

## BSCH Communications Register

Date	From/ Who	Type	To/ For	Re	Contact Person	Consultation	Actions
On this date	This stakeholder	Used this communications tool	To communicate with this target group	About this issue	This person was the project contact	Stakeholders consulted	Results
January – May 2013	Kerry Ross	Small group meetings, email and teleconference	Relevant stakeholders	Development of the Functional Design Brief	Kerry Ross	Relevant stakeholders	Brief developed and approved
2/8/13 16/8/13 6/9/13 11/9/13 20/9/13 4/10/13	Project Team	Project Working Group meetings	Project Working Group	Preparation of the Preliminary Business Case and key deliverables	Kerry Ross (Chair)	Project Working Group members	Gateway Review Report Released  Business Case Addendum prepared.
14/8/13 11/9/13 8/10/13	Project Team representatives	Executive Steering Committee meetings	Executive Steering Committee	Progress report and endorsement of process for preparation of the Preliminary Business Case	Sam Sangster (Chair)	Executive Steering Committee members	Project Scope approved.
22/8/13 11/9/13 16/10/13	Project Team	Community Reference Group meetings	Community Reference Group members	Update re progress of the project and seek feedback/ input from the group	Chris Crawford (Chair)	Community Reference Group members	Views considered in further planning.

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20/9/13	Project Team	Change Management & Operational Commissioning Presentation	NNSWLHD Executive Group	Explanation re approach and resources available to support change management and operational commissioning for the project	Leanne Morton	NNSWLHD Executive	
11/4/14 6/5/14 19/5/14 2/6/14 23/6/14 30/6/14 7/7/14 14/7/14 21/7/14	Project Team	Project Working Group meetings	Project Working Group	Preparation of the Business Case and key deliverables	Kerry Ross (Chair)	Project Working Group members	Views considered in further planning.
3/2/14 14/5/14 11/6/14 9/7/14	Project Team representatives	Executive Steering Committee meetings	Executive Steering Committee	Progress report and endorsement of process for preparation of the Full Business Case	Sam Sangster (Chair)	Executive Steering Committee members	Project Scope agreed.

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23/5/14	Project team and NNSWLHD Mental Health Executives	Inter Agency meeting	MDAHO and NNSWLHD	Meeting to resolve Mental Health profiling for the BSCH site	Kerry Ross (chair)	NNSWLHD	Mental Health Model of Care agreed and endorsed.
27/5/14 3/6/14 23/6/14	Project Team and NNSWLHD	Local Authority Briefing	Byron Shire Council, RMS,NNSWLHD	Project briefing to local Authorities re traffic, parking and utilities	Kerry Ross	Project Team	Cooperative arrangements furthered.
25/6/14	Project Team and NNSWLHD Executive Group	Workshop and presentation	NNSWLHD briefing	Business Case Outcomes Workshop	Kerry Ross	Project Team	Project information circulated
3/7/14	Project team and NNSWLHD medical staff	Workshop and presentation	NNSWLHD briefing	Business Case Outcomes Workshop	Kerry Ross	Project Team	Project information circulated
7/7/14 14/7/14 21/7/14	Project team and NNSWLHD medical staff	Schematic Design Plans	NNSW LHD Medical staff briefing	Functional design walkthroughs to obtain clinical signoff	Kerry Ross	Medical staff Project Working Group Project Team	Stakeholder design sign-off achieved.
21/7/14	Project Team and NNSWLHD CEO	Project Briefing	All affected staff Visiting Medical Officers	Project scope and delivery information	Kerry Ross	NNSW LHD CEO Project Team	Project information circulated

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21/7/14	Project Team and NNSWLHD	Communication Action meeting	All relevant groups	Identified key issues to be addressed	Kerry Ross	Project Team	Communication messages developed
5/7/14	Project Team and BSCH Community	Workshop and presentation	Community Reference Group	Project scope and delivery information	Kerry Ross	Project Team NNSW LHD CEO	Views considered in further planning