

IMPLEMENTATION PLAN

No		Recommendation	Person Responsible	Due Date	Funding Implications
1	(i)	Excise Queensland Health Scientific Services from Queensland Health Pathology and Scientific Services to create an Institute within Queensland Health to be known as the Queensland Institute of Forensic and Scientific Services.	Director-General, Queensland Health	Immediately	
	(ii)	Appoint a full time Chief Executive Officer for the Institute reporting to a Senior Executive as determined by the Director-General of Queensland Health.	Director-General, Queensland Health	Immediately	
	(iii)	Ensure appropriate resources from the Office of the Executive Director, Queensland Health Pathology and Scientific Services are transferred to the Institute.	Director-General, Queensland Health	31 January 2006	
	(iv)	Instruct the Audit and Operational Review Unit to commence a review of the Office of the Executive Director, Queensland Health Pathology and Scientific Services to ensure the Office's remaining organisational arrangements are appropriate and functional as a consequence of (iii).	Director-General, Queensland Health	31 January 2006	
	(v)	Establish a Council of the Institute with the following members (or delegates): <ul style="list-style-type: none"> – Director-General, Queensland Health, Chair; – Commissioner, Queensland Police Service; – Director-General, Department of Justice and Attorney-General; – Director-General, Department of the Premier and Cabinet; – Under-Treasurer, Queensland Treasury; and – Chief Executive Officer of the Institute. 	Director-General, Queensland Health	31 October 2005	
	(vi)	Establish the role of the Council to: <ul style="list-style-type: none"> – Provide advice and guidance to the Institute Management Team; – Ensure inter-agency issues are addressed; and – Oversee the implementation of the Ministerial Taskforce's recommendations. 	Director-General, Queensland Health	31 October 2005	
	(vii)	Transfer the Physical Evidence Unit, Forensic Services Branch, Queensland Police Service, the incumbent staff and associated resources to the Institute.	Director-General, Queensland Health in consultation with the Commissioner, Queensland Police Service	31 July 2006	
2	(i)	Develop and implement a corporate governance framework including executive committee structures that addresses as a minimum the following: <ul style="list-style-type: none"> – Strategic and business planning; 	Chief Executive Officer of the Institute	30 April 2006	

No		Recommendation	Person Responsible	Due Date	Funding Implications
		<ul style="list-style-type: none"> - Human resource management and workforce; - Financial management; - Risk management; - Quality management; - Research; - Capital works and asset management; and - Performance management. 			
	(ii)	Develop and implement a communication strategy to ensure that all staff at the Institute are aware of and receive ongoing information concerning the new corporate governance framework and Executive Committee structure.	Chief Executive Officer of the Institute	30 April 2006	
3		Commission a review to determine the most appropriate organisational arrangements and portfolio placement for the Institute having regard to the Government's strategic directions for scientific activities under the Smart State Agenda.	Director-General, Department of the Premier and Cabinet	31 January 2007	
4	(i)	Implement the new organisational structure as detailed in Appendix 8.	Chief Executive Officer of the Institute	Immediately	Estimated recurrent costs: \$373,000 per annum
	(ii)	Establish the Executive Management Committee comprising the Chief Executive Officer of the Institute and the seven senior managers.	Chief Executive Officer of the Institute	31 October 2005	
	(iii)	Develop and implement the competency based progression strategy, including the review of position descriptions.	Chief Executive Officer of the Institute	31 January 2007	Estimated recurrent costs: \$194,000 per annum
5	(i)	Remove from the term "backlog" all cases where no further analysis or reporting requirements can be undertaken at that time.	Chief Executive Officer of the Institute	31 October 2005	
	(ii)	Define the term "backlog" as being the number of cases not completed within a time agreed with the client.	Chief Executive Officer of the Institute	31 October 2005	
	(iii)	Ensure that the systems are altered to ensure the appropriate reporting reflects the definitions determined for "backlog".	Chief Executive Officer of the Institute	31 January 2006	
6		Transfer the \$3M of recurrent election funding from the Queensland Police Service to the Institute for the periods 2005/06 and 2006/07 pending the development of proper fee-for-service arrangements.	Commissioner, Queensland Police Service	31 October 2005	
7	(i)	Review the role of the Forensic Sciences Liaison Unit and the DNA & Forensic Sample Management Unit to ensure they are complementary.	Chief Executive Officer of the Institute and the Superintendent, Forensic Services Branch, Queensland Police Service	31 January 2006	

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	(ii)	Expand the role of the DNA & Forensic Sample Management Unit and Forensic Sciences Liaison Unit to facilitate case conferences under clear guidelines with relevant parties on all major crime and clandestine laboratory cases.	Chief Executive Officer of the Institute and the Superintendent, Forensic Services Branch, Queensland Police Service	31 January 2006	
	(iii)	Ensure that the DNA and Forensic Sample Management Unit, in conjunction with the Forensic Sciences Liaison Unit, review all outstanding cases and cleanse all backlog data.	Chief Executive Officer of the Institute and the Superintendent, Forensic Services Branch, Queensland Police Service	31 January 2006	
8		Ensure that when validating future equipment the validation work undertaken by other jurisdictions to introduce equipment and/or automation processes is utilised to minimise validation time whilst maintaining scientific accountability and integrity.	Chief Executive Officer of the Institute	31 October 2005	
9		Develop standard terminology and statistical counting measures for forensic evidence.	Chief Executive Officer of the Institute in consultation with the Superintendent, Forensic Services Branch, Queensland Police Service	31 July 2006	
10		Review the requirement for forensic exhibits to be entered in an Exhibit Register within designated Queensland Police Service forensic property points.	Commissioner, Queensland Police Service	Immediately	
11	(i)	Ensure that forensic exhibits requiring analysis are transported to Queensland Health Scientific Services as soon as possible after collection but no more than 30 days.	Commissioner, Queensland Police Service	30 April 2006	
	(ii)	Introduce a system for transporting unescorted forensic samples through the use of locked receptacles and commercial transport where appropriate.	Commissioner, Queensland Police Service	30 April 2006	
12		Implement standardised procedures within the Central Property Point.	Chief Executive Officer of the Institute	31 January 2006	
13		Ensure compliance with existing policies in relation to the notification and subsequent destruction of forensic samples.	Commissioner, Queensland Police Service	31 January 2006	
14		Develop and implement a data dictionary of scientific terminology for use by Queensland Police Service staff to enable the ready interpretation of outcomes and results downloaded from AusLab to the Forensic Register.	Chief Executive Officer of the Institute	31 July 2006	
15		Develop and implement protocols to minimise the duplication of presumptive testing.	Chief Executive Officer of the Institute and the Superintendent Forensic	31 January 2006	

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			Services Branch, Queensland Police Service		
16	(i)	Immediately recruit additional staff in Forensic Biology to meet ongoing service demands.	Chief Executive Officer of the Institute	31 October 2005	Estimated recurrent cost: \$1M
	(ii)	Reassess the sufficiency of (i) above in light of a costing model for DNA processing currently being developed through the Business Enhancement Project.	Chief Executive Officer of the Institute	31 January 2006	
	(iii)	Subject to (ii) above recruit additional staff in Forensic Biology to meet ongoing service demands.	Chief Executive Officer of the Institute	31 January 2006	Estimated recurrent cost: up to an additional \$1M
	(iv)	Develop a comprehensive strategy for the processing of the Volume Crime and Major Crime backlog once the prioritisation of samples and data cleansing is completed (Recommendation 7 (iii)).	Chief Executive Officer of the Institute	31 January 2006	Estimated non-recurrent cost: up to \$3M (\$1M of which is to be provided in 2005/06)
	(v)	Subject to the above recommendations, develop proposals for the introduction of staggered and/or double shifts.	Chief Executive Officer of the Institute	31 January 2006	
17	(i)	Review the terminology used to describe milestones in the analysis process.	Chief Executive Officer of the Institute	31 July 2006	
	(ii)	Ensure administrative staff undertake data input into AusLab wherever this is deemed to be a more efficient and effective use of resources.	Chief Executive Officer of the Institute	31 January 2006	
	(iii)	Ensure data collection and reporting supports government and management needs and priorities.	Chief Executive Officer of the Institute	31 July 2006	
18		Review the outcomes of the Business Enhancement Project and implement a new work group approach in Forensic Biology.	Chief Executive Officer of the Institute	31 October 2005	
19		Develop and progress a paper which proposes that all jurisdictions require name and address to be supplied for the purchase of S3 pseudoephedrine-based pharmaceuticals for consideration by the Australian Health Ministers' Conference.	Director-General, Queensland Health	31 January 2006	
20		Introduce a case management approach to the analysis of clandestine drug laboratories for a six month trial.	Chief Executive Officer of the Institute, in consultation	31 January 2006	

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			with the Superintendent, Drug Squad, Queensland Police Service		
21		Review the effectiveness of the case management arrangements.	Chief Executive Officer of the Institute, in consultation with the Superintendent, Drug Squad, Queensland Police Service and Director of Public Prosecutions	31 July 2006	
22	(i)	Progress amendments to the <i>Drugs Misuse Act 1986</i> to require the defence to state whether they will contest the fact that methylamphetamine had been produced with the seized equipment.	Director-General, Justice and Attorney-General	31 March 2006	
	(ii)	Progress amendments to insert an evidentiary aid to remove the requirement for scientific testing of sealed proprietary pharmaceuticals, unless challenged by the defence.	Director-General, Justice and Attorney-General	31 March 2006	
	(iii)	Progress amendments to clarify that a certificate is admissible as evidence of the identity of the drug even if it does not contain the actual quantity of the dangerous drug analysed.	Director-General, Justice and Attorney-General	31 March 2006	
23		Introduce a committal mention process for clandestine drug laboratory cases, if this is necessary to effectively implement Recommendation 22 (i).	Commissioner, Queensland Police Service	31 January 2006	
24	(i)	Progress amendments to the <i>Drugs Misuse Act 1986</i> (Section 13) to increase the maximum penalty a Magistrate can impose to three years.	Director-General, Justice and Attorney-General	31 March 2006	
	(ii)	Examine options for clandestine drug laboratory production offences to be heard summarily, in consultation with the Commissioner, Queensland Police Service and the Director-General, Queensland Health. And report to Cabinet on the outcomes.	Director-General, Justice and Attorney-General	31 January 2006	
25		Progress amendments to the <i>Drugs Misuse Regulation 1987</i> to expand the items listed in Schedule 6 to bring it broadly into line with Category I of the Code of Practice for Supply Diversion into Illicit Drug Manufacture, plus other items from Category II as appropriate.	Director-General, Justice and Attorney-General in consultation with industry stakeholders	30 April 2006	
26	(i)	Progress amendments to the <i>Drugs Misuse Act 1986</i> and <i>Drugs Misuse Regulation 1987</i> to establish an indictable offence for the possession of precursors, and other chemicals, for the production of an illicit drug, with the precursors and other chemicals being prescribed under regulation modelled on the items in Category 1 in the national Code of Practice.	Director-General, Justice and Attorney-General	31 March 2006 – <i>Drugs Misuse Act 1986</i> 30 April 2006 – <i>Drugs Misuse Regulation 1987</i>	
	(ii)	Progress amendments to the <i>Drugs Misuse Act 1986</i> and <i>Drugs Misuse</i>	Director-General,	31 March 2006 –	

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		<i>Regulation 1987</i> so that the seizure of certain combinations of precursors, reagents, apparatus or end-product would be conclusive evidence that production of methylamphetamine had occurred, or was intended, unless evidence is presented to the contrary, or that the possession of such items would be an offence with a maximum penalty of 25 years imprisonment.	Department of Justice and Attorney-General	<i>Drugs Misuse Act 1986</i> 30 April 2006 – <i>Drugs Misuse Regulation 1987</i>	
27	(i)	Establish a team of two forensic scientist positions specialising in clandestine drug laboratory analysis to be on-call 24/7 to attend call-outs from the Queensland Police Service Illicit Laboratory Investigation Team.	Chief Executive Officer of the Institute, in consultation with Superintendent, Drug Squad, Queensland Police Service	31 July 2006	
	(ii)	Develop protocols to clarify which clandestine drug laboratory situations will require a forensic scientist attendance.		31 July 2006	Estimated recurrent cost: \$205,000 per annum
28		Extend the current interim arrangements for payment of overtime to scientists PO4 level and above who are attending illicit clandestine drug laboratory sites.	Director-General, Queensland Health, in consultation with the Director-General, Department of Industrial Relations	Immediately	
29		Review these arrangements when the backlog of work is reduced.	Chief Executive Officer of the Institute	31 January 2007	
30		Employ two additional staff in Forensic Chemistry to analyse clandestine drug laboratories.	Chief Executive Officer of the Institute	31 January 2006	Estimated recurrent cost: \$133,000 per annum
31	(i)	Ensure arrangements continue for Forensic Pathologists at the Institute to maintain their professional links with the Queensland Health Pathology Scientific Services pathologists.	Director-General, Queensland Health	31 January 2006	
	(ii)	Ensure the continuation of the current Right of Private Practice Arrangements for Forensic Pathologists.	Director-General, Queensland Health	31 January 2006	
	(iii)	Ensure the co-ordination of training for Forensic Pathology Registrars in Anatomical and Forensic Pathology.	Director-General, Queensland Health	31 January 2006	
	(iv)	Ensure the State-wide co-ordination of relief for pathologists who undertake coronial autopsies.	Director-General, Queensland Health	31 January 2006	
	(v)	Review the reporting arrangements for non-metropolitan hospital mortuary staff with a view to providing an improved service to the coronial system.	Director-General, Queensland Health	31 July 2006	
	(vi)	Ensure that all persons undertaking autopsies in Queensland Health	Director-General,	31 January 2006	

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		facilities enter the autopsy results in the AusLab system.	Queensland Health in consultation with the State Coroner		
32		Develop standards for autopsy and mortuary services in Queensland Health facilities, including: <ul style="list-style-type: none"> – Consistent autopsy practices and procedures; – Consistent training for mortuary staff; – Appropriate workplace health and safety procedures; – Appropriate mortuary access and security, and facilities for the observation of autopsies and viewings; – Mortuary building standards and policies to guide upgrades and new mortuary construction; – Arrangements to cover for leave and major disasters; and – Consistent EAS support and stress counselling for mortuary staff. 	Chief Pathologist/Manager, Forensic Pathology	31 July 2006	
33		Review the period of retention for specimen tissue and amend the <i>Coroners Act 2003</i> accordingly.	Director-General, Justice and Attorney-General in consultation with the Chief Executive Officer of the Institute	30 April 2006	
34		Issue formal advice to police officers that general duties police officers are authorised under the <i>Coroners Act 2003</i> to direct a government undertaker to prepare a body for viewing for identification if necessary.	Commissioner, Queensland Police Service	31 October 2005	
35		Ensure information about the complaints mechanism in relation to government undertakers is included in its coronial information brochures when re-printed.	Registrar of the State Coroner	31 October 2005	
36	(i)	Address the shortfalls as highlighted in the existing audit and evaluation reports.	Chief Executive Officer of the Institute	30 April 2006	
	(ii)	Establish a dedicated Quality Management function within the responsibilities for the Chief Scientist of the Institute.	Chief Executive Officer of the Institute	30 April 2006	
	(iii)	Ensure Opportunity for Quality Improvement processes are completed in a timely manner by appropriate officers.	Chief Executive Officer of the Institute	30 April 2006	
	(iv)	Ensure all Standard Operating Procedures are regularly updated.	Chief Executive Officer of the Institute	31 July 2006	
37	(i)	Establishes a triaging facility for a Chemical, Biological or Radiological emergency.	Chief Executive Officer of the Institute	31 January 2006	Estimated non-recurrent cost \$161,000
	(ii)	Provide essential equipment for the triaging function.	Chief Executive Officer of the Institute	31 January 2006	

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38	(i)	Develops and implements a performance reporting system for the Institute.	Chief Executive Officer of the Institute	31 January 2006	
	(ii)	Develop criteria consistent with organisational goals and objectives for non-core business.	Chief Executive Officer of the Institute	31 July 2006	
	(iii)	Ensures the costing analysis of all laboratory services at the Institute is finalised.	Chief Executive Officer of the Institute	31 July 2006	
39		Develop a single Memorandum of Understanding with Queensland Police Service which incorporates all services provided by the Institute.	Chief Executive Officer of the Institute	31 January 2006	
40		Abolish the Inter-Departmental Standing Committee for Forensic Sciences.	Director-General, Queensland Health	Immediately	
41	(i)	Ensure the Institute's Forensic Sciences is within scope of the Integrated Justice Information Strategy Project.	Director-General, Justice and Attorney-General	31 October 2005	
	(ii)	Ensure the Institute is represented on the Integrated Justice Information Strategy Steering Committee.	Director-General, Justice and Attorney-General	31 October 2005	
	(iii)	Provide Queensland-Wide Interlinked Courts System (QWIC) access to all staff members of the Forensic Sciences Liaison Unit excluding Central Property Officers.	Director-General, Justice and Attorney-General	31 October 2005	
42	(i)	Commission an independent review of the AusLab system to determine its suitability to a forensic/public health sciences environment.	Chief Executive Officer of the Institute	31 January 2006	Estimated non-recurrent cost: \$100,000
	(ii)	Negotiate with Department of Justice and Attorney-General appropriate enhancements to the Queensland-Wide Interlinked Courts System (QWIC) which will enable timely access to relevant information for prioritisation of forensic analysis.	Chief Executive Officer of the Institute	31 January 2006	Estimated non-recurrent cost: \$50,000
43		Give consideration to realigning the management and ongoing responsibility of the AusLab System and Support Unit to the Information Directorate.	Director-General, Queensland Health	31 January 2006	
44		Ensure that communication protocols are developed between Queensland Police Service and the Institute.	Chief Executive Officer of the Institute in consultation with the Superintendent, Forensic Services Branch, Queensland Police Service	31 January 2006	
45	(i)	Establish information sharing/feedback processes relevant to forensic sciences and the collection of crime scene evidence.	Chief Executive Officer of the Institute in consultation with the Superintendent of Forensic Services Branch, Queensland Police Service	30 April 2006	
	(ii)	Establish staff exchange and development opportunities.	Chief Executive Officer of	30 April 2006	

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			the Institute in consultation with the Superintendent of Forensic Services Branch, Queensland Police Service		
	(iii)	Establish partnering forums	Chief Executive Officer of the Institute in consultation with the Superintendent of Forensic Services Branch, Queensland Police Service	30 April 2006	
46	(i)	Establish a court liaison function for the Brisbane and Ipswich courts to liaise with the Institute on court matters including listings of trial and sentence dates for a 12 month trial.	Director of Public Prosecutions	31 January 2006	
	(ii)	Subject to the outcome of the trial, continue the court liaison function as an ongoing role.	Director of Public Prosecutions	31 January 2007	Estimated recurrent cost: \$60,000 – recurrent funding subject to outcome of trial
47		Explore ways, including legislative amendment if necessary, to ensure that forensic evidence is only given in person if it is in the interests of justice.	Director-General, Justice and Attorney-General	31 January 2006	
48		Monitor and evaluate the demand on Institute staff to provide evidence to the Courts and the means by which it is provided.	Chief Executive Officer of the Institute	31 July 2006	
49		Facilitate a series of workshops to develop a partnering relationship between Shared Service Provider – Corporate and Statewide and the Institute.	Chief Executive Officer of the Institute and Senior Executive Director, Resource Management	31 January 2006	
50	(i)	Ensure all recruitment practices are in accordance with corporate policies and procedures.	Chief Executive Officer of the Institute	Immediately	
	(ii)	Review the arrangements for the temporary employment of staff in the Backlog Project with a view to appointing staff to permanent positions consistent with government policies.	Chief Executive Officer of the Institute	31 October 2005	
51		Ensure attention is given to the current issues facing the management of records held at Queensland Health Scientific Services with a view to preparing for the implementation of the Whole-of-Government EDRMS solution.	Senior Executive Director, Resource Management	31 October 2005	
52	(i)	Ensure a devolved Cost Centre Financial Management system is	Chief Executive Officer of	31 January 2006	

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		introduced in the Institute.	the Institute		
	(ii)	Ensure budget development is a consultative process with all managers to ensure budgets are understood and adequately allocated within available funding constraints.	Chief Executive Officer of the Institute	31 January 2006	
	(iii)	Ensure appropriate financial reports sourced from the Decision Support System (DSS) and/or FAMMIS are provided to managers on at least a monthly basis.	Chief Executive Officer of the Institute	31 January 2006	
	(iv)	Ensure all managers are given adequate training to access and understand the abovementioned reports.	Chief Executive Officer of the Institute	31 January 2006	
	(v)	Ensure budget performance is an agenda item for all monthly Executive meetings.	Chief Executive Officer of the Institute	31 October 2005	
53	(i)	Establish a dedicated workplace, health and safety function at the Institute by excising resources, in conjunction with Senior Executive Director, Resource Management, from Queensland Health Pathology Scientific Services.	Chief Executive Officer of the Institute	31 October 2005	
	(ii)	Ensure the Director, Business Services takes day to day responsibility for workplace health and safety issues for the Institute, chairs the Workplace Health and Safety Committee and provide monthly reports to the Executive Management Group.	Chief Executive Officer of the Institute	30 April 2006	
54		Develop strategies to improve the financial performance of the Food Services with a view to achieving a cost neutral outcome.	Chief Executive Officer of the Institute	31 January 2006	Estimated recurrent saving: \$80,000 per annum
55	(i)	Review the number of Queensland Government plated motor vehicles with a view to rationalisation.	Chief Executive Officer of the Institute	31 January 2006	Estimated recurrent saving: \$25,000 per annum
	(ii)	Review on an annual basis, the home garaging arrangements to ensure an improved operational effectiveness can be demonstrated.	Chief Executive Officer of the Institute	31 January 2006	
56	(i)	Ensure that any future arrangements for research tenants on the Queensland Health Scientific Services campus is governed by a series of key principles immediately, i.e.: <ul style="list-style-type: none"> - The arrangement must be of mutual benefit to both parties; - In the case of the Institute, the benefits must include genuine joint projects (ie, of mutual benefit); real opportunities to enhance the professional development of the Institute scientists; and the 	Chief Executive Officer of the Institute	Immediately	

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		<p>development of opportunities for scientific advancement in areas of interest to the Institute;</p> <ul style="list-style-type: none"> - The terms of the agreement must be transparent with all 'in-kind' costs identified and costed; - The arrangements must not detract from the Institute's service provision; and - The agreement must align with the Institute's core business and future vision. 			
	(ii)	Undertake renegotiations in consultation with Queensland Health stakeholders (including Public Health Services representatives), University sector stakeholders and the National Research Centre for Environmental Toxicology (EnTox) with a view to ensuring any ongoing Service Level Agreement in relation to EnTox is compliant with the abovementioned principles	Chief Executive Officer of the Institute	31 January 2006	
57		<p>Develop and implement governance arrangements for research and innovation at the Institute by including:</p> <ul style="list-style-type: none"> - The development of a strategic plan for research, to govern research priorities and the development of research partnerships; - Equitable access to research opportunities for scientists across the campus; - Access to administrative support for scientists in applying for, and managing, research grants; - Maintenance of links to relevant academic and peer institutions on research issues, including strengthened links in the forensic sciences; - Clear policies on costings for research applications; and - Management of funding for all research projects. 	Chief Scientist of the Institute	31 July 2006	Estimated recurrent cost: \$500,000 per annum
58		Include strategies to fully engage in the development of the proposed National Forensic Innovation Facility in the strategic plan for research.	Chief Scientist of the Institute	31 July 2006	
59	(i)	Develop and implement a competency based training program across all sciences in the Institute.	Chief Scientist of the Institute	31 July 2006	
	(ii)	<p>Develop and implement a policy for the professional development of the Institute scientists incorporating guidelines for:</p> <ul style="list-style-type: none"> - Attendance at local, national and international conferences and other scientific forums; - Undergraduate and graduate work placements within the Institute; and - Support for further academic advancement, in line with current SARAS policies. 	Chief Scientist of the Institute	31 July 2006	
	(iii)	Develop and implement a formal training and accreditation process for	Chief Scientist of the	31 July 2006	

No		Recommendation	Person Responsible	Due Date	Funding Implications
		Institute scientists to give evidence in Court	Institute		
60	(i)	Commission professional engineering advice to provide a strategic framework to prioritise and sequence the current and future infrastructure needs of the campus.	Chief Executive Officer of the Institute	31 January 2006	Estimated non-recurrent cost: \$200,000
	(ii)	Cease the existing management proposals to house up to 57 scientists in office/administrative space on Level 1, Block 6.	Chief Executive Officer of the Institute	Immediately	
	(iii)	Refurbish the conference room and other nearby reception areas of Level 1, Block 6 as office space for up to 25 scientists from Forensic Biology.	Chief Executive Officer of the Institute	Immediately	
	(iv)	Move Forensic Biology scientists from the main DNA laboratory on Level 1, Block 6 to the administration area created above and re-commission the freed up DNA laboratory space for DNA processing as required into the future.	Chief Executive Officer of the Institute	31 January 2006	
	(v)	Re-locate administrative and student areas for EnTox from Level 2, Block 2 to temporary accommodation such as a demountable in the grounds of the campus to free up critical laboratory space.	Chief Executive Officer of the Institute	31 January 2006	
	(vi)	Move the Information Technology Support Unit on Level 2, Block 2 to an alternative location on the Kessels Road campus.	Chief Executive Officer of the Institute	31 January 2006	
	(vii)	Refurbish the half floor vacated by the movement of the administrative and student clerical areas of EnTox and the Information Technology Support Unit as a laboratory for additional Clandestine Drug Laboratory work and the Analytical Services Unit scientists, Queensland Police Services.	Chief Executive Officer of the Institute	31 January 2006	
	(viii)	Establish a demountable laboratory adjacent to the Kessels Road Police Annex to address Workplace Health & Safety issues with the sampling of Clandestine Drug Laboratories.	Chief Executive Officer of the Institute	31 January 2006	
	(ix)	Construct an office for the Director of EnTox on Level 2, Block 3.	Chief Executive Officer of the Institute	31 January 2006	Estimated non-recurrent costs for (ii) – (ix): \$2,427,000. Possible additional recurrent cost: \$1.2M per annum. Possible additional non-recurrent cost: \$5M.

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61		Incorporate best practice strategies into the strategic planning processes for the next 3 – 5 years.	Chief Executive Officer of the Institute	30 April 2006	
62		Establish an Implementation Team to be based at the Kessels Road campus for up to 12 months to: <ul style="list-style-type: none"> – Support the Chief Executive Officer of the Institute in implementing recommendations for which the Chief Executive Officer of the Institute is responsible; – Proactively monitor the implementation of all recommendations; – Co-ordinate all reporting on the Implementation Plan; and – Communicate progress in the implementation of the Taskforce’s recommendations to Institute staff and key stakeholders. 	Director-General, Queensland Health	Immediately	
63	(i)	Appoint a senior officer to lead the implementation of the recommendations within the Queensland Police Service and provide reports to the Director of the Implementation Team.	Commissioner, Queensland Police Service	Immediately	
	(ii)	Provide sufficient resourcing for the process of implementing the recommendations pertaining to the Queensland Police Service.	Commissioner, Queensland Police Service	Immediately	
64	(i)	Appoint a senior officer to lead the implementation of the recommendations within Department of Justice and Attorney-General and provide reports to the Director of the Implementation Team.	Director-General, Justice and Attorney-General	Immediately	
	(ii)	Provide sufficient resourcing for the process of implementing the recommendations pertaining to the Department of Justice and Attorney-General.	Director-General, Justice and Attorney-General	Immediately	
65	(i)	Develop and implement a communication strategy to promote the full title of the Kessels Road campus to be known as the “Queensland Institute of Forensic and Scientific Services” with a short title of the “Institute” as deemed necessary.	Chief Executive Officer of the Institute	31 January 2006	
	(ii)	Re-visit the naming convention for the Kessels Road campus once Knowledge-Based Research and Business buildings are established.	Chief Executive Officer of the Institute	31 December 2007	