



**Queensland  
Government**

Queensland Health

# MEMORANDUM

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**To:** Dr Leanne Geppert  
A/Director, Mental Health Plan Implementation Unit

**Copies to:** Ms Helen Doyle – A/Manager, Mental Health Implementation Unit  
Mr Mark Kearin – A/Executive Director Mental Health, WMHSD

**From:** Ms Sharon Stannard  
A/Project Manager  
Redevelopment Project  
The Park – Centre for Mental Health

**Contact No:** [REDACTED]  
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**Subject:** **Three Monthly Project Report April to June 2012**

**File Ref:** SS - 3 Monthly Project Report 160712

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Please find below a project summary of the work undertaken at The Park and West Moreton Integrated Mental Health Service relating to the Redevelopment Project:

- Effective project management of the changes required at The Park and the commissioning of the West Moreton Community Care Unit (CCU);
- HR and IR management of staffing and industrial issues associated with the planned opening of the Extended Forensic Treatment and Rehabilitation Unit (EFTRU) and internal interim services; and
- Service planning and pre-commissioning work associated with EFTRU and ETR/DD Interim Services is continuing.

#### ***Kuranda Unit (High Security Inpatient Service)***

- Final inspections undertaken by Project Services at the end of May 2012 and issues / defects are continuing to be rectified by contractors.
- Continue to schedule and conduct orientation sessions relating to unit access and emergency procedures for all High Security staff and staff allocated to backfill in the unit.

#### ***Extended Forensic Treatment and Rehabilitation Unit (EFTRU)***

- Refurbishment of existing buildings by contractors with fortnightly site visits to monitor and identify issues as work continues. Site visits / walk through are undertaken with Project Services and Contractor Site Representative.
- Draft Statewide Model of Service has been endorsed by West Moreton Health Service through the A/Executive Director, Mental Health Services and the Statewide Forensic Mental Health Advisory Group. Document is now progressing through the Corporate endorsement process.

- Model of Care has been developed and endorsed.
- Draft Business Planning Framework has been developed and presented to HR Oversight Committee and Nursing Executive for feedback.
- Consumer selection and relocation processes developed and progressing.
- Staffing profile and Recruitment Strategies presented and endorsed at HR Oversight Committee.
- Work identified as *Out of Scope* under the refurbishment contractual arrangements has been itemised and costed. Items identified will impact on the opening of the unit if unable to be funded and carried out during the pre-commissioning period.
- Sourcing and procurement of furniture, fittings, equipment and artwork has commenced.
- Clinical Education Program Workgroup established to progress the development and implementation of a three (3) day program for staff appointed to the unit.
- Fire services and equipment inspection conducted by West Moreton Health Service Fire Officer and issues identified are being progressed.

#### ***West Moreton Community Care Unit (WM CCU)***

- PDP and Schematic design on hold pending Project Services advice from Ipswich City Council regarding site development/ town planning issues.
- WM CCU User Group meetings are on hold pending resolution of town planning issues.

#### ***Overall Redevelopment activities***

- Recruitment Strategy developed for filling of consequential vacancies in 2012.
- Service planning continued and integration of ETR and DD to ETR/DD Interim Service occurred on 11 June 2012.
- Information sessions conducted in June 2012 for all staff to provide an update of Redevelopment Project activities.
- Financial preparation and management of funds requiring transfer to Metro South and West Moreton CCU and ensuring The Park's ongoing budget integrity.
- Non labour requirements and administrative support for Redevelopment Project Team.
- The Project is working with and fully expending project funds as tabled at May 2012 Recurrent Finance meeting between the District, Redevelopment and Mental Health Plan Implementation Unit.

Please find attached our latest consultation and communication strategies for the three month period (01 April to 30 June 2012) demonstrating the extensive work being undertaken by the redevelopment team and the service.

If you have any queries in relation to the report please do not hesitate to contact me on

Sharon Stannard  
**A/Project Manager**  
**Redevelopment Project**

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<b>The Park - Centre for Mental Health 2012 Communication and Consultations to Date 01 April – 30 June 2012</b>		
<b>Date</b>	<b>Group</b>	<b>By Whom</b>
2/04/2012	Meeting with A/DON (W Brennan) re: ETR/DD	SS, JK, KW
3/04/2012	Meeting with Director of Clinical Services (T Stedman) re: DSQ Brief	SS
3/04/2012	Statewide MOSD for EFTRU	JK
3/04/2012	Meeting with Nursing Director BU1 (S Cardy), CNC ETR/DD (D Baker) and NUM ETR (M O'Leary)	JK
3/04/2012	Meeting with Service Manager (L Steele), Manager Administration Support (L Glasgow), Admin Officer (A-M Bergel) re: EFTRU Staffing Profile - Administration	SS, JK
3/04/2012	Meeting with Director of Clinical Services (T Stedman), Senior OT (L Dowell) and Senior Psychologist (S Natho) re: EFTRU Staffing Profile - Allied Health	SS, JK
3/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
4/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
4/04/2012	EFTRU Transition Planning Workgroup	As Per TOR
4/04/2012	Meeting with A/DON (W Brennan) & A/ND BU2 (P McGrath) re: Senior Nursing Structure HSIS	BA
4/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
4/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
5/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
5/04/2012	Meeting with Director of Clinical Services (T Stedman) & Clinical Director of High Secure (D Neillie) re: Kuranda Positions	KW
5/04/2012	Meeting with Service Manager (L Steele) & Manager Administration Support (L Glasgow) re: DD/BAU Admin staff allocations	KW, BA
5/04/2012	Meeting with CNC ETR/DD (D Baker) re: Update ETR/DD Integration Discussion Points	SS, KW
10/04/2012	Meeting with Project Officer (M Watt) re: MOSD	JK
11/04/2012	Meeting with A/Security Coordinator (B Rissman) re: EFTRU	SS
12/04/2012	Redevelopment Information Session (Daintree/Franklin)	SS, KW, TC
13/04/2012	EFTRU Site Visit with Fitter/Project Coordinator (T Minkowski) and A/Manager BEMS (R Wood)	SS
16/04/2012	Meeting with Fitter/Project Coordinator (T Minkowski) re: Kuranda Issues	BA
16/04/2012	Catch up with A/DON (W Brennan)	JK
16/04/2012	Meeting with Research Assistant (M Conway) re: Education Program for EFTRU	SS, JK
16/04/2012	Meeting with Manager (Environmental & Hotel Services) (K L Berrell) and Service Manager (L Steele) re: EFTRU Staffing Profile - Operational	SS, JK
16/04/2012	Centralised Recruitment Project Working Group	TC
17/04/2012	Meeting with Fitter/Project Coordinator (T Minkowski) re: Kuranda Action Plan & EFTRU Dilapidation Report	SS
17/04/2012	Statewide MOSD for EFTRU	SS, JK
17/04/2012	Meeting with CNC ETR (D Baker), CNC DD (D Fernandez), Nursing Director BU1 (S Cardy) and A/DON (W Brennan) re: ETR/DD Interim Service	SS, KW
17/04/2012	Meeting with Project Manager (G Owen), Solution Engineer (G Moret), Project Officer (L Petelo), Service Manager (L Steele) re: The Park Alarm Transmission Procedure	SS
18/04/2012	EFTRU Transition Planning Workgroup	As Per TOR
18/04/2012	Redevelopment Team Meeting	SS, KW, BA, TC, KM
18/04/2012	Meeting with Rehab Service Coordinator (J Hearle) re: ETR/DD Rehab	SS, KW
18/04/2012	Meeting with A/Business Manager (L McDowell) re: Pre-planning Meeting	SS
18/04/2012	Recurrent Finance Meeting	SS, KW
19/04/2012	Meeting with Grounds and Gardens staff re: EFTRU	SS
19/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
19/04/2012	Weekly Catch up with A/DON (W Brennan)	SS
20/04/2012	FPTM Committee	As Per TOR

20/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
20/04/2012	The Park Executive Management Committee	As Per TOR
20/04/2012	Meeting with CNC Kuranda (M Finley) re: Orientation and Education Program	SS, BA
23/04/2012	Meeting with A/DON (W Brennan) re: outline scope of EFTRU project	EE
23/04/2012	Meeting to discuss outline scope of EFTRU project	JK, EE
24/04/2012	HR Oversight Committee	As Per TOR
24/04/2012	ETR/DD Transition Planning Workgroup	As Per TOR
26/04/2012	Meeting with Clinical Director High Secure (D Neillie), A/Nursing Director BU2 (P McGrath), Nursing Director BU2 (E Edge), Director of Clinical Services (T Stedman) and A/DON (W Brennan) re: EFTRU Security	SS
26/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
26/04/2012	Weekly Catch up with A/DON (W Brennan)	SS, KW
26/04/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
26/04/2012	Meeting with Advanced Recreation Officer (S Kowal) re: Mural in EFTRU and Site Visit	SS
27/04/2012	WM CCU User Group	As Per TOR
27/04/2012	Site visit to Tamborine and ET&R	EE, RH
27/04/2012	Meeting with Occupational Therapist Senior (L Dowell) re: OT Positions	KW
30/04/2012	Meeting with A/DON (W Brennan), Nursing Director (Research) (T Meehan), CNC HSIS (J Tahal), Research Officer (V Duraiappah), A/Nursing Director BU2 (P McGrath), Registered Nurse (J Singh) re: Structured Day program HSIS	EE
1/05/2012	Kuranda Emergency Orientation	BA
1/05/2012	Meeting with NUM MS (A Bryce), CNC ETR/DD (D Baker), CNC DD (D Fernandez), NUM ETR (M O'Leary), Nurse Manager (M Schilling), A/DON (W Brennan) & Director of Clinical Services (T Stedman) re: ETR/DD Staffing Profile	SS, JK, KW
1/05/2012	Meeting with CNC HSIS (J Tahal) re: Outline of Scope of EFTRU project	EE
1/05/2012	Meeting with Clinical Director HSIS (D Neillie) re: Action Plan for Implementation	EE
1/05/2012	Meeting with Clinical Director HSIS (D Neillie) re: Model of Care for Tamborine and EFTRU	EE
2/05/2012	Mental Health Centralised Working Group	KW
2/05/2012	Meeting with Nursing Director IMHS (A Webber), Team Leader IMHS (B Hopf), Consumer Consultant IMHS (D Darnell), Clinical Director IMHS (D Scott), Service Manager IMHS (G Bourke), Registrar (H Lockman), A/ED Mental Health (M Kearin), A/Manager BEMS (R Wood), CN IMHS (S Neander), Project Manager for Project Services (T Carter) re: Gailles CCU - ICC & Build Issues	SS, TC
2/05/2012	Kuranda Emergency Orientation	BA
3/05/2012	Kuranda Emergency Orientation	BA
3/05/2012	Meeting with Workforce Planning Officer (A Ward) re: Redevelopment @ The Park	SS, KW
3/05/2012	Weekly Catch up with A/DON (W Brennan)	SS, KW
3/05/2012	Kuranda Emergency Orientation	BA
3/05/2012	Site Visit to EFTRU re: Tapware	SS
4/05/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
4/05/2012	Meeting with Manager (Hotel & Environmental Services) (K L Berrell), Service Manager (L Steele) and Grounds & Gardens Staff re: EFTRU Trees	SS
4/05/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
4/05/2012	Feedback re: Draft BPF	EE, TC
4/05/2012	Meeting with ABM Coordinator (I Tracey) re: role of ABM for staff in EFTRU	EE
8/05/2012	Kuranda Emergency Orientation	BA
8/05/2012	Meeting with A/Nursing Director (A Bryce), CN ETR (M Ellis), NUM ETR (M O'Leary) & Nurse Manager (M Schilling) re: ETR/DD Interim Integrated Services (Project Officer)	SS, JK, KW
8/05/2012	Kuranda Emergency Orientation	BA
8/05/2012	Kuranda Emergency Orientation	BA
8/05/2012	Meeting with A/DON (W Brennan) re: Staffing Allocation to EFTRU	EE
9/05/2012	EFTRU Transition Planning Workgroup	As Per TOR
9/05/2012	Meeting with Fitter/Project Coordinator (T Minkowski) re:	SS

	Kuranda/EFTRU	
9/05/2012	Meeting with CNC ETR/DD (D Baker) and Director of Clinical Services (T Stedman) re: DSQ Briefing	SS
9/05/2012	Meeting with Manager of Administration Support (L Glasgow) re: Admin Staffing	SS
9/05/2012	Meeting with CNC HSIS (J Tahal) re: Outline of CNC role in EFTRU	EE
10/05/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
10/05/2012	Meeting with A/Manager BEMS (R Wood) & Fitter/Project Coordinator (T Minkowski) re: EFTRU Site Visit	SS
10/05/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
10/05/2012	Weekly Catch up with A/DON (W Brennan)	SS
10/05/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
10/05/2012	Kuranda Emergency Orientation	BA
10/05/2012	Meeting with A/Nursing Director (P McGrath) re: Outline model of care for EFTRU	EE
10/05/2012	Meeting with A/Nursing Director (A Bryce) re: Outline model of care for EFTRU	EE
10/05/2012	Site Visit to PA CCU	EE, RH
11/05/2012	Kuranda Emergency Orientation	BA
11/05/2012	Meeting with Manager (Hotel & Environmental Services) (K L Berrell) & A/Coordinator (Hotel and Environmental Services) (D Crilly) re: Support from Hotel Services for EFTRU Project	EE, RH
14/05/2012	Kuranda Emergency Orientation	BA
14/05/2012	Meeting with CN DD (M Ellis) re: ETR/DD Interim Service	SS, JK
14/05/2012	Kuranda Emergency Orientation	BA
14/05/2012	Meeting with NM (K Tinning), CN DD (M Ellis), A/ED MH (M Kearin) & A/DON (W Brennan) re: ETR/DD Interim Service Planning	SS, JK, KW
14/05/2012	Meeting with A/DON (W Brennan) & A/ED MH (M Kearin) re: ETR/DD Interim Service/EFTRU	SS, JK, KW
14/05/2012	Kuranda Emergency Orientation	BA
15/05/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
15/05/2012	Meeting to discuss EFTRU education	JK, EE, MC
15/05/2012	Meeting with CN DD (M Ellis), Business Manager (L Gardener) & A/Business Manager (L McDowell) re: ETR/DD Org Structure	SS, BA
15/05/2012	Meeting with Service Manager (L Steele), Manager (Hotel & Environmental Services) (K L Berrell) and Manager of Administration Support (L Glasgow) re: Update Program Review	SS, KW
15/05/2012	Meeting with Consumer Consultant (A Gulash)	SS
15/05/2012	Meeting with Clinical Director of High Secure (D Neillie) re:EFTRU MOSD & Allocation of Offices	EE
15/05/2012	Education Program for EFTRU	EE, MC
16/05/2012	Redevelopment Team Meeting	SS, KW, BA, TC, MC, ME, EE, GW
16/05/2012	Meeting with Manager (Workforce Planning) (C Cole) & District Payroll Support Officer (C Fillingham) re: Organisational Unit arrangements for ETR/DD Interim Services	BA, ME
16/05/2012	Local Consultative Forum Meeting	As Per TOR
16/05/2012	Nursing Workloads Meeting	As Per TOR
16/05/2012	Meeting with Service Manager (L Steele)	KW
16/05/2012	Meeting with C Pratt (EFTRU) re: Security	SS
16/05/2012	Meeting with Service Improvement Coordinator (D Kelly) re: Accreditation	SS
16/05/2012	Meeting with A/Nursing Director BU2 (P McGrath) & NUM HSIS (S Daniels) re: EFTRU MOSD & Role and contribution of NUM	EE
17/05/2012	Kuranda Emergency Orientation	BA
17/05/2012	Weekly Catch up with A/DON (W Brennan)	SS, KW
17/05/2012	Kuranda Emergency Orientation	BA
17/05/2012	Meeting with Manager (Hotel & Environmental Services) (K L Berrell) & A/Coordinator (Hotel and Environmental Services) (D Crilly) re: Kuranda Emergency Orientation	BA
17/05/2012	Kuranda Emergency Orientation	BA
17/05/2012	Meeting with CNC ETR/DD (D Baker) re: Pre-planning ETR/DD Transition Planning Workgroup	SS
17/05/2012	Meeting with A/DON (W Brennan), A/Nursing Director BU2 (P McGrath)	EE

	& Clinical Director of HSIS (D Neillie) re: Recruitment for NUM	
18/05/2012	Kuranda Emergency Orientation	BA
18/05/2012	FPTM Committee	As Per TOR
18/05/2012	Meeting with Project Officer (M Ellis) re: ETR/DD Interim Services	SS, KW, BA
18/05/2012	Meeting with Director of Clinical Services (T Stedman) re: EFTRU MOSD and Brief to ED	EE
18/05/2012	Meeting with Director of Pharmacy (B Ally) re: EFTRU MOSD and Pharmacy Arrangements	EE
21/05/2012	ETR/DD Interim Integrated Services	JK, KW
21/05/2012	Kuranda Emergency Orientation	BA
21/05/2012	Meeting with A/Nursing Director (Education) (E Brown), Nursing Director BU2 (E Edge) & A/DON (W Brennan) re: Education Program for EFTRU	JK, MC
21/05/2012	Meeting with A/DON (W Brennan) re: EFTRU update	EE
22/05/2012	Kuranda Final Inspection	SS
22/05/2012	HR Oversight Committee	As Per TOR
22/05/2012	Kuranda Emergency Orientation	BA
22/05/2012	ETR/DD Transition Planning Workgroup	As Per TOR
22/05/2012	Education Steering Committee for EFTRU	As Per TOR
22/05/2012	Meeting with A/DON (W Brennan), A/Nursing Director BU2 (P McGrath), Consumer Advocate (N Beer), Service Development Coordinator (D Kelly), A/Nursing Director BU1 (A Bryce), Consumer Consultant (A Gulash) re: Review of Complaints Management System	KW
22/05/2012	Meeting with Nursing Director BU1 (S Cardy), Project Officer (M Ellis) re: Interim Services	KW
23/05/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
23/05/2012	EFTRU Transition Planning Workgroup	As Per TOR
23/05/2012	Site Visit: EFTRU	SS
23/05/2012	Recurrent Finance Meeting	As Per TOR
23/05/2012	Meeting with Nursing Director BU1 (S Cardy) re: Interim Services	KW, ME
23/05/2012	Staff Consultation Group CNC HSIS (J Tahal), CN HSIS (S Shandil), RN HSIS (G Kwong) & Psychiatrist HSIS (J Mann) re: EFTRU Procurement	RH, EE
24/05/2012	Meeting with Clinical Director HSIS (D Neillie), CNC Kuranda (M Finley), A/Nursing Director BU2 (P McGrath) & Fitter/Project Coordinator (T Minkowski) re: Kuranda	SS
24/05/2012	Site Visit: EFTRU	SS
24/05/2012	The Park Briefing	As Per TOR
24/05/2012	Site Visit: Gailes CCU with Nursing Director IMHS (A Webber), Clinical Director IMHS (D Scott), Service Manager IMHS (G Bourke), A/ED MH (M Kearin), CN IMHS (S Neander)	SS, TC
25/05/2012	Kuranda Emergency Orientation	BA
25/05/2012	Meeting with Service Development Coordinator (D Kelly) re: Accreditation	SS
25/05/2012	Kuranda Emergency Orientation	BA
25/05/2012	Meeting with Medical Services Officer (W Storey) re: MHA content for EFTRU	MC
28/05/2012	Kuranda Emergency Orientation	BA
28/05/2012	Meeting with Grounds & Gardens re: Plants for EFTRU	SS
28/05/2012	Meeting with AWU Rep (C Condon) & Manager (Hotel and Environmental Services) (K L Berrell) re: ETR/DD Interim Service RSO Staffing	SS, KW
29/05/2012	Kuranda Final Inspection	BA
29/05/2012	Meeting with A/Coordinator (Hotel & Environmental Services) (D Crilly) re: DD RSO's	BA
29/05/2012	Meeting with A/DON (W Brennan) re: ETR/DD Staffing	SS, JK, KW
29/05/2012	Meeting with Rehab Service Coordinator (J Hearle) & CN Rehab (D Mitchell) re: ETR/DD Rehab	SS, KW
30/05/2012	Meeting with Senior Psychologist (S Natho) re: content for EFTRU education program	MC
30/05/2012	Meeting with A/ED MH (M Kearin), Director of Clinical Services (T Stedman) & A/DON (W Brennan) re: ETR DD Services	SS, KW
31/05/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
31/05/2012	Redevelopment Team Meeting	SS, KW, BA, MC, TC, GW
31/05/2012	Kuranda Emergency Orientation	BA

31/05/2012	Meeting with Psychologist HSIS (F Black) re: proposed peer supervision program and reflective practice workshop	MC
1/06/2012	Meeting with A/DON (W Brennan) re: Supervision	SS, KW
1/06/2012	Meeting with CNC ETR DD (D Baker), CNC DD (D Fernandez), NUM ETR DD (M O'Leary), Nurse Manager (M Schilling), Nursing Director BU1 (S Cardy), A/DON (W Brennan) re: ETR DD Interim Services	SS, KW, ME
4/06/2012	EFTRU Reference Group	As Per TOR
5/06/2012	Meeting with Manager (Hotel & Environmental Services) (K L Berrell) & A/Cooodintator (Hotel & Environmental Services) (D Crilly) re: DD RSO's	BA
5/06/2012	Meeting with Manager (Hotel & Environmental Services) (K L Berrell), A/Coordinator (Hotel & Environmental Services) (D Crilly), AWU Rep (C Condon), DD RSO (F Pacheco) re: ETR/DD Interim Services RSO Staffing	SS, KW
5/06/2012	Meeting with CN Rehab (D Mitchell), Rehab Services Coordinator (J Hearle) & Senior OT (L Dowell) re: ETR/DD	KW
5/06/2012	Meeting with A/ED Mental Health Alcohol & Other Drugs Directorate (B Kingswell), Clinical Director HSIS (D Neillie), Nursing Director BU2 (E Edge), Director of Statutory Administration & Policy Unit (E Leitch), Principal Advisor in Psychiatry (J Gilhotra), Manager Policy & Legislative Development (J Rodwell), Assistant Director Statutory Compliance (J Ceron), CNC HSIS (J Tahal), Hearings Coordinator (M Murray), Principal Clinical Advisor (R Troy), Director of Clinical Services (T Stedman), Medical Services Officer (W Storey) & Program Support Officer (A Tuttle) re: EFTRU - Gazettal, Clinical Issues & Administrative Issues	SS, JK
5/06/2012	Education Steering Committee for EFTRU	As Per TOR
6/06/2012	Meeting with A/Manager Administration Support (J Vonharten) re: Vehicles	SS
7/06/2012	EFTRU Site Visit	SS
7/06/2012	Meeting with Contractors (GlENZEIL) (M Giraldo) re: Kuranda Inspection	BA
7/06/2012	Meeting with Fitter/Project Coordinator (T Minkowski) re: EFTRU Quotes	SS
7/06/2012	Meeting with Service Manager (L Steele) re: Photocopier	SS
8/06/2012	Meeting with FF&E Officer	SS
8/06/2012	Meeting with Service Manager (L Steele) re: FF&E for EFTRU	SS, EE, RH
8/06/2012	Meeting with Clinical Director HSIS (D Neillie), Service Manager (L Steele), A/ED MH (M Kearin), A/BEMS Manager (R Wood), Director of Clinical Services (T Stedman), A/DON (W Brennan) & Fitter/Project Coordinator (T Minkowski) re: EFTRU - Out of Scope Works	SS, EE
8/06/2012	Meeting with CNC ETR/DD (D Baker), CN GHS (J Nichols) re: EFTRU Medication	EE, JT, RH
11/06/2012	Consumer Information Session (Tamborine)	JT
12/06/2012	Redevelopment Information Session (Food Services)	Redevelopment Team
12/06/2012	Redevelopment Information Session (RSO's)	Redevelopment Team
12/06/2012	Redevelopment Information Session (BAU)	Redevelopment Team
13/06/2012	Kuranda Emergency Orientation	BA
13/06/2012	EFTRU Transition Planning Workgroup	As Per TOR
14/06/2012	Meeting with Contractors (GlENZEIL) (M Giraldo) re: Kuranda Repairs	BA
14/06/2012	Redevelopment Information Session (ETR/DD)	Redevelopment Team
14/06/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
14/06/2012	Weekly Catch up with A/DON (W Brennan)	SS, KW
14/06/2012	Meeting with A/DON (W Brennan), NUM HSIS (D Mahoney), A/CNC HSIS (J Cooper) & CNC Kuranda (M Finley) re: HSIS Senior Structure	EE, JT
15/06/2012	Kuranda Emergency Orientation	BA
15/06/2012	FPTM Committee	As Per TOR
15/06/2012	Meeting with Director of Clinical Services (T Stedman) re: Brief	SS
15/06/2012	Catch up with Service Manager (L Steele)	SS
15/06/2012	Meeting with FF&E Officer: Handover	SS, RH
18/06/2012	Redevelopment Information Session (MHRT room)	Redevelopment Team

18/06/2012	Meeting with Service Manager (L Steele) & Fitter/Project Coordinator (T Minkowski) re: Out of Scope Work - EFTRU	SS
18/06/2012	Nursing Executive Meeting	EE
19/06/2012	Meeting with Service Manager (L Steele), CNC Kuranda (M Finley), ND BU1 (S Cardy), Director of Clinical Services (T Stedman), Fitter/Project Coordinator (T Minkowski) & A/DON (W Brennan) re: Kuranda	SS
19/06/2012	Education Steering Committee for EFTRU	SS, MC
19/06/2012	Meeting with ED People & Culture (C Hodgson) re: Redevelopment	SS, KW
19/06/2012	Meeting with Director of Clinical Services (T Stedman), Psychiatrist (J Mann) re: EFTRU Consumer Panel	EE, JT
19/06/2012	Meeting with A/Coordinator Security (W Rissman) re: EFTRU Security	JT
20/06/2012	EFTRU Site Visit with District Fire, Safety & Security Officer (T Ford)	SS, JT
20/06/2012	Meeting with Nursing Director SERU (T Meehan) re: BPF Feedback	EE
20/06/2012	Local Consultative Forum Meeting	KW
20/06/2012	Nursing Workloads Meeting	KW
21/06/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
21/06/2012	EFTRU Site Visit	SS
22/06/2012	Meeting with CNC ETR/DD (D Baker) re: ETR/DD Transition Planning Workgroup	SS
25/06/2012	Meeting with A/DON (W Brennan) re: EFTRU staffing and BPF	EE
25/06/2012	Meeting with Service Manager (L Steele) & A/Manager of Admin Support (J Vonharten) re: Recruitment for Admin	KW
26/06/2012	Meeting with CNC Kuranda (M Finley), A/CNC HSIS (J Cooper) & A/Service Development Coordinator (D Kelly) re: HSIS Ward Protocols	EE, JT
26/06/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
26/06/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
27/06/2012	The Park Executive Management Committee	KW
27/06/2012	Consumer Information Session (Tamborine)	JT
27/06/2012	EFTRU Transition Planning Workgroup	As Per TOR
28/06/2012	Weekly Catch up with A/DON (W Brennan)	SS, KW
28/06/2012	Meeting with Sub-Contractor re: Kuranda Defects	BA
28/06/2012	Catch up with Service Manager (L Steele)	SS
28/06/2012	Redevelopment Information Session (Laundry)	SS, KW, JT
28/06/2012	Meeting with Project Services, Service Manager (L Steele), Fitter/Project Coordinator (T Minkowski), A/ED MH (M Kearin), Director of Clinical Services (T Stedman), A/DON (W Brennan) re: Kuranda Issues/Defects	SS
28/06/2012	Meeting with Pharmacist (B Ally) re Medication Management in EFTRU	EE, JT
29/06/2012	Meeting with A/DON (W Brennan) & A/ED MH (M Kearin) re: Funding/Staffing	SS, KW, BA
29/06/2012	Meeting with Recreation Officer (S Kowal) re: Business Plan and Mural	SS, EE, JT