside Mental Health Conference Room.

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