

QUEENSLAND HEALTH

MENTAL HEALTH CAPITAL WORKS PROGRAM



Queensland Government
Queensland Health

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	17
Held at	Bayside MH Video Conference Room	Date	24 November 2011
Author	Angela Sheehy – ESO to Manager, Bayside Mental Health	Time	2.30pm – 3pm

Present Name	Role	Company	Telephone/Mobile	Email
Terry Carter (TC)	MHCWP Project Manager/ Procurement Manager	Project Services		
David Pagendam (DP)	Senior Architect	Project Services		
John Quinn (JQ)	Manager	Mental Health Directorate		
Trevor Sadler (TS)	Psychiatrist	The Park Centre for Mental Health		
Kallie Jackson (KJ) CHAIR	Service Development Manager	Bayside Mental Health		
Hilary Hebblewhite (HH)	Director	Corporate Services Redland & Wynnum Hospitals		
Michelle Walter (MW)	Manager Statewide Projects	Health Planning & Infrastructure Division		
Shirley Wigan (SW)	Executive Director Mental Health	Darling Downs – West Moreton Health Service District		
Michelle Porter (MP)	Senior Project Officer	Metro South Mental Health		
Michael Daubney (MD)	Psychiatrist	Logan Child & Youth Mental Health		
Marissa Stewart		Pre Commissioning Project		

Apologies Name	Role	Company	Telephone/Mobile	Email
Assoc. Prof David Crompton (DC)	Executive Director	Division of Mental Health, Metro South		
Bill Peplinkhouse (BP)	Executive Manager of Operations	Division of Mental Health, Metro South		
Anthony Milverton (AM)	Manager Special Projects	Mental Health Directorate		
Darren Williams (DW)	A/Director Statewide Projects	Health Planning & Infrastructure Division		
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)	Executive Manager	Mater Children's Hospital CYMHS		
Suneel Chamoli	Clinical Director	Bayside Mental Health		
Janelle Bowra (JB)	Nurse Unit Manager	Logan Mental Health		
Assoc. Prof Brett McDermott (BMcD)	Executive Director	Mater Child & Youth Mental Health Service		
Judi Krause (JK)	A/Executive Director	Royal Children's Hospital CYMHS		

EXHIBIT 43

MSS.900.0002.0346

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
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Sean Hatherill (SH)	Psychiatrist	Bayside Child & Youth Mental Health
Janet Johnson (JJ)	Public Affairs Manager	Redland & Wynnum Hospitals
Emma Page (EP)	Team Leader	Bayside Child & Youth Mental Health
Vaoita Turituri (VT)	Team Leader	South Qld MH Clinical Network
Katie Eckersley (KE)	Manager	Bayside Mental Health

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 24.02.2011 were confirmed & accepted after changes made accordingly.

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 KJ.	
2.0	<u>Land & Legals</u> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	<i>Initial Assessment Report</i> was sent out 15.03.2011. 1 st round consultations begin 18.03.2011 and close on 07.04.2011. People can contact Jeannette Rowe if they would like a copy.	
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 (3.1-3.6)	
4.0	<u>Master Programme</u> 1. Progress Report 2. Upcoming Milestones 3. Delivery Methodology	Master programme tabled. Discussion was had and there was a MOS tabled and accepted August last year (draft copy to be circulated to members). It was also advised Leianne McArthur was working on an older version but she has since left but it was of the understanding she is still working on it.	KE to follow up on MOS with David Crompton. Draft copy to be circulated. KJ to follow up with Leianne McArthur for a copy of the document.

EXHIBIT 43

MSS.900.0002.0347

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	<p>Discussion was had over the PDP that was circulated and awaiting feedback from Katie around the highlighted areas.</p> <p>TC advised that a draft bush fire management report has been received. There is some tweaking to now be done to create a buffer zone and this will be included in the PDP.</p> <p>Meeting was held between HH and KE staff to go over the services and this proved fruitful. There is still a lot to work through but it is progressing.</p> <p>TC advised she had a discussion with Fiona Parker from IT and had a rough estimate for RT through TCP and it was around \$612k and this can change depending if the hospital has a PABX upgrade etc.</p>	<p>Feedback to be given by Bayside MH Service.</p> <p>TC - Bush fire management report to be circulated when finalized.</p>
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	<p>Actuals to date \$230,000 with \$32,000 in Feb 2011.</p> <p>MOU Education Grant – still awaiting updates at the moment but at this stage nothing has changed.</p> <p>Discussions were had around the budget coming over from the Park to the centre at Bayside. John advised he was under the impression that \$2.55million will come from the Park and will be topped up to make a total of \$3.6million as a rough estimate at this time.</p> <p>TC advised that FF&E budget is very rough estimate at this stage and will be looked at to ensure consistency across all sites being developed.</p>	<p>Brian Reeve to advise on conditions of the education grant.</p> <p>John to organize a meeting before the next FPTM to discuss.</p>
7.0	<u>Decanting</u> 1. Decanting Strategy	Not discussed at this time	
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	
9.0	<u>Risk Analysis & Value Management</u> 1. Peer Review 2. Project Services	Peer review was held on 04/02/2011 and was very useful tool.	TC to circulate peer review to group.
10.0	<u>FF&E</u> 1. Progress Report 2. Budget 3. Expenditure	Not discussed this time	

EXHIBIT 43

MSS.900.0002.0348

Item	Topic	PN 51426 New 15 Bed Adolescent ETU, Day Centre & School	Action By
11.0	<u>Operational/Commissioning</u> 1. Staffing 2. Commissioning	KB advised a small group has been established. They have an April meeting scheduled and this will establish the agenda and purpose and move forward from there. KB introduced Michelle Porter who will look after the People and Culture for this site.	
12.0	<u>Communications (Media)</u> 1. Communication Plan 2. Consultation	MS advised the communication plan is with David Crompton and hoping to have this tabled at the next meeting.	
13.0	<u>Recurrent Costs</u> 1. Building Operation & Maintenance Costs 2. Staff/Other Recurrent Costs	As per previous discussions around budget, the estimate costs for recurring cost is \$3.66million.	
14.0	<u>New Business</u> 1. Member list	Discussions were had around the member list as it is very lengthy and we have a lot of apologies every month. It was raised and agreed that it would be useful for Kev Rodgers who is the Principal at Barrett to attend these meetings.	Next agenda sent to ask receiving people if they wish to still be included. Kev Rodgers to be included permanently on the membership.

Meeting Closed: 3.00pm

The next meeting is TBA.

EXHIBIT 43
QUEENSLAND HEALTH
MENTAL HEALTH CAPITAL WORKS PROGRAM




MSS.900.0002.0349




Queensland Government
 Queensland Health

Agenda

Project	Redland – New 15 Bed Adolescent ETU, Day Centre & School	Project(s) No	51426
Meeting	Facility Project Team Meeting (FPTM)	Meeting No	17
Held at	Mental Health Video Conference Room	Date	26 May 2011
Author	Angela Sheehy	Time	2.30pm

		Actions cited in Previous Minutes
1.0	<u>Procedural Issues</u> 1. Welcome 2. Apologies 3. Confirmation of Minutes – 24.02.2011  G:\WORKGRP\ Bayside MH Manager. 4. Presentation Alistair Hill, Director, Bushfire Risk Reducers Present findings of the Bush fire Investigation and Report 5. Membership	Membership list to be reviewed and discussed.
2.0	<u>Land & Legals</u> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	
3.0	<u>Authorities</u> 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koalas/Dept ERM	PDP to be completed as a matter of priority.  G:\WORKGRP\ Bayside MH Manager.
4.0	<u>Master Programme</u> 1. Progress Report 2. Upcoming Milestones 3. Delivery Methodology	 G:\WORKGRP\ Bayside MH Manager. 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	
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	Education Qld Grant - Michelle to email Brian to ask if he can supply a tailored MOU.
7.0	<u>Decanting</u> 1. Decanting Strategy	

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

The next meeting is 23 June 2011 at 2.30pm at Bayside Mental Health Video Conference Room.

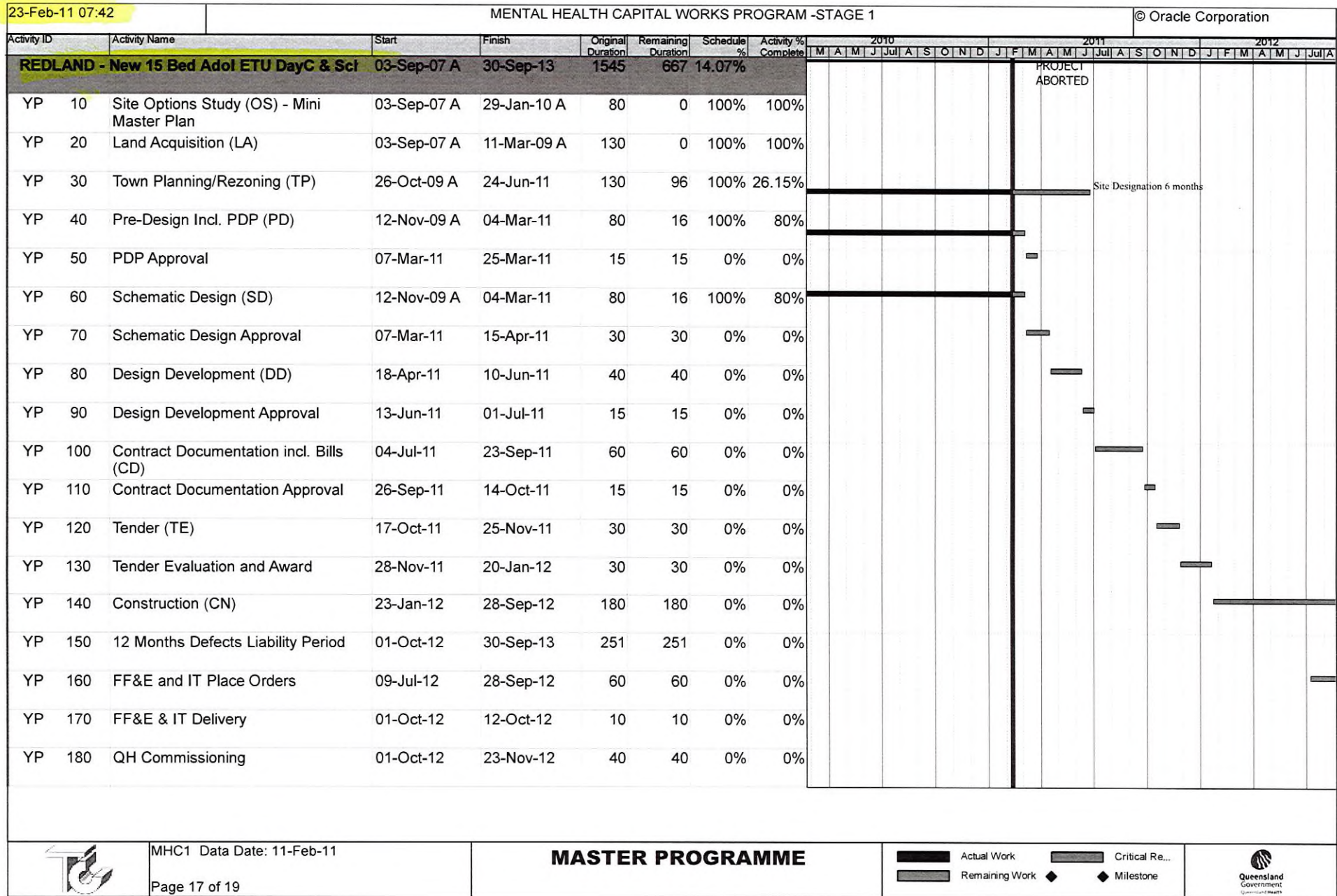


EXHIBIT 43
QUEENSLAND HEALTH
MENTAL HEALTH CAPITAL WORKS PROGRAM

Agenda


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	15 March 2012
Author	Vicki Meldrum	Time	2.00pm

		Actions cited in Previous Minutes
1.0	<u>Procedural Issues</u> 1. Welcome 2. Apologies – Peter Kingston, David Pagendam (Retired), John Quinn & Trevor Sadler. 3. Confirmation of Minutes – 4. Presentation 5. Membership	
2.0	<u>Land & Legals</u> 1. Site Acquisition & Property Issues 2. Adjoining Owners & Existing Tenants	
3.0	<u>Authorities</u> 1. Site Designation (required) 2. Building Application 3. Statutory Authorities 4. Native Title 5. Mater 6. Koalas/Dept ERM	
4.0	<u>Master Programme</u> 1. Progress Report 2. Upcoming Milestones 3. Delivery Methodology	
5.0	<u>PDP/Design</u> 1. Site Planning Issues 2. Progress Report 3. TCP/ID	
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	
7.0	<u>Decanting</u> 1. Decanting Strategy	
8.0	<u>Construction</u> 1. Progress Report 2. General 3. Industrial Relations & Safety 4. Contractual 5. Quality 6. Forecast Practical Completion	
9.0	<u>Risk Analysis & Value Management</u> 1. Peer Review 2. Project Services	

10.0	<u>FF&E</u> 1. Progress Report 2. Budget 3. Expenditure	
11.0	<u>Operational /Commissioning</u> 1. Staffing 2. Commissioning	
12.0	<u>Communications (Media)</u> 1. Communication Plan 2. Consultation	
13.0	<u>Recurrent Costs</u> 1. Building Operation & Maintenance Costs 2. Staff/Other Recurrent Costs	
14.0	<u>New Business</u>	

The next meeting is 19 April 2012 at 2.00pm at Bayside Mental Health Conference Room.



**Queensland
Government**
Queensland Health

Communication Plan

High Impact Change



Change Communication Plan

for

Redland Adolescent Extended Treatment Unit
(Relocation of service from the Barrett Adolescent Extended
Treatment Unit to Redland Hospital campus)

March 2011

V0.3

DOCUMENT CONTROL**Document Control**


Version	Date	Prepared by	Comments
0.1	April 2010	Marisa Stewart, Pre Commissioning Project Team, Community Consultation Officer	First Draft – input from MSMH & DDWM Communications Officer  G:\26.0 Pre Commissioning Projec
0.2	March 2011	Marisa Stewart	Second Draft – standardised template Incorporating feedback from MSMH Comms Officer
0.3	March 2012	Marisa Stewart	Incorporating updates and revisions from MSMH Comms Officer

TABLE OF CONTENTS

PROJECT OVERVIEW	4
1. Introduction	4
2. Background	4
3. Project goal and objectives	14
4. Engagement planning	5
5. Stakeholder identification, analysis and level of engagement	6
APPROVALS	10
6. Review and approvals process	10
7. Project Sponsor	10
COMMUNICATION STRATEGIES AND OBJECTIVES	11
8. Key Communication Strategies	11
9. Project Issues and Opportunities	11
10. Key Messages	12
11. Communication Objectives	14
EVALUATION AND MEASUREMENT	15
12. Evaluation Indicators	14
KEY CONTACTS	16
13. Project Personell	16
CHANGE COMMUNICATION ACTION PLAN	17

PROJECT OVERVIEW

1. Introduction

Based on our commitment to transparency and openness, Metro South Mental Health Service is dedicated to ensuring our work is well communicated and understood by our stakeholders.

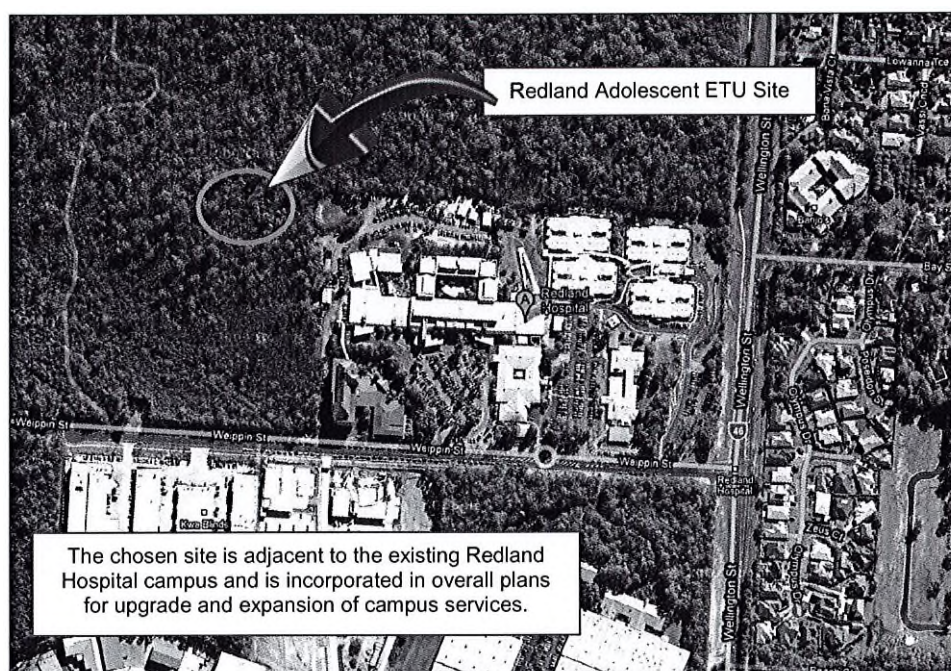
This plan sets out the key communication activities to raise awareness, educate, engage and ensure ongoing support for the project by key stakeholders. It also aims to identify strategies for engagement and provide clear direction.

2. Background

The *Queensland Plan for Mental Health 2007–2017* provides a blue print for reform and a commitment to delivering a better quality of life for people who live with mental illness. This plan identifies an investment in improvement and expansion of mental health services provided.

The Barrett Adolescent Extended Treatment Unit (ETU), located at The Park Centre for Mental Health, Wacol was identified for upgrade. Although acknowledged initially as an option, redevelopment at The Park is considered problematic due to the proximity to high security forensic services and prisons, currently undergoing expansion at this site.

Five site options in total were considered for replacement facilities - an investigative report identified the Redland Hospital site as the preferred option for a new purpose built 15 bed Adolescent ETU, including a day centre and school.



3. Project goals and objectives

The objective of this project is to facilitate a smooth transition of services from the current location – Barrett Adolescent ETU, located at Wacol – to a new location on the Redland Hospital campus – Redland Adolescent ETU.

Retention of the existing workforce is highlighted as a priority. Where possible, strategies will be formulated to provide support and assistance to staff who are able to make the transition, as well as finding alternative employment for those who are unable to relocate.

It is also an aim to minimise any possible disruption to the recovery of consumers who may be affected by the relocation.

Strategies will endeavor to streamline the introduction of a new service to the existing Redland Hospital campus and forge new relationships with the local community and local agencies.

Overarching Queensland Health objectives direct how goals are achieved:

- Build and maintain community and industry confidence in the government's capacity to deliver quality health infrastructure and services
- Provide timely information to government, community and industry
- Enable stakeholder input to inform and enhance the work of the department
- Meet legislative, governance and regulatory requirements regarding the provision of information and reporting.

4. Engagement Planning

The Communications Plan will:

- provide a list of key internal and external audiences
- provide a communication action plan based on key implementation milestones and organisational change management, training and technical activities
- document high level corporate project messages
- document project communication roles, responsibilities, approvals and feedback processes.

5. Stakeholder identification, analysis and level of engagement

Audience: Internal	Communication Channels	Level
Office of the DP and Minister for health	<ul style="list-style-type: none"> Department briefs 	Information
QH Director General	<ul style="list-style-type: none"> Department briefs 	Information
Mental Health Directorate (Office of the Executive Director)	<ul style="list-style-type: none"> Department briefs 	Information
Metro South Health Service District Executive (CEO)	<ul style="list-style-type: none"> Briefs Memorandums 	Information
Darling Downs-West Moreton (DDWM) Health Service District Executive (CEO)	<ul style="list-style-type: none"> Briefs Memorandums 	Information
Metro South Mental Health (MSMH) Executive Director	<ul style="list-style-type: none"> Emails/correspondence Facility Project Team Meeting User Group Meeting minutes Progress Reports from Pre Commissioning Senior Project Manager 	Consultation & approval
DDWM Executive Director	<ul style="list-style-type: none"> Emails/correspondence Facility Project Team Meeting User Group Meeting minutes 	Consultation & approval
Clinical Director, Barrett Adolescent Centre	<ul style="list-style-type: none"> Emails/correspondence Facility Project Team Meeting User Group Meeting 	Active participation
Principal, Barrett School	<ul style="list-style-type: none"> Emails/correspondence Facility Project Team Meeting User Group Meeting 	Active participation
MSMH Pre Commissioning Project Team (PCPT)	<ul style="list-style-type: none"> Emails/correspondence Facility Project Team Meeting User Group Meeting 	Active participation
District Manager (CEO), Children's Health Services District	<ul style="list-style-type: none"> Memorandums 	Information
Executive Director, Redland Hospital	<ul style="list-style-type: none"> Emails/correspondence/memorandums Facility Project Team Meeting 	Consultation
Manager, Bayside Mental Health Service	<ul style="list-style-type: none"> Emails/correspondence/memorandums Facility Project Team Meeting User Group Meeting 	Consultation

Audience: Internal	Communication Channels	Level
MSMH Communications Officer	<ul style="list-style-type: none"> Emails/correspondence/memorandums Briefs 	Information
Redland Hospital Public Affairs Officer	<ul style="list-style-type: none"> Emails/correspondence/memorandums 	Information
Mental Health Inpatient Services and Community Mental Health Teams (staff with an interest in the functioning/referral processes etc) e.g. Child and Youth Mental Health Service Bayside	<ul style="list-style-type: none"> Updates in 'Networked' Newsletter (MSMH staff publication) Operational Meetings User Group Meetings (participation in decision making input into policies/procedures) Facility Project Team Meeting Other meetings, as required District Broadcast information circulation 	Information
Redland Hospital Services potentially affected by new facility: <ul style="list-style-type: none"> - Emergency Dept - Security - Food Services 	<ul style="list-style-type: none"> Facility Project Team Meeting minutes Email/correspondence/memorandums Consultation via Executive Director, Redland Hospital (existing operational meetings) 	Information
Implementation User Group (UGM)	<ul style="list-style-type: none"> UGM attendance/minutes (participation in decision making processes) 	Active participation
Facility Project Team Committee (FPTM)	<ul style="list-style-type: none"> FPTM attendance/minutes 	Active participation
Consumer & Carer Advisory Group (CAG)	<ul style="list-style-type: none"> Representation/consultation in Pre Commissioning Team CAG meeting minutes Representation at UGM & FPTM 	Consultation
Bayside Health Community Council	<ul style="list-style-type: none"> Correspondence as required 	Information
Staff/service providers directly affected by relocation of service (Barrett Adolescent Centre) including: <ul style="list-style-type: none"> - Allied Health - Residential Support Officers - Teachers - Administration 	<ul style="list-style-type: none"> User Group Meetings/minutes (participation in decision making processes) FPTM attendance/minutes Operational meetings HR/Change Management communication strategies Publications and marketing material (fact sheets, brochures) 	Active participation
Prospective employees of new Mental Health unit (staff transferring	<ul style="list-style-type: none"> 'Work for Us' engagement Candidate Care Officer engagement 	Information

Audience: Internal	Communication Channels	Level
from Barrett)		
Staff indirectly affected e.g. HR etc	<ul style="list-style-type: none"> • HR/Change Management communication strategies • Email/correspondence/memorandums 	Information

Audience: Government Agencies	Communication Channels	Level
Department of Education, Arts and Training	<ul style="list-style-type: none"> • Briefs • Correspondence as required 	Information
Mental Health Review Tribunal	<ul style="list-style-type: none"> • Correspondence as required 	Information
Department of Communities (Child Safety)	<ul style="list-style-type: none"> • Correspondence as required 	Information
Department of Justice and Attorney General	<ul style="list-style-type: none"> • Correspondence as required 	Information
Office of the Child and Guardian	<ul style="list-style-type: none"> • Correspondence as required 	Information
Commission for Children and Young People	<ul style="list-style-type: none"> • Correspondence as required 	Information
Relevant Unions e.g. QNU, QPSU, ASU	<ul style="list-style-type: none"> • Project updates via District /Local Consultative Forums • Involvement/consultation as per EB requirements 	Consultation
QAS/QPS	<ul style="list-style-type: none"> • Correspondence as required 	Information
Other Government agencies with interest in Mental Health Services	<ul style="list-style-type: none"> • Correspondence as required • Local Community consultation groups – updates from Liaison Officers 	Information

Audience: Elected Representatives	Communication Channels	Level
Local Members	<ul style="list-style-type: none"> • Correspondence as required • Local Community consultation groups 	Information
Council/ Mayor	<ul style="list-style-type: none"> • Correspondence as required • Local Community consultation groups 	Information

Audience: External / Other Interested Parties	Communication Channels	
Consumers and their support providers (carers,	<ul style="list-style-type: none"> • Publications and marketing material (fact sheets, brochures) 	Active participation

Audience: External / Other Interested Parties	Communication Channels	
family, significant others) effected by relocation of service	<ul style="list-style-type: none"> • Communication via Consumer and Carer Liaison Representatives • Engagement identified by transition strategies 	
Local Agencies/ NGO'S with an interest in Mental Health Services e.g. Support Groups, GP Groups and support services	<ul style="list-style-type: none"> • Publications and marketing material (fact sheets, brochures) • Local Community consultation groups • Updates via Liaison Officers 	Information
Media	<ul style="list-style-type: none"> • Media Releases – Good news stories coordinated through MSMH Communications Officer, Redland Hospital Public Affairs Officer and District Media and Communication Department 	Information
Local Residents and Local Services/Businesses	<ul style="list-style-type: none"> • Publications and marketing material (fact sheets, brochures) • Media releases • Local community consultation groups 	Information
Local Indigenous Community	<ul style="list-style-type: none"> • Consultation via planning process – land use suitability 	Consultation
Local environment groups e.g. Koala Action Group	<ul style="list-style-type: none"> • Consultation via planning process – land use suitability and environmental impacts 	Consultation
Project Services	<ul style="list-style-type: none"> • UGM/FPTM attendance – planning processes • Correspondence as required 	Consultation

* All stakeholders have access to project updates via Metro South Mental Health Service Expansion public website.