final 5 July 2018	
UCH Readboss Assessment Checklist f	

Molifinal Warsilia	Andrew Holdon
CUMPLETED	NOT COMPLETED - NISK
	Process to be developed to support, non functioning credit card support.
9.3.2 (Have assulf been audvised of purking arrangements	9.3.3 parking arrangements implemented
932	න න



Ms Karen Doran Deputy Director-General, Corporate Health Directorate

Dear Ms Doran

Recommendation to go live UCH

As the Executive Director for the Division of People and Culture, I recommend that the UCH facility go live to support the delivery of the outpatient services in accordance with the go live sequence briefed.

I have every confidence that my Division's involvement in all Operational Commissioning activities in readiness for go live have been undertaken to an acceptable standard. I can verify that all readiness checklists and program milestones to go live have been met satisfactorily.

I can confirm that a summary of the status of readiness activities undertaken, against the recommendation to go live can be found at Attachment A. This includes:

- Completed tasks: a summary of activities that have been completed.
- Not completed tasks: activities that have been deferred to a future point after go live.
- Not Completed tasks: Risk mitigating strategies have been applied as an alternative solution.

There are no tasks that have not yet been completed that would delay the proposed move. I am comfortable advising that the requirements for the project, according to my Divisional responsibilities, are fit for purpose to go live.

Yours since sely

Sean McDonnell For Executive Director People and Culture

5 July 2018

Date when the

Name of the officer advising the outcome of each checklist item

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Checklist	
Assessment	
Readiness	100
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Date when proposed resolution will be	Implemented																		-	The state of the s														
Proposed resolution or treatment to address	identified issues																		***************************************															
Description of any issues associated with	the checklist item																		-	-														
	(select option)-	COSSPIETED	CORPUSTED	COMPLETED		COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED.	ибх удтибати	COMPLETED	COMPLETED	COMPLETED.	NOT COMPLETED - KISK MITIGATED	COMPLETED - RISK MITIGATED	NOT COMPLETED • SISK WITHGRATED	COMPLETEU -				COMPLITTED	CONFIDENCE		COMPLETED	COMPLETED	NOT COMPLETED - BISK MITIGATED		COMPLETED	NOT	COMPLETED - RISK MITISATED	COMPLETED	NOT COMPLETED	
COMMENT			one oustness case for junging his peep						E	to be finalised however will not stop	Go Live for inpatients or Outpatients			- 1	A small number of positions are yet to be finalised however will not stop Go Live for inpatients or Outpatients	A small number of positions are yet to be finalised however will not stop Go Live for inpatients or Outpatients	One final person to contruence in the near future	Interviews for additions registrar position to be conducted in week beginning 9 July.	16 to complete						Ongoing	ontoing	Partial welcome packs will be evallable.		All stuff are orientated and trained	All craft are orientated and trained	ניו אישוע פגל כי כי ומחופונים אמוף ער אוויבע.		Arrangements are being put in piace to ensure all staff are vaccinated within xx	
Description of each checklet Item that has been identified		Organisasional structure established	pa	Structure and cost codes set up in Chris21	The state of the s	Crisung postular duty statements amended as required	Charitte transfer of notifices and exitted from	Doctrons advantisand	The state of the s		6	Offers of employment distributed, accepted and returned	Existing position transfer modifications completed	pletted		MHBHADS workforce recruitment complined The	Administration workforce recruitment completed n	RACC Medical worforce rearultment completed p		All other worldarce retruitment completed		Consultation with existing staff affected by transfer to UCH	Consultation with unions finalised / no issues gutaranding related to clinical service		The second secon	hg canducted	Westome pands completed.		Staff Induction and othertation completed A	Staff training contributed	E.	Staff vaccinution requirements Identified		
Checklist Ibern	ionii ionii	13.1	113	114	700	620	12.8	124	3.0.6	and and		1.2.6	1.2.7	12.8	173	1.2.10	3.2.33	12.12	12.13	1.2.13		1.3.1	13.2	144	4.4.4	242	100		152	1.5.2	esoit	1,5,3	1.5.4	
Raom																													Ą					
The groups of deliverables identified within each of the key	assessment	1. Organisational structure			7 Darmilbroad	As John Worldell	7															3. Consultation		A Chance management	A CHAIR STREET STREET				5. Induction, training and orientation					
The key areas identified for the		J. Worklorde																																

is a true and accurate record of the rendinass critario.

To Sou Harmell. Dew on Hamaye

Page 1 of 2





Mr Chris Bone Deputy Director-General, CHHS Health Directorate

Dear Mr Bone

Recommendation to go live UCH

As the Executive Director for the University of Canberra Hospital Commissioning, and behalf of the Division of Rehabilitation, Aged and Community Care, I recommend that the UCH facility go live to support the delivery of the outpatient services in accordance with the go live sequence briefed.

I have every confidence that my Division's involvement in all Operational Commissioning activities in readiness for go live have been undertaken to an acceptable standard. I can verify that all readiness checklists and program milestones to go live have been met satisfactorily.

I can confirm that a summary of the status of readiness activities undertaken, against the recommendation to go live can be found at Attachment A. This includes:

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There are no tasks that have not yet been completed that would delay the proposed move. I am comfortable advising that the requirements for the project, according to my Divisional responsibilities, are fit for purpose to go live.

Yours sincerely

Linda Kohlhagen Executive Director

University of Canberra Hospital Commissioning

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5 July 2018

Attachment A - Practical Completion Definition

Clause 1 Interpretation and construction of Contract (Practical Completion)

Practical Completion is that stage in the carrying out and completion of WUC when in the opinion of the Superintendent:

- (a) The Works are complete except for minor Defects:
 - (i) which do not prevent The Works from being reasonably capable of being used for their stated purpose in Annexure Part E;
 - (ii) (which the Superintendent determines the Contractor has reasonable grounds for not promptly rectifying; and
 - (iii) the rectification of which will not prejudice the convenient use of The Works;

				UCH Readiness Assessment		nal Group			`		
Livers	Telward Ara	(franklin)	0	Parity In-	RACE	Colsons	Luga	Propertied Female on	Si Wai	D. eleven	0.0
The key are as identified for the	I he groups of deliverables identified within each of the ke	-	Checkfirt Item	Description of each checkefut them that has been identified	COMMENT	OUTCOME (select option)	Description of any bases trinsdeted with	Proposed resolution o		Mame of the officer advising the outcome	Date when the
Teadinest assessment process L inpution towns	areas shat require readiness assessment 3. Fittings and furniture		number 1.1.1	Ward areas are furnished and fitted out as pressired			the sheolist item	identified Issues	Inglateanted	of each checklist item	etf
	A THOUGH WAS TO TO THE		1.1.2	Medication fridgestrated and alterna working	PNA - diese for completion required	COMPRESS.			7101	Media Harman Mada Harman	05-luk-1
			113	Pursition filtegs tested and functioning	FM team to confirm	NOT COUNTERED DOTTED				Maria Harmon	05-145-1
		Stromia	1.5,4	ke Machine Fenctiveling - Stroodo ward	FM - date for completion required	Annual Control of the		,		Maria Harman	05-1440
		Mamodgl and Malura	115	Market warmers to place-Miscooligi and Mitjarawards Beds tested and functioning	FM - date for completion required					Morte Hansson	05-14-1
		Strumie	2.5.7	Sofa Bed tested and functioning -Stromto ward	FM - data for completion required FM - data for completion required	P. Contraction of the Contractio		. 5		Afaria Harman	05-lul-1
		Namadgi	23.8	Isolation room lasted-inercody) word	FIA+ date for completion required	pay costs/na-outena				Maria Harwan	05-141-0
			11.9	Auditory areas (stone rooms, dining rooms, staff rooms etc.) are fumbhed and fitted out as regulared	FFE to be charged	PROT CONSTITUTE DESIGNATION				Maria Hazman	05-169-1
			1110	Nurse call buttons tested and functioning Dures buttons tested and functioning		optimization contribution				Maria Harmon Maria Harmon	05-A4-5 05-A4-5
			1.1.12	Onygon outdets tested and functioning	754 - data for completion required	POLICEMENTALD DESCRIPTION		· ,		Maria Harman	05-34-3
			1.1.13	lights sexted and functioning	FW - date for completion required	1				Maria Harinso	05-Jul-1
			3.3.16	Teles/sions installed, bested and functiveing	FM - date for completion required	AUST COMPLETED: DEFENDE				Maria Harman	05-141-1
	1		2.5.15	Tape, showers and basins tested and functioning Yollers rested and functioning	FM - date for completion required FM - date for completion required	Was Constitute - country				Maria Harryan Maria Harryan	05-14-1
		-		The state of the s	In- out to conjugate to the	ica com uno certorie				Maria Harman	(S-10+1
	2-Equipment	T	7.57	Clinial equipment for relocation Benefied for transfer		ama .				Mada Harroza	05-8-61
			1.2.2	Equipment for relocation to UCH Identified and added to FFE transfer Est		deune				Mada Hawan	05-34-1
			, 123	Hew and dequired medical/blomed equipment is in place, topics and functioning	work in progress	MOTEO-PARTA SCRISTIN				Made Harrein	(05-346-3
		<u> </u>	12.4	Mew and anywheel equipment is in place, tested and functioning	FM-date for completion required	Not country syrus				Marie Hannin	05-34-3
			125	ICT (shotsfed, configure) as required and tested Phones tested and functioning	this may require securate list Phones to be Enalted Priday & July	KOTZOWZIETED - GETERED				Maria Harman	05-14-10
	E		12.7	Rive wander equipment in place	currently being installed	NO LOSMANTLED - THINKED				Maria Harman	05-M-12
	S. lefection control		1.3.1	All areas cleaned, decontembeated and tested	P class to once 12 July	ADTEGRACITYD DESIGNATION				Maria Harman Maria Harman	PS-1-1-1
			132	Selection control measures identified, approved and is place		STANCE .				Maria Harman	05-hd-1
	4. Operations and work processes		141	Electronic access areas tested and functioning	continuing	MOTORNACIO - GUIDACO				Made Harmes Made Harmes	05-343-10
			3.42	Visit flows are developed, understood and tested in the environment	continuing work with BCLS	POT CONFESTOR - ELECTRICA				Mada Harman	09-34-11
			3.43	Code bisse process is developed, communicated and undenstood	Policy endorsed July 2017, being reviewed by Standard 9	1607 CONSTRUCTION DESCRIP				Mask Hirmin	05-34-31
			2,4,5	054 recolumnats are understood and procedures in place Medical record management requirements identified and in place	processes and erstood, waiting for	COT COUPLITIE : DESIGN				Mafá Harman Mafa Harman	05-34-38 05-34-18
			1.4.4	Partient medication management requirements identified and in place	divisal or used trail ava.		-			Maria Harmon	
			1.4.7	Prident transfer and discharge process determined		casasean'				Mada Harman	05-84-58
	5. Ward set up	Patient room	1.5.1	Beds made up with lines, pillows and air mattresses as required	will come before first patient 16 july	NOTEGIAPUTED-BISLAND				Marta Harmon Maria Harman	05-11-18
			1.52	Reduite pollent boards or patient cards are in piece		NOT COMPLETED - DEFERRED				Moda Hamtan	05-14-18
			1.5.3	02 flow meters are to place	to be installed	NOT CONVICTED - DEPENDED				Marie Harries	05-3-5-18
			1.5.4	suction cannilders in place Bedside einergrowy equipment in place (where required)	to be installed to be installed	NOT COMPLETED - DEFENSE NOT COMPLETED - DEFENSE				Maria Harman	05-348-1.8
			156	Shape Sinsis plan		AUT CONFILTED - DEFENSES				Made Horman Made Horman	05-A4-18
			15.7	Sink consumables in place	currently reviewing in 60 locations	NOT COMPLETED - DEFIRATE				Bracia Harman	05-14-18
			1.5.6	Ulter motors installed to roots as needed	FM to confirm	PADE CONTACT HO - DELENTED	-			Maria Harmas	05-hi-18
			1.5.9	Patient Socian lestructions and at bedalde		NOT COLVETTO - DEFENDE				Meria Haresse	05-3:1-14
			1.5.10	Pick handwark on the end of each bed	to be installed	NOT COMPLETED - DAMAGES			· -	Maria Hansan	05-34-10
			15.11	Pirk handwish at the entrance to each ward	to be installed	NOT CONSTITUTE - DEFENSED		***************************************		Maria (tarrese	45-3,5-18
		Equipment room	3.5,12	stanner, syringe driver	to be installed once rehabilitarient consisted.	HOT COMPLETED - DEVENDED				Maria Barmer	65-64-18
		Dirty Littley	1.5.13	Pans and bottles in dirty utility	to be in proce closer to go live	NOT COMPLETED - DÉFENSED				Maria Karman	05-AI-16
	50		15.14	třech střps in plices	to be in prison closer to go itve	NOT COMPLETED - GETTIGGED				Maria Harman	05-1-1-12
		Clean utility	15.16	Detergents etc. In place Red and Govern Sit and SA folders are in place	to be in place closer to go live to be in place closer to on live	AD L CONMITTER - OTHERS				Maria Harman	65-Jul-18 65-Jul-18
			15.17	Orag keys available and on rope/Janyard	to be in place closer to go live	POLICONOFILID - DOLIDARO				Maria Harman	05-0-018
			15.18	Keys and locks laSeded		NOT COMPLETED - DEPENDED				Made Harman	05-305-28
			15,19	Pharmany stock in place	to be in place closer to go live	WOL CONDITION OLIVERACO				Marja Harman	55-7ul-98
			15.20	Mobile Sharpe bits in place	to be in place closer to go five.	NOT COMPLETED - DEFENDED				Macfa Harman	05-1:Halt
			15.21	Medical and Surgical Supplies in place	to be installed once reforbishment completed.	WOLL COPARELIO - DESERBED				Mark Haman	05-9-1-18
					to be in place closer to go live	NOT INVESTIGATE - DELEGISTO				Maria Statesan	CS-0=FEB
		Impurat Room		Mrdical and Surgical Supplies in pilace	completed.	AST COLDIFING - DEPENDE				Warfs Histories	05-JVI-16
		Ward				WOLD CONSTITUTE - OTHER RES				Maria Harman Maria Harman	05-Jul-18 05-Jul-14
						NOT COMPLETED - DUT GIVE				Meria Harman Meria Harman	05-J=1-18 01-Ju-14
						POST CONNECTED - DEFENSED				Karli Hartian	05-Jul-28
				DAM cows available and ready		WOLCOFALTISO - DESERVED				iderle Marmon	05-02FEB
			\$.5,70	Partient stuck COVIS pentitable, and ready	to be testal of occorefulishment	LOL COMPLETO - PENENCE		-		Harie Horriso	839/4/40
		,			atempleted.	NOT COLUMBITIO - BUILDING				dada Herman	051/418
		Majura and Namadgi			to be lestalled closer to go five	TOT CONVICTED - BETTINGS				duris frames.	05-16-18
		Nurses Station			new phore numbers obtained, fire to be composited.					durlettermen	06-Jul-18
				Jazzi Bed waste Nin in place	additional bias being ordered	MAY COMMENTED STREET MATERIALES				AuctaHarman	05-34-18
						SOT COLORESTO - BALK SOTT COLORESTO COLORESTO				daria Harman	05-3-8-18
			1.537		to be completed closer to go Eve	ANI ESTATELES-ELLENTE.			6	taria Harrian	05-Jul-18 05-Jul-18
				pliets available for audits		Not, cure riting - this triate.				Asyle Haranen	CS-Jul-28
						OF THE PROPERTY OF THE PARTY OF			1	taria kannan	05-3-4-18
		Anlag Room				NOT CONSTITUTED - DEFENSES				larleHerman	05:hd-18
		Anlag Room everage Bay				NOT CONFICTED - DOFFRED D				tarfa Harman tarfa Harman	05A6-18
		andy Room				THE CONNECTED - DEFENSED AND THE				taria Kansan taria Kansun	05A4-18
						MAI CONMITTED BISTORIO				laria Kansan	05/14-18
	1	ea room				OUT-COMPTICACO - DOLDWICD	-			taria Hanssan	06-14-18
					1	NOT CONSTITUTED - DEFENSED		-		tarla Hacroso	05-Jul-18
			1547	garter and paychatch maker in place	o be installed closer to go live	CONTRACTOR OF THE PROPERTY OF			P.	bria Harman	05-841-18
	Design change requisits		1.5.1	ix is equationly deers d	league respont subcritted (iii	HOT COMPLETTO - DEFERRED,			N.	toria Harman taria Harman	054.5-10
94	ending/fashs				i	TO STANFALL DE STENCED		-		aria Harman laria Harman	050.518
-				lates/s/ay	esign request submitted	402 COMPREYER - Mile.				latia Hannach	051/538
					56	AMERICA DESCRIPTION DESCRIPTION OF THE PROPERTY OF THE PROPERT			м	aria Harman	OF-HI-13
			145	rtercons moved in nurses station desit.	esign request submitted (7)	KIT COSPIETOS - OUTENSES			M	urle Harryan	C5-3/J-10
					i i	OT COMPLETES - EMPRETO			м	tufa Harman	05-6/148
			1.5.7 N	seting mont and intended cornectly	eden request submitted	ese auteurum, enc			14	aria Harman	050418

March Marc												
March Marc			1	1.6.8	Height adjustable tables in diving yours	design request mit mitted	HOTODVINERO-BUILDA			1	Maris Hamas.	05-Jul-1
March			-	1.69		dealps request submitted	HOLCOMBLIED - DELETE				Marta Hannan	09-Jul-1
March Marc					Subbliss researed and hot/Cold STITY in a lists	design reconstructmitted					Moria Itamin	05-14-1
March						design request submitted	NOT GOINGLEVED - DEFENDE				starla Harmen	05331
Marchan							NOT COMPLETED - DEFERRE	-			Marie Harman	05-1:4-1
Marchan Marc				1,0.12	Contract production of the contract of the con							
March	2, Shared Spices	1. Level I	AOL Kitchen	2.1.1	AM, Miches Sested and functioning	to be installed closer to go live	NOT COMPLETED - GET (SALE)				todd Kaye	05-34-1
March Marc			_	212	Pantry propriet for place	In time for first session	HOT COMPLETED - DEFERRER				Indd Kaye	05-his-1
March Marc			GM	21.3	Oppose and treatment areas are furnished and fitted out as required	to be installed doser to go live	NOT COMPLETED + DEPTEMENT				todd Kaye	65-3-6-0
Marie						to be installed closer to go five	SOFT TO MATERIAL PROPERTY AND ADDRESS OF THE PARTY AND ADDRESS OF THE P				todd Kaye	05-Jul-1
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March Marc										-	todd Kaye	05-3-6-1
March 11						referbiberent completed.					todd Kaye	05-b4-1
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March		2.teol2	ADI Kitchen	2.2.1	AOL litchen tested and fractioning	to be installed closer to go live	OPT COMPLETED - DEVISION	-			todd Kayt	05-14-1
Part		a drain	-			In time for first seadors	SOLCONS CARD - DETRICED				todd Kaye	05.844
Process			CHI				DOT'S DESCRIPTION OF THE			200	todd Keyt	95-Jul-1
March Marc						to be formilled doner to up the	parenese ten-object				todd Kaye	05-14-
March Marc		The second second										95-148-1
March Marc			COUNTY WAS THUS			refurbiblement completed.	10000000					05-Jul-1
Manufacture			Write up Bay	2.2.6	Stationery in place in write up area	to be up area disser to go live	NOLCONATINE SWANTS					
Company	1 # July 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	a stelle sub un	ctivie more	311	Bods made up with lines, pillows as received	na piliove cases						96-M-1
March Marc	a. onforcers vey Service	2,5/15,91,10	Jan Salar	2,3,2	Sodside envergency equipment to place (where required)	0/8	NOT O HOPLIFED - DEFENDE		-		todd Kaye todd Kaye	05-Jul-1
Mathematical Process						replacements to be installed, to be						
Section Sect				33.4	Sirk consumables in place	gloves mixting from all mond, some	not constitue notices				todd Kaye	05-34-1
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March 1.44 March 1.45 Marc			Egylpment morn	33.5	Epulpment in stante room	to be completed 9 July 2018	not moralita append				tode Kuye	05-hi-1
1.52 Section 1.52						to be distributed once refurbishment	(Cultura)				todd Kaye	05-Jul-1
Company			ord oned	100		openglated.					todd Kzye	05-1-3-1
Company Comp						2018					todd Kzye	95-AH-1
March Marc			Clesn Udiky				MERCHAND					05-Ad-1
March Marc			-		Alledication Pridge tested and alants (synthesing	r/a	COMMUNICA				todd Kaye	05-04-1 05-04-1
1.153 Charles of the first of the set of			(inte	81.11	Mindfaul and Surploal Supplies in place	yes, to be transferred	kalimina				todd Keyr	95-N-I
			1	2,1,17	OZ boodes are in place and sequely stored	yes, to be transferred to be osmaleted 9 July 2018	kola hu			-	Ledd Kaye Ledd Kaye	05-hk1
1.12 Control of the Control of t							rousebra				todd Kaye	65-Jul-1
1.50 1.50					Chad Red waste bin is place	additional bins ordered	ACT CONSTRUCTION NOTE:				todd Kaye	05-NA-1
March Marc					Studionary ordered and in place		03961753					05-04-1 05-34-3
Miles			Dising Room Severage Der	3.1.20	Tex/coffee/sugar/milk in place							05-341-1
March Marc						to be installed doper to go first	toleKilos KriekKilos				bodd Kirgt	05-Jul-2
1.10mg and rechname 1.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2				31,25	ACK 12tches tested and functioning	Its be installed deserte an Evr					todd Kaye todd Kaye	05-Jul-1 05-Jul-1
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1.3.3 Note and foreshood are war to Particular and Prilital and its regolds 1.0.000000000000000000000000000000000		2. Fittings and familture	Lineary	12.1	Clinic areas are furnished and fitted out as required	gloves missing from all moons and		1				05-Au5-3
And the second s						July					to 64 Vans	05-04-1
### A 1995 A 199				122	Gyns and treatment great are furnished and fifted out as required		THE RESERVE					16445
1.14				1.2.5	Areittay areas (stone rooms, dising rooms, staff rooms site.) are familihed		ACTUAL VALUE OF THE PARTY OF TH	Ţ				
Section Sect					Dyress buttons tested and functioning							15-14-1 15-14-1
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Significant Section (Control of the Control of the			-	3.2.6	Yelenfalors Installed, sested and functioning	not all functioning	NOT COMPLETED - DEFENDED				todd Kaye	65364
S. Explored S. S. S. Consideration of the content o			-	3.2.7	Taps, showers and basins tested and functioning	to be and functioning closer to go five	coto-sorce				todd Kaye	65-ltd-1
S. Equipment 1.3.3.2 (Supposed to include the first diseased and select as TV conclusion to 100 (Supposed to include the selection of the sel				12.8	Tollets tented and functioning							
2.3.1 Equipment for robustion to 1000 Member and which to 170 counts from College Colleg		is Engineer					CORMITTO					05-hi-1
3.3.3 Rever and learning of third and services of the plant, inflated and functioning 1.00 pt. 1			1		Cliestal eggloment for relocation loss titled for turnifier	te be for transfer closer to go live					todd Kaye	
A 14 of the following of the control		1				te be for transfer closer to go live	marina				todd Kaye todd Kaya	05-hi-3 05-hi-3 05-hi-3
A Special and work processed of the control of the				3.8.2	Equipment for relocation to UCH identified and added to ITE transfer for	te be for transfer closer to go two	constituti antopatro				todd Kaye todd Kaye todd Kaye	65-84-1 65-74-1
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Date when the assessment was signed

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yallo bausk	Name of the officer advising the outcome of each checklist item	Nyril Belle	Kyril Selle	Nyrit Belle	Ayril Belle	Xyril Belle	Xyrtt Belle	Nyrll Selle	Xyrll Belle	Xyril Belle	Xvrll Belle	Xyrll Belle	Nyril Belle	Kyrli Belle		Xyril Belle	of the state of th	Nym Dene	Stuart Margison	Stuart Margiso	Stuart Margison	Stuart Manglaon	Stuart Margison	Stuart Margaon		Stuart Mangison
By Wilen	Date when proposed resolution will be Implemented																							y		
Proposed Resolution	Proposed resolution or treatment to address identified issues			t																						
(since)	Description of any issues associated with the checklist item	Awaiting correct chairs. This query has been put to Meggie	100																							
Outrams	OUTCOME (select option)	TED-RISK	COMPLETED	distribuses	completed	COMPLETED		COMPLETED	COMPLETED		COMPLETED	COMPLETED	COMMITTED	NOT COMPLETED - RSK MITIGATED	And a second second	COMPLETED	COMPLETED	The second second	NOT COMPLETED - DEFERBED	CONFIGNIO	COMPLETED	COMPLETED	COMPLETED	HIN COMPLETO - OFFERED		COMPLETED
Comment	COMMENT	Okay to go live with Day Services WB 9 July.	Duress working as should be. Advised by Andrew Heldon as of 4 July							protocols accessible to the unit as explained in orientation.				Some staff do not currently have access as of 4 July. Additional Blo Med staff need to present to TCH to obtain card,					Okay to go live for Day services WB 9 July	Duress working as should be. Advised by Andrew Fieldon as of 4 July				Steart algored that medicarison fridges are working, based as and abarmed - 25 cot. 2027. Fridge model is 172 to from which fridges are extremtly which fries are extremtly being monitored through the BMS system by BGIS. Fridge has been set at correct themporature for medical-con par the standards. Make and Model of fridge their was standards. Andre and Model of fridge their was also fridge that was also also also also also also also al		
Checklist tram		Areas are furnished and fitted out as required	Duress buttons tested and functioning	Lights teated and functioning.	1 Taps, showers and basins tested and functioning -all items in place (hand towe), wash soap)	Equipment for relocation to UCH identified and added to FFE transfer list		Intervano acquireo equipment is in pace, tested and functioning. Ict is installed, configured as required and tested.	1.1.4 Phones tested and functioning 1.2.5 Fire warden equipment in place		1.3.2 Stock and consumables supplied and in place and ready for use	contours applied and it place	Models of Care developed and approved	Electronic access awas tested and functioning	Wartilease are days lossed understand and tested in the environment	1.4.4 OSH requirements are understood and procedures in place	. Have all services been inducted to UCH and ready for go live		Areas are furnished and fitted out as required	Duress buttons tested and functioning				Mredication findges treated and allarms workings		2.2.1 Equipment for releastion to UCH identified and added to CDE transfer list
		1.1.1	1,1,2	11.3	411.4	1.2.1	122	1.2.8	3,2,6	1	133		1.4.1	1.4.2	1.4.3	1.4.4	1.5.1		2.1.1	2,12	2.1.3			19 -1		2.2.1
	key Room				H	+	+	\parallel	+	-	H	H	-		+		+	+				-				
Dollverable Area	The groups of deliverables identified within each of the key areas that require readiness assessment	2. Fittings and furniture				2. Equipment					3, Stock and consumables		4. Operations and work processes				5. Readiness for go live		1. Fittings and furniture	,						2. Equipment
KeyArda	The key areas identified for the readiness assessment process	1. Clinical Support Services (Intl)	Bio Med		,													Τ.		Pharmacy (Final check still to be completed by 5 Marglaon by WE 6 July)						

UCH Readiness Assessment Checklist -Readiness Working Group

Stuart Margison		Stuart Margison	Stuart Megicon	Stuart Marelson	Stuart Margison	Stuart Margison	Stuart Margison		Stuart Margison	Stuart Margison	Stuart Margison	Stuart Margison	Stuert Wargison		Stuprt Manglson	Stuart Margaon
																v
	•										Ancrew H advised in realiness meeting 25/06 - Access control still to be configured, 28/06 RM					-
NOT COMPLETED -	Ŧ . #	NOT COMPLETED -	COMPLETIC	COMPLETIE	COMPLETED	NOTCOMPLETED- DEFENNED	NOT COMPLITED -		NOT COMPLETED •	CONFLETE	NUTCOMPLETED. DEFERRED	мот сомяцтер. Обениер	COMMENTE		CONFLETES	NOT COMPLETED. DEFERRICO
All equipment as originally required for go We ordered and in place. Only outstanding then the McD economicant when ordered	LCT has not been checked as working by Stuart as of 5 July. Clear to go live for Day Services Wile 9 July	Phoens are Installed. Have not been NOT COMPLITED the checked by Stuart as of 5 July. Ckay to go Ive DCF Lanto WB 9 July.	No fire warden roles. Have instruver and protocols accessible to the unit as explained in orientation.			Not needed for day services starting. Okay to go live for Day services WB9 July.	Julie Woods advises that clean will happen S July, Areas to be inspected by IPC 6 July Okay to go live for Day Services WB9 July	1	Obay to go live for Day Services WIBS July Selated to above point. Pharmacy to confirm cleaning of pharmacy	Internal process	Programming of Access control to be confirmed prior to go live with Security, Okry to go live day services WB 9 July.	Needs checking with Stuart M. Ofay to go Live with Day sarviosa VFB 9 July.	Internal process	-	Internal process	Pharmany area side complexed beday. Ben blood beday to the will send out builders latter and make an formdel for arts by COB 5.10, This can be used for HPS. Oley to go Live with Day services WB 9 July,
ict's installed, configured as required and tested		fromes treated and functioning	Ire warden egripment in place	Stock and consumplies supplied and in place and ready for use	2.3.2 Stationery supplied and in place	2.8.3 Medication Stock available and ready to go	All areas disained, becontaminated and tested		Infection control measures identified, approved and in place	Models of Care developed and approved	2.5.2. Electronic access areas traited and functioning	2.5.5. Workflows are developed, understood and tessed in the andronnent	2.5.4 OHS requirements are understood and procedures in place		2.6.1 Have all staff been Inducted to UCH and ready for go live	2.6.2 (HPS require certification from Multipliex that safe meets regulatory requirements. (Pharmacy area safe completed today, Cen-Donaldown team with model for safe by CDB 6.July, IThis can be used for HPS. Olay to go Live with Day services Wile 9 July,
22.2		2.2.3	2,2,4	2.3.1	2.3.2	6.55.5	2.4.1		242	2.5.1	2.5.2	2,5,8	2.5.4		2.6.1	2.6.2
				3. Stock and consumables			4. Infection control			5. Operations and work processes					6. Readiness for go live	
				6												

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		2,6,3	2.6.3 Safekeys handed over to pharmacy	Email about Knot can bound a halo for Office.	NOT COADI CTOR.				
				Keys. Patrick will follow up with Darlo on all Keys with Stuart.	perented				
-				Okay to go Uve with Day services WB 9 July.			-		
2. Chrisel Support Sandon (hol)	4 All former								
Infection Prevention and Control	T. All Areas	111111111111111111111111111111111111111	Have all UCH oreas been cleaned, decontaminated and texted	Sign off for all UCH will be 6 and 13 July - this has been confirmed with Julie 4 July (RM).	NOT CONFILETED . DEFERRED			Wendy Beckingham	
				Okay to go live with Day services Will July pending inspection outcomes by 6 July.					
		0 1 0							
			ALL UCHT INTECTION control measures (dentified, approved and in place	Sgn off for all UCH will be 6 and 13 July, See above	NOT CONSTITED - DEFERRICO			Wondy Backingham	
		3,1,3	2.2.3 Models of Care developed and approved		COMPLETED				
4. Support Services Pathology	1. Pittings and furniture	411	peunb	Under deak drawer lack to be rectified - but akay to go live.	NOT COMPLETED.	Meggie will be providing as of WB 2 July		Mary Brun	
Pathology		4.1.2			COMPLETED			Mary Brun	
		4,1,3	Lights tested and functioning		COMPLETED			Mary Brun	
		414	4.1.4 Taps, showers and basins tested and functioning		COMMETTE				
		4.1.5	Follets tested and functioning		COMMETES			Mary Brun	
								in lo Amus	
	2. Equipment	4.2,1	4.2.1 Equipment for relacation to UCH Identified	Organised with Barry Lapthorne	COMPLETED				
		4.2.2	New and acquired equipment Is in place, tested and functioning		CONVIETED			Mary Srun	
		(1						the let & speed	
		4.2.3	4.2,3 ICT is Installed, configured as required and tostod	Except for COW ITall good, MFD still to arrive, Should be WB 2 July.	NOT COMPLETED . SCHOOLD			Mary Srun	
				Okay to go live without COW. Okay to go live for only WB 3 July. Will need re-evaluation at war a but.		•			
		424	Phones tested and functioning	Still require FAX this is dependent on NiFD arriving. Pax number still to be allocated. Otax to so live for early VM 4 live.	NOT COMPLETED -			Mary Brun	
			•	Will need re-evaluation at WE 6 July.					
		42.5	Fire warden equipment in place	-	Chanteren				
				ny ille warean roics, have nactivate and protocols accessible to the unit as explained in orientation?	di mana			Mary Grun	
	3, Stock and consumables	4.3.1	4.3.1 Snock and consumables supplied and in place and ready for use		DOMNETED			March	
		43.2	Stuttonery supplied and in place		CONVICTED			Mary Brun	
	4. Infection control	441			NOT COMPLETED-			Mary Bruh	
		4,4.2	4.4.2. Infaction control measures identified, approved and in place 6	Cleaning will occur 5 and 12 July. Sign off for all UCH will be 6 and 13 July	NOT COMPLETED .			Mary Brun	
	5. Operations and work processes	45.1	4.5.1 Models of Care developed and approved		COMPLETED			Many Semi	
		4.5.2	4.5.2 Electronic access areas tested and functioning	Access cards working for staff to get in these	NOT COMPLETED.	ETE Pleb III on the Achterina white sed inter. Borons as suchases 4 to 4.64			
				have been allocated. NOTE there are disign change requests for required access control to be put on to doors for security reasons. Door from murbars related to this issue are identified in advanced to the security.	регеляво	Reception room office, 12.2,47 Collection room indiges accurate Reception room office, 12.2,47 Collection room, and store room 12.24 all require augies to be installed for executivy reasons. Proceeding prep room 12.148 is a prefer there was a swiper, Drity utility 12.250 for Pathology area security is an		Mality or un	
				These issues will not prevent going live as of WB 9 July	, to 10.	from particiony die, Dario will follow all leaves up with Mary. Brun WB 16 July.			
		45.3	4.5.3 Workflows are developed, understood and teated in the environment for	Most processes are clear still need to fleelise (NDT COMPLETED finer details with inpatient wards. Ckey to go (DEFERRED In en VIB 9 July	NOT COMPLETED - DEFERRED		*,	Mary Brun	
		4.5.4	da		COMPLETED			Mary Brun	
	6. Readiness for Go live	4.6,1	4.6.1 Have all staif been inducted to UCH and ready for go live		COMPLETED			The state of the s	
								Mary Brun	

usa Wilson

NOT COMPLETED - NISK MITIGATED

Not stocked yet but going to happen this week WB 2/7

NOT COMPLETED-RISE

Key safe in place however have not received key handover for all joinery Keys yet.

7.1.4 Key safe in place and functioning

Room Behind Receptio

7.1.5

HOTCOMPCITED: RISK MINGATED

Swipe change request and lock on swing door looked.

All administration areas are furnished and Otted out as required

7.1.1

Front reception

7. Ancillary grees

Staff amenities are furnished and litted out as required

6.3.2 Meeting times and venues for all UCHTHe 1 and Ther 2 committees are scheduled to be set up in the near future, and booked for at least a 3 month period following the opening of UCH

6.8.1. Governance and committee structures for business as usual activity are identified

S. UCH Business as usual

OMPLETED

Wont read to East lays until cors come over INDT CONVILTED - NISK
MINICATES
NOT required to support OP zervice, will be INDT CONVILTED - NISK
completed prior to P services commercing. INTEGRATES

NOT COMPLETED.

Not resisted to support Of service. Will be completed to support IP service.

Valuables safe key with Security and AHHIM

Linds Kohlhagen
All Relevant Executive
Directors
Linds Kohlingen

CONPLETES

CONTLETE

ONDICTES COMPLETED COMPLETES

BSS - date for completion required

6.1.4. All outstanding rotical times are complicated and excelled to Beneative Lead, ED (USI) Commissioning VIOSI Searing Committee enveloped to Facilities USI All conclusions are ensembled of in places as required to Facilities USI operational account of USI Searing Committees meeting occurred prior to planned USI operating date (LAS Searing Committees meeting occurred prior to planned USI operating date

6.1.3 All UGH working groups have convened final meetings pre-go-live to ensure preparedness of relevant program of work and Identify outstanding lesues

6.4.1. Readiness assessment criteria identified for all groups 6.4.2. Readiness assessment criteria authorised all groups

sernal process

All committee Terms of Reference documents are drafted

Jarry Lapthorne

All Relevant Executive Directors All Relevant Executive Directors Unda Kohlhagen

nda Kohlhagen

Unde Kohlhagen

As of 3 July all issues process does are being MOTCOMMETED. NISK developed. The master issues doc has been MMTGATED eart to EDUCH for review.

7.2.1 Go-live UCH governonce structure Identified, approved and implemented where postelible 7.2.2 Residual test dentification, reporting and exclasion process documented, approved and fished.

7.2.3 Weekly UCH issues Management Group meetings and Weekly Executive meetings schoolool

Unda Kohlbagen

Regina Ginleh

COMPLETES

command centre ICT and communication (requirements are identified in piace and tested requirements are identified, in place and testical

5.2.3 Command centre ICT and communication requirements are Identified, in place and tested

5.2.4 Sending and receiving site com-and tested

5.2.1 Patient transfer command structure and roles identified 5.2.2 Patient transfer command roles allocated to staff and inc

5.2.5 Patient transfer and move day protocols developed and approved 5.2.5 Patient transport vehicle requirements identified and sourced 5.2.7 Primary patient transfer route and contingency routes identified

	Last undated 05/07/2018
	necklist final 5 July 2018
	UCH Raadiness Assessment Ch

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Ragina Girlch	Reginu Gritch	Regins Ginlah	Regins Gritch			Regina Girich	Regins Girlich	Regina Giblet		Merryn Jelbart Merryn Islamo	Lita Wilson	Mervin Jelbart	Meryn Jelbert	John Ludvigson	Merryn Jelbart Merryn Jelbart	Merryn Jolbart		Merryn Jelbart	Merrya Jelbart	Regino Ghleh		Darlo Gornez	Darlo Gamez	. Darlo Gomez	Darlo Gomez			Вийо фалесс	Darlo Gumez		Darlo Gomez	Due back from UC Michael Warylo
Outstanding not ready. Supply Inflow up CONPLITED	Will be an information alreat that is awaiting (CONPLETED) approval from a Wilson.	Will be on Information sheet that is awaiting (CENPRIFT) approved from L. Wilson.	is forecast to arrive WIB 2 July, Will then nead MIOTCOMPLETIO.	Information regarding machine is in room ready to go.	VIII not prevent go live but Managers need to be but and a but	CONFILITO	COMPLITE	CONFIGUED	Positivi reco.	Configuration		COMPACED	Phone number in communications material	CGNPURTE	July, content currently being reviewed INOT COMPLETED - NISK	as of 5 July, content currently being reviewed NOTCOMPLETED. RISK by clinical services	CONSTRUCTO	CONSTRUCTO	CONTLETTO	ರ್ಶನಿಸ್ತಾನಿಗಿರು	Staff information has been developed for the COMMISTED.	management of keys.		No. The process for fery a location is to piece. And application durins for keys are currently being commissed by saff.	The process for the allocation of keys was COMM (F) (f)		The drop recent of promption of the contract o		Process has been completed and is UIM/ELID		CCM/UL/Dec	Gans to U.C. for feedback AMDT FON MATERS - RASK
	7.6.9 First aid offices identified and content details in the soom. Will be approximately a special state of the soun.	7.6.10 Principles of room use included in the space i.e., notify first aid officer that you are Will be appropriately ask.	Theast 7.6.11 Electric pump in place Is fore It fore Teacher 1.0.11 Electric pump in place to go		Will not to the miles of the mi	7.5.12 Charling Items/detengent in place	7.6.13 Excerpt from BF policy on labelling and own equipment in the room.	7.6.14 Pink handwash in place	8.1.1 Communication Plan and Strategy developmed and approved	8.1.2 Media management strategy confirmed and in place	STATE OF STATE AND STATE AND STATE OF S	8.2.1 Public awareness campaign commenced 8.2.2 Main UCH phone numbers communicated		8.2.4 Mailing address communicated		8.2.6 Website updated and current as of 5	8.5.1. Public awareness/communication near-ding inconsent transfer develored and			e.s.s. Develop latters regarding transfer of patients	9.1.1 Has the process for all keys management at UCH been identified Staff it	- hoos	notified	Frau will religion for despite them allocated.	9.1.4 Mas the management process and key allocations for all other keys at UCH been Trie pr signed off	Group	9.2.1 Has the process for staff access passes been identified and communicated to	Service Leads	9.2.2 Has system programming for access passes for UCH staff been complored ready Process for staff to receive?	92.3 Have the promotes for patient of contembed colleges access access to the colleges of the	DBIDURBI URBI SESSE COLTE SINDRESHIUM IN HINTE DE CORRAD DE COL	9,3-1. Has the carpark management plan been agreed? Gone
The state of the s			Sand.						Communication 1. Planning		1960 - 1960 W	A. Ven specino					3, Patients				Access 1. Keys						2, Access Passes					a, Parking

UCH Readmess Assessment Checklist linal 5 July 2018	

Lisa Wilson	Lies Wilson	Usa Wilson	Lite Wilson	Llsa Wilson	Lisa Wilson	Usa Wilson	, Lisa Wilson	Liss Wison	Lise Wilson	Llsu Wilson	Usa Wilson	Uss Wilson	Use Wilson	Usa Wilson	Lisa Wilson	Regina Ginich		Lisa Wilson Ragina Ginich	Regina Ginich		Regins Ghich						III III	HORINA DEP	Lisa Wilson Lisa Wilson	Lisa Wilson	
																						N .									
DEFENSED	NOT COMPLITED - RISK	NOT CONFICTED - NSK MITIGATED	MDT COMPLETED - 115K	COMPLETED	NOT COMPLETED - NISK	GOMMETED	CDIMINETED	NOT COMPLETED - MSK	NOT COMPLETED - NICK	NOT COMPLETED + N.S.R. MITIGATED	NOT COMPLITED - MSK	NOT COMPLETED - MSR	COMPLETIO	COMPLETED	COMMITTED	NOT COMPLETED - BISK		COMPLETED	NOTCOMPLETED	DEFENRED	NOT COMPLETED -						rouse in course	CONNECTION	CONPLETES	CDMPLETES	
Successions of the state of the	Admin currently werking on	Seing delivered and dispersed	Admin currently working on		Being delivered and dispersed	Printer Installed		In the process of being finalised	andoverye		additional bins have been ordered	cars in place when services move	Done			Pat Silde purchased, waiting for hooks in the room but needs to have hooks put up to hold it. Punctional for the moment.			Samula and use the slace. Not recuited for co.	five WB9 July.	EGIS are responsible for monitoring the fridge and alarms.	FM team reed to confirm that the fridge is functioning.	This is not needed for Day services to start WB 9 July.	it should be noted that once we go live that access to this room is controlled and BGIS	staff may not enter without permission from ADON. Process to be confirmed.	. 12					
7.4.8 Master key with APHIM	7.1.9 Lost property book in place	7.1.10 Stationery supplied and in place	7.1.11 Front Reception manual in place	7.2.1 All administration areas are furnished and fitted out as required	7.2.2 Stationary in place	7.2.3 Printer in place	7.2.4 Filing options in place	7.2.5 Roception manual in place	7.2.6 Keys and locks (dentified and labelled	7.2.7 Manual clinic Identification process in place	7.2.8 Gasoffed waste bin in place	7.5.1. Fleet purking Identified and cars in place	7.3.2 Requipment up	7.4.1 Emergency equipment in place as required	7.4.2. Oriver Phone in place 7.4.3. SPS in place	7.5.1 Pet Slide in place	3	7.5.2 Body Holding Snejkter printed and in folder '. 7.5.3 Pens in room	7.5.4. Safe area est in utili rometimablee	constitution in the case of a same state of the case o	7,5.5. Fridges tested and functioning			•.			The state of the s	7.6.1. Shall foom set up with toe/colfee etc.	7,6.2 Crockery in place 7,6.3 Beverage bays set up	7,5,4	
				nin office			Records			, 11		Carpark		RACC Transpor		Body												Room		Photocop	ly Bays
				2. Day Service Reception/admin office								3. Fleet		4. RACC transport bus		5. Body Holding												6. Executive and clinical offices			

UCH Readiness Assessment Checkitst - Readiness Working Group

Page 7 of 7

I hersely confirm the above is a true and arcurate record of the readiness	
Position ED-UCH Commissioning	~
Date 05-14/48	
Co-Authorisation and approval	}
heraby confirm the above is a true ————————————————————————————————————	
and acturate record of the recolness criteria.	2/1/
Name	
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Date	

Date when the assessment was signed off

Name of the officer advising the outcome a of each checklist item

Description of any Proposed resolution or: Date when proposed issues associated with treatment to address resolution will be the checklist item identified issues

(select option)

COMMENT

Description of each checklist Item that has been identified

Projectuli Reducer By Why

Page 1 of 1

UCH Readiness Assessment Checklist - Finance and Data Working Group

Finance & Data

The key areas identified for the readiness assessment process	The groups of deliverabins identified within each of the key areas that require readiness	Raam	Checkitst Item number	Description of each checklist item th
Flagnes -	1. Cost centres		1.13	Cost centre structure identified and created
			1.1.2	Entry structure in Jacken confirmed
			1,1.8	Cost centres created in Oracle
	2. Budgets		2,2,1	Re-current budget for 2018-19 confirmed
	6			
			222	FIE mapped to new cost centres
			2,2,3	Budgets mapped to new cost centres
A STATE OF THE PERSON NAMED IN COLUMN 2 IS NOT THE PERSON NAMED IN			22.4	Capitalisation of assets into asset register
			2,2.5	Import BGIS assets register line Grade
	3. Provider numbers		3,3.1	RACC Modicare provider numbers Identifie
			3,3,2	NHURADS Medicare provider numbers identif
			ก ซึ่ง	All medical staff provider numbers received
	4. Upensing		4.1.1	UCH own facility
2. Dota	S. Clinical data		5.1.1	ACTPAS requirements identified and configure
			5.1.2	Clinics structure identified and setup
		-	5,13	Clinic stop and start dates identified and confi
			5.14	Clinical portal readiness complete
			0.10	MANUAGO CIRICS Identified and setup
			5,17	Patent journey boards Installed and ready
			5,1.8	Room bracking boards installed and ready
			5.1.9	HRT licensing processed
Authorisation and approval hereby confirm the above is a true a	Authorization and approval I keraly confirm the above is a true and accurate racord of the readiness criteria.	zrie.		
Name	Name SXO FYZIA 2802	3		
Position	8	mm	2000	o c
Signature		0		D
Dete	41)		

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NOT COMPLETED -RISK MITIGATED

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12/18

NOT COMPLETED -NUK MITIGATED

COMPLETED -NOT COMPLETED -NISK MITERATED

NOT COMPLETED -RISK MITIGATED

Co-Authorisation and approval | | hereby confirm the above is a true and accurate record of the readiness criteria.

Signature

Date

Last updated 8:58 PM 05/07/2018



Mr Chris Bone Deputy Director-General, CHHS Health Directorate PO Box 11 WODEN ACT 2606

Dear Mr Bone

Endorsement of Completion of the University of Canberra Car Park

We have been informed that Construction of the University of Canberra Multi Storey Car Park on Block 9 Section 3, Bruce, has achieved Completion as defined in the amended AS 4902 contract between the University of Canberra and PBS Building (ACT) Pty Ltd.

As the Executive Director for the commissioning of the University of Canberra Hospital (UCH), I provide support for the achievement of this Completion milestone based on the requirements of the Hospital being met.

I have confidence through my Division's involvement that systems, infrastructure and fit-for-purpose status has been achieved based on the contractual definition of Practical Completion as per Attachment A - Practical Completion Definition.

I am are aware of the outstanding works yet to be completed. (Attachment B-Outstanding Works) along with the current status of Defect rectification. We note that the remaining open defects (Attachment C - Open Defect Register) comply with the Practical Completion requirements as defined within the Contract. We understand that the University of Canberra through their consultant team will continue to manage both Outstanding Works & Defect rectification process until complete.

Yours sincerely

Linda Kohlhagen Date: 5/7/2018

Executive Director UCH Commissioning

Health Directorate

Attachment A - Practical Completion Definition

Clause 1 Interpretation and construction of Contract (Practical Completion)

Practical Completion is that stage in the carrying out and completion of WUC when in the opinion of the Superintendent:

- (a) The Works are complete except for minor Defects:
 - (i) which do not prevent The Works from being reasonably capable of being used for their stated purpose in Annexure Part E;
 - (ii) (which the Superintendent determines the Contractor has reasonable grounds for not promptly rectifying; and
 - (iii) the rectification of which will not prejudice the convenient use of The Works;



Mr Michael De'Ath Interim Director-General ACT Health

Dear Mr De'Ath

Recommendation to go live University of Canberra Hospital

I have every confidence that all Operational Commissioning activities required to support the safe opening of UCH have been undertaken to an acceptable standard. I can verify that we have received formal sign off on the status of readiness activities and program milestones from relevant Divisions including the following:

- Business Support Services;
- Chief Finance Officer;
- Clinical Support Services;
- Digital Solutions Division
- Health Infrastructure Services.
- Mental Health, Justice Health, Alcohol and Drug Services;
- Pathology;
- People and Culture;
- · Performance, Reporting and Data; and
- Rehabilitation, Aged and Community Care

A summary of the Divisions' respective areas of responsibility is included at <u>Attachment A</u>.

There are no tasks that have not yet been completed that would delay the proposed move and commencement of outpatient services at UCH. We are comfortable in advising that the requirements for the project are fit for purpose to go live with the delivery of outpatient services on Tuesday 10 July 2018.

Yours sincerely

Chris Bone

Deputy Director-General, CHHS

ACT Health

6 July 2018

Karen Doran

Deputy Director General, Corporate

ACT Health



CORRESPONDENCE CLEARANCE

SUBJECT: University of Canberra Car Park – Practical Completion and Handover

NUMBER: COR18/13391	DATE DUE:
Director-General - ACT Health:	Date:
Deputy Director-General - Corporate:	Date:
Deputy Director-General - Canberra Hospital & Health Services:	Date:
Deputy Director-General - Innovation:	Date:
Deputy Director-General - Quality, Governance and Risk:	Date;
Deputy Director-General - Population Health Protection & Prevention:	Date:
Deputy Director-General - Performance, Reporting and Data:	Date:
	Spell Checked Date: 6/7/18
Senior Manager - Area name	Date:
Senior Manager, Ministerial and Government:	Date:
Director - Government and Communications:	Date:
Executive -Area name	Date:
Manager - Area name	Date:
Professional Leads:	Date:
Other:	Date:



TRIM Reference No. COR18/13391

SUBJECT:	University of Canberra Car Park – Practical Completion and
	Handover
From:	Colm Mooney – Executive Director, Health Infrastructure Services
Through:	Linda Kohlhagen – Executive Director, RACC Katrina Bracher – Executive Director, MHJHADS Bracher – Executive Director, BSS
	Rosemary Kennedy – Executive Director, BSS Peter O'Halloran – Chief Information Officer
Critical Date:	6 July 2018
Reason:	To ensure the University of Canberra Car Park is operational in time for go live of the UCH outpatient day service.

Recommendations

That you:

Note the information contained in this Brief.	NOTED PLEASE DISCUSS
Agree to the achievement of practical completion and handover by signing below.	AGREED NOT AGREED PLEASE DISCUSS

Karen Doran **Deputy Director-General, Corporate**ACT Health

July 2018



Purpose

To provide you information and supporting documentation to enable sign-off and support for the achievement of Practical Completion and Handover of the University of Canberra Car Park (UCCP) located on Block 9 Section 3, Bruce.

Background

Through their Deed obligations the University of Canberra are required to deliver a minimum 400 space car park to service the University of Canberra Hospital (UCH). The provision of these spaces is required to meet the conditions of the Certificate of Occupancy and Use for UCH.

Practical Completion of the Car Park is defined under the Acquisition Deed as follows:

Practical Completion means:

- (b) in relation to the Car Park, when the Car Park is complete in accordance with the Car Park Specifications and is fit for use and occupation (all necessary certificates having issued) and with all omissions or defects being limited to items:
- (i) of a minor nature;
- (ii) the immediate making good of which by the University is not reasonably practicable; and
- (iii) which do not cause any legal or physical impediment to the intended (and lawful) use and occupation of the Car Park.

Letters confirming ACT Health and IFCW approval are summarised below:

- Linda Kohlhagen Executive Director, Rehabilitation and Community Care (<u>Attachment 1</u>)
- Katrina Bracher Executive Director, Mental Health, Justice Health, Alcohol and Drug Services (Attachment 2)
- Rosemary Kennedy Executive Director, Business Support Services (<u>Attachment 3</u>)
- Colm Mooney Executive Director, Health Infrastructure Services (<u>Attachment 4</u>)
- Peter O'Halloran Chief Information Officer (Attachment 5)
- Sophie Gray Director, Infrastructure Finance & Capital Works (IFCW) (Attachment
 6)

Also attached is a letter from the University of Canberra Vice-President, Finance and Infrastructure, Ms Vicki Williams notifying the Territory that practical completion has been achieved (Attachment 7). Included with this letter are the following attachments:

- Certificate of Occupancy and Use
- Certifications Schedule
- Operation & Maintenance Manuals Schedule
- Registrations & Licences Schedule
- Warranties Schedule



- Works as Executed documentation schedule
- Spares and Key Register
- Training Register
- Open Defect Register and incomplete works
- Definition of Completion
- OA Consultant Letters

Accompanying the letter from the University of Canberra is the following:

- Certifications
- Operation & Maintenance Manuals
- Registrations & Licences
- Warranties
- Works as Executed documentation

Issues

The UCH outpatient day service is scheduled to go live from Tuesday 10 July 2018. The UCH Development Application Notice of Decision requires the provision of 400 car spaces for this service to operate.

Upon handover ACT Health will be responsible for the operation and maintenance of Levels B, C, D and E of the UCCP in accordance with executed Sublease between ACT Health and University of Canberra.

ACTH will be required to provide and maintain insurances in accordance with clause 16 including:

- maintain public liability insurance for at least \$20 million (as varied by notice from the Landlord to the Tenant) in respect of the Car Park
- maintain other insurances which are required by law
- produce evidence satisfactory to the Landlord of current insurance cover when the Landlord requests and at least once per calendar year during the Term

The Car Park Management Plan will also take effect in accordance with the Collaboration and Precinct Deed upon handover of UCCP.

Benefits/Sensitivities

Not applicable

Media

Not applicable

Financial

Not applicable



Signed off by:	Colm Mooney	Phone:	79186
Title:	Executive Director		
Branch/Division	Health Infrastructure Services		
Date:	July 2018)	
		e - pane	
Action Officer:	Ben Donaldson	Phone:	57270



EXECUTIVE DIRECTOR MINUTE

TRIM Reference No. COR18/13119

SUBJECT:	Southside Community Step Up Step Down and Refurbishment of Extended Care Unit at Brian Hennessy Rehabilitation Centre – Recommendation of progression of shortlisted Consultants to Request for Tender (RFT) phase.
From:	Sophie Gray
Critical Date:	9 July 2018
Reason:	The engagement of the design consultancy is on the critical path.

Recommendations

That you:

Note the information provided in this brief.	NOTED
	PLEASE DISCUSS
Agree to the recommendations contained within the attached	AGREED
Tender Evaluation Report, by signing page 8.	NOT AGREED
	PLEASE DISCUSS

Colm Mooney
Executive Director, Health Infrastructure Services
ACT Health

July 2018



EXECUTIVE DIRECTOR MINUTE

Purpose

To seek your endorsement to progress four respondents from the Registration of Interest phase of procurement to the Request to Tender Phase for engagement of a Principal Consultant for the new Southside Community Step Up Step Down facility and Refurbishment of the Extended Care Unit at Brian Hennessy Rehabilitation Centre.

Background

ACT Health has capital works funding under the 'Supporting Good Mental Health' over the next three years.

The procurement strategy adopted is in line with the strategy outlined in DGC18/27. This minute relates to the first, Registration of Interest (RoI) phase where open tender registrations were invited to determine a short list of potential appropriately qualified Principal Consultants to progress to the next round of procurement — a priced tender for services.

The Procurement Plan Minute endorsed in DGC18/27 includes delegation of Authority in respect of this minute to the Executive Director, Health Infrastructure Services. This minute seeks endorsement of those selected respondents after the Tender Evaluation Team has completed their evaluation of the responses.

Issues

Two respondents had technically non-conforming responses and clarification was required to either have them make their response conforming, or withdraw. Both the respondents were able to satisfactorily address the initial concerns. Refer to the Tender Evaluation Report to review the outcome of the clarifications sought. Advice was sought from Infrastructure, Finance and Capital Works contracts section and acted on in the resolution of Rol non-conformances.

The new Southside Community Step Up Step Down facility will require a separate decanting and Early Works package for the demolition of existing, aged and at the end of life buildings to make way for the new facility.

Benefits/Sensitivities

This design work is critical to ensure the progression of the works to meet programmed timelines.

Media

Have relevant communications material to support this brief been attached (communications plan, draft media release, talking points etc)?	☐ Yes	T No	▽ N/A
Has the Communications Branch been consulted?	✓ Yes	□No	□ N/A

A communications brief is being developed to ensure adequate and timely consultation with the public on both projects prior to Development Application lodgment.



EXECUTIVE DIRECTOR MINUTE

Financial

ACT Health has a capital works funding under the 'More Mental Health Accommodation' (21418 – Southside Community Step Up Step Down Facility and 21419 – Extended Care Unit) program to the value of \$2,390,000 ex GST. (\$2,629,00 inc GST)

The value of this consultancy is expected to be in the range of \$200,000 to \$300,000 ex GST

The next phase will confirm the consultancy costs and be subject to separate Health Directorate Approval.

Signed off by:		Phone:	6174 7022
Title:	Sophie Gray, Director		
Branch/Division	Health Infrastructure Procurement		
Date:			
Action Officer:	Phil Gant	Phone:	6174 8017
Unit:	Health Infrastructure Procurement		

Allen, Jonas (Health)

From:

Dal Molin, Vanessa (Health)

Sent:

Wednesday, 18 July 2018 10:28 PM

To:

De'Ath, Michael (Health) Stevenson, Nicole (Health)

Cc: Subject:

FW: Agenda Item 5 1_Submission_Calvary Hospital_Challenges_Meeting 2_19 July

2018 Final [DLM=For-Official-Use-Only]

Attachments:

Agenda Item 5 1_Submission_Calvary Hospital_Challenges_Meeting 2_19 July 2018 Final.docx; Agenda Item 5 1_Submission_Calvary Hospital_Challenges_Meeting 2_19

July 2018 Final (002).pdf

Importance:

High

Michael,

The attached paper has been developed by Calvary for tomorrow's Building Health Services Program Strategy meeting. Karen has approved. If you are comfortable with it we will distribute to Committee members in the morning. Have attached in pdf in the event that this is easier to read. I'll also have a copy printed out for you first thing to review.

Thanks Vanessa

From: Culver, Jakob (Health)

Sent: Wednesday, 18 July 2018 5:43 PM

To: Stevenson, Nicole (Health) < Nicole. Stevenson@act.gov.au>; Dal Molin, Vanessa (Health)

<Vanessa.DalMolin@act.gov.au>

Cc: DGACTHealth < DGACTHealth@act.gov.au>

Subject: FW: Agenda Item 5 1_Submission_Calvary Hospital_Challenges_Meeting 2_19 July 2018 Final [DLM=For-

Official-Use-Only]
Importance: High

Nicole

Please see attached for Michael's review/clearance to circulate to the BHSP Strategy meeting group.

This is the final paper that we were waiting on from Calvary.

Thanks Jakob

From: Kanta Toraskar [mailto:Kanta.Toraskar@calvary-act.com.au]

Sent: Wednesday, 18 July 2018 2:06 PM

To: Culver, Jakob (Health) < Jakob. J. Culver@act.gov.au>

Subject: Agenda Item 5 1_Submission_Calvary Hospital_Challenges_Meeting 2_19 July 2018 Final

Hi Jakob

Agenda paper for the meeting on Thursday. Sorry for the delay

Regards

Kanta Toraskar

Executive Assistant to Chief Executive Officer Executive Suite



Public Hospital Bruce
Cnr Belconnen Way & Haydon Drive Bruce ACT 2617
PO Box 254 Jamison Centre ACT 2614
P: 02 6201 6101
E: kanta.toraskar@calvary-act.com.au
www.calvary-act.com.au

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Continuing the Mission of the Sisters of the Little Company of Mary

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Submission Paper Overview of Calvary Public Hospital Existing Infrastructure Challenges, Site Constraints and Opportunities

Building Health Services Program
Strategy Steering Committee

Meeting Date:	19 July 2018	Agenda Item No:	5.1
Subject:	Overview of Calvary Pul Site Constraints and Op		frastructure, Challenges,
Author:	Dr John Merchant, Clini Katy Gallagher, Service	cal Lead: Innovation & Development Consulta	Redesign nt
Purpose:	For Noting		

Overview of Calvary Public Hospital Existing Infrastructure Challenges, Site Constraints and Opportunities

Submission Paper

Building Health Services Program Strategy Steering Committee

Background

- In October 1971 the Commonwealth of Australia and the Little Company of Mary (LCM) signed an agreement for the construction, control and management of Calvary Public Hospital Bruce (CPHB). The current agreement governing the relationship between the Territory and Calvary for the provision of services at CPHB is the Calvary Network Agreement (CNA) dated 7 December 2011.
- Under pinning the contractual relationship since the original agreement in October 1971, is the Crown Lease.
 Originally granted to LCM by the Commonwealth of Australia, the current Crown Lease granted to Calvary on 16 November 1999 is for a term of 99 years.
- 3. The majority of the public hospital buildings and infrastructure are original to the construction of the hospital and, excluding the Keaney Building, the ICU and the multi-story car park, are approximately 40 years old and have reached or are rapidly reaching the end of their useful life.

Calvary Network Agreement - Assets

- 4. In 2011 the Territory entered into the Calvary Network Agreement (CNA) to govern the provision of health services at Calvary Public Hospital Bruce (CPHB) replacing older and out of date agreements.
- 5. The CNA is the overarching legal framework which guides the relationship between the Territory and Calvary. Specifically it provides that Calvary will operate the Public Hospital as a Network Service Provider for the duration of the CNA and the agreement covers roles, responsibilities, dispute resolution, agreement monitoring framework and termination of the agreement in specific circumstances.
- 6. Clause 11 of the CNA covers Assets and specifically includes at clause 11.3 that
 - (a) The parties acknowledge that:
 - at the date of this Agreement some of the Assets require substantial maintenance and it is the parties' intention that the obligations relating to the renovation, replacement or rebuilding of Assets will be set out in the Precinct Master Plan;
 - (ii) if the parties do not reach agreement on the Precinct Master Plan by the required date set out in the Precinct Deed, and in the absence of any other agreement, the parties agree:
 - a. that within 5 years of the Commencement Date, the parties will negotiate funding for the renovation, replacement or rebuilding of the Assets; and
 - subject to parliamentary appropriation and the Territory's health policy and budgeting
 priorities, any renovation, replacement or rebuilding will take place within 10 years from the
 date of this Agreement.
- 7. The Precinct Deed at Clause 12 of the CNA acknowledges the need for a Precinct Master Plan including the development of the land including the development of the multi-story car park, the renovation, replacement or rebuilding of the Public Hospital and the allocation of an area of land which may be used by Calvary or its Related Body Corporate at some future date to develop a private hospital and/or related services.
- 8. In accordance with the CNA a new standalone Calvary Private Hospital has been constructed on the Bruce campus to complement the new investments in the public hospital and to free up space within the public hospital buildings for expansion of public beds as part of the decanting and staging works associated with Canberra Hospital. The \$77 million Private hospital was opened in 2017.

- 9. \$20.4 million was provided in the 2013/14 and 2014/15 ACT Budgets to allow the construction of a 700 space car park. This car park was completed and opened in late 2015.
- 10. Several minor upgrades and refurbishments have been funded recently such as the theatres upgrades, maternity refurbishment and in the most recent budget \$15m to upgrade the emergency department and other projects.

Calvary Network Agreement - Role Delineation

- 11. Clause 5 of the CNA provides that Calvary will operate and manage the Public Hospital and provide the service as a Network Service Provider, in accordance with the Role Delineation.
- 12. The CNA acknowledged that the clinical service planning was underway and that roles may be varied, but that they were always subject to the requirements under Clause 5 (b) which provided that the Territory must not alter the Role Delineation without the prior written consent of Calvary.

2012 Master Plan

- 13. The CNA required that by no later than 30th June 2012 the Territory and Calvary must jointly prepare and agree upon the Precinct Master Plan for development of the Precinct.
- 14. This work was undertaken in 2012 and three options for capital investment were presented in the report. All options accommodated growth in emergency department, ambulatory care and acute bed numbers underpinned by demand analysis and service planning under the draft clinical services plan 2012-2017. Early costings were done on each option and are included below for information purposes acknowledging that they are now six years old.
 - (a) Option 1 new ED build (proposed at the site of the Lewisham building), expanded imaging, refit for expanded ambulatory care services (proposed ED refit) and Xavier ward refit for 80% overnight beds in single rooms (\$231,868,478).
 - (b) Option 2 new ambulatory care centre build (proposed at the site of the Lewisham building), refit for an expanded ED (current footprint expansion), relocation/refit for mental health, and Xavier ward refit for 80% single overnight bed model. (\$232,289,754).
 - (c) Option 3 (preferred) new ambulatory care centre build (proposed at the site of the O'Shannassy building), refit for expanded ED (current footprint expansion) and Xavier ward refit for 80% single overnight bed model. (\$225,992,808).
- 15. All options included accommodation of the following items which had been identified as high priority for capital investment:
 - New car park (complete)
 - Repatriation of private beds to the public in line with the Calvary Network Agreement by 2017 (complete)
 - Rehabilitation and potential for sub-acute services to move to the new UC Public Hospital by 2017/18 (complete)
 - Expansion of emergency medicine services based on projected demand increases
 - Implementation of ambulatory and multidisciplinary models of care, with increased demand for allied health services
 - Expansion of day surgery services, based on projected demand increases.
- 16. Calvary public capital bids have been aligned to compliment the plan outlined in Option 3 in accordance with this agreed position and the requirements of the CNA.

2015 addendum to Precinct Master Plan

- 17. In 2015 further work was commissioned by ACT Health and two further options referred to as 4a and 4b were identified in the Aurora report which looked at a new building on the site of the Lewisham building with a combined support service and clinical care building and with a heavy refurbishment of the Xavier building.
- 18. No draft costing were completed as part of the report and no preferred options were identified.
- 19. No decision has been made regarding these two further options provided in the Addendum Report. Capital bids have continued to be aligned to Option 3.

Issues

Existing Infrastructure Challenges

- 20. The Calvary Public Hospital SAMP reflects the following:
 - Approximately 61% of the buildings at Calvary Public Hospital have less than 25% of life remaining (Remaining Effective Life), with it likely that the majority of these will need either major refurbishment or replacement during the next decade.
 - Three-quarters (75%) of Critical and High Priority buildings at Calvary Public Hospital have condition ratings below the target rating, and half (50%) are classified being in fair-to-poor condition.
 - The majority of the buildings at Calvary Public Hospital have functionality ratings of fair-to-poor, notably of the three Critical buildings of the public hospital, the Xavier and Marian buildings have functionality ratings of fair-to-poor.
- 21. Condition and functionality ratings for Critical and High Priority buildings at Calvary Public Hospital is outlined in Table 1 along with key asset details.

Table 1: Select Calvary Public Hospital Critical and High Priority Buildings – Key Information and Condition and Functionality Ratings

	Age GFA	ARV _		Condition		Functionality		
Building	Profile (yrs.)	Profile (m²) (sm) Summary Description	Current	Target (2027)	Current	Target (2027)		
Xavier Building	≈ 40 yrs.	18,215	\$99.1m	Original building nearing end- of-life.	2.88	4.0	1.77	4.0
Marian Building	≈ 40 yrs.	10,460	\$65.0m	Original building nearing end- of-life.	3.08	4.0	2.23	4.0
Keaney Building	≈ 10 yrs.	2,476	\$15.5m	Building is 11 years old.	3.87	4.0	3.63	4.0
Engineering Services	≈ 40 yrs.	3,000	\$3.9m	Asset nearing end-of-life.	2.92	3.0	1.46	3.0

- 22. The SAMP indicates that an indicative figure of \$109 million combined recurrent and capital investment, over a 5 year period and above current financial investment levels, is required to address condition and functionality performance gaps and avoid further deterioration of the buildings.
- 23. The SAMP identifies that a large majority of this \$109 million investment would likely need to be targeted to the Critical buildings of the Xavier building and Marian building, which have significant condition and functionality performance gaps and are nearing end-of-life.

Site Constraints

24. Lease:

- (a) Calvary Public Hospital is located at Block 1, Section 1 Bruce within the district of Belconnen. The 99 year crown lease was granted on 16th November 1999 to Little Company of Mary Health Care (LCMHC) operating as Calvary Health Care with an expiration date of 2098 and is 126,913m2.
- (b) The public hospital buildings are spread across 13 buildings and (including the multi-story carpark) comprise 69,145 m2 Gross Floor Area (GFA).
- (c) The adjoining blocks are Block 2, Section 1 which is Territory land where Brian Hennessy House is located and Block 2, Section 110, Bruce which is designated land Hills, Ridges and Buffers.

25. Current public hospital footprint:

(a) The Bruce campus buildings are low level. The Xavier building which houses the majority of bed stock is six stories high.

26. Private Hospital:

(a) The newly built private hospital is situated on the southern side of the block alongside Calvary Clinic and Hyson Green

Opportunities

- 27. The opportunities outlined below are predicated on the Northside General Hospital being located on the current Calvary Bruce site.
- 28. Short term / immediate Bed capacity public:
 - (a) Existing public infrastructure allows for immediate to short-term system capacity expansion through repatriated Private hospital spaces including general ward, theatre, endoscopy, and day surgery facilities.
- 29. Medium term Role in staging and decanting strategy / business continuity:
 - (a) The developed Bruce Precinct Master Plans had staged the precinct capacity expansion to compliment the proposed Woden campus capital works timeline, primarily as a decanting strategy for the Canberra Hospital to assist with territory wide business continuity.
 - (b) The Bruce precinct would allow for a new build to occur without disruption to service capability which could continue to be provided through the existing infrastructure.
- 30. Medium term Private hospital infrastructure / Calvary leverage:
 - (a) Potential integration and repurposing of newly built Private hospital into public infrastructure portfolio providing cost and timeline advantage.
 - (b) Redefines required infrastructure redevelopment at the Bruce precinct.
 - (c) Potential for new build to be located on the on-grade car park adjacent to the new Private hospital, with physical and service level integration.
 - (d) Ability to leverage Calvary's experience, cost and timeliness advantage in infrastructure expansion.
- 31. Long-term Clear role delineation for Calvary public hospital:
 - (a) Integrate and evolve end service delineation inline with government priorities, service innovation and associated infrastructure requirements and timelines.
 - (b) Embed service delineation within the ACT community.

Recommendation

32. It is recommended that the Steering Committee note the contents of this Submission Paper.



CORRESPONDENCE COVER SHEET

Correspondent: Executive Director - Health Services Program

Record Number: COR18/14221

DGC18/891

Date Due:

Topic:

Director-General Minute - Consultant Engagement - Development of Options for Clare Holland House Expansion

Action Required:	No	Reply Directly	No	Draft Response
	Yes	Brief to D-G	No	Brief to Minister
	No	Action by Group	No	Info Only
	No	Action as Necessary	No	For Discussion
	No	Advice	No	Comments to D-G
	No	Coordinate Response	No	Full Speech
	No	Media	No	Ministerial Response

Assignee: Pini, Sallyanne since 16/07/2018 at 2:48 PM

Comments for Cover Sheet:

16-7-18 -> DDG corporate 17-7-18 -> DG



CORRESPONDENCE CLEARANCE

SUBJECT: Director-General Minute - Consultant Engagement - Development of Options for Clare Holland House Expansion

NUMBER: COR18/14221	DATE DUE:	
Director-General - ACT Health:	20_	Date: 18/7
Director-General - ACT Health: Deputy Director-General - Corporate:)a	Date: 16/7
Deputy Director-General - Canberra Hospital & Health Services:		Date:
Deputy Director-General - Innovation:	***************************************	Date:
Deputy Director-General - Quality, Governance and Risk:		Date:
Deputy Director-General - Population Health Protection & Prevention:		Date:
Deputy Director-General - Performance, Reporting and Data:		Date:
Contextually Correct Grammatically Correct	Spell Ch	ecked
Executive Director - Area name		Date:
Senior Manager -Area name		Date:
Senior Manager, Ministerial and Government:		Date:
Director - Government and Communications;		Date:
Executive - Area name		Date:
Manager - Area name	~~~~	Date:
Professional Leads:		Date:
Other:		Date:



DIRECTOR-GENERAL MINUTE

TRIM Reference No. _____

SUBJECT:	Expansion of Clare Holland House – Consultancy Services Engagement – Development of Two Sketch Plan Options
From:	Karen Doran, Acting Deputy Director-General, Corporate
Critical Date:	As soon as practical.
Reason:	Completion of the project is required ASAP to inform a possible funding bid, and a possible announcement by Government.

Recommendations

That you:

Note that ACT Health has received a fee proposal (Attachment A) from Daryl Jackson Alastair Swayn (DJAS) to develop two sketch plan options (with cost plans) for a potential expansion of Clare Holland House (CHH).	NOTED PLEASE DISCUSS
Note that DIAS will be engaged under the Health Infrastructure Technical Advisory Panel (TAP) to complete this project, and that the approach for engagement is consistent with government procurement requirements.	NOTED PLEASE DISCUSS
Agree to the engagement of DJAS under the TAP for a contract value of \$11,550 (including GST), with documents executed as necessary by Infrastructure Finance and Capital Works (IFCW) who are responsible for managing the TAP.	AGREED NOT AGREED PLEASE DISCUSS

Michael De'Ath Interim Director-General ACT Health

18 July 2018



DIRECTOR-GENERAL MINUTE

Purpose

To seek your agreement to engage Daryl Jackson Alastair Swayn (DJAS) to develop two sketch plan options (with cost plans), for the expansion of Clare Holland House (CHH).

Background

CHH is located at Block 15, Section 33 Barton and is operated by Calvary Public Hospital Bruce. The facility provides palliative care services to the ACT Community and currently comprises of a 19 bed inpatient unit, specialist palliative care outpatient clinics, a home-based palliative care service, and specialist palliative aged care services.

ACT Health is working with the Snow Foundation to facilitate a potential expansion of CHH, which would respond to increased demand from the community for palliative care services. The Snow Foundation is looking to part fund an expansion, and is working with ACT Health to acquire further required funding from the Commonwealth Government. It is envisaged that an expansion would aim to provide an additional 8 to 10 beds to the existing facility.

Issues

ACT Health will facilitate the scoping of two options for the expansion of CHH, which will include the development and delivery of two sketch plan options and associated cost plans. The two expansion options (based on funding quantum) to be scoped are:

Option 1: \$4 million (Commonwealth) + \$1 Million (Snow Foundation)

Option 2: \$4 million (Commonwealth) + \$3 million (Snow Foundation)

ACT Health has approached DJAS under the Health Infrastructure Technical Advisory Panel (TAP), to provide a fee proposal for service to scope the two options. It should be noted that DJAS presents as an ideal proponent to undertake this project, as they have previously worked with the Snow Foundation for the delivery of similar services.

The fee proposal provided by DJAS is contained at <u>Attachment A</u>, and outlines a total fee for the project of \$11,550 including GST. The approach to only one proponent to complete this project is consistent with government procurement requirements and those of the TAP.

It is recommended you approve the fee proposal provided by DJAS, and their subsequent engagement to complete this project. Following your approval, a work order will be issued to DJAS under the TAP, and will be executed on the Territory's behalf by Infrastructure Finance and Capital Works (IFCW) who are responsible for managing the TAP.

Media

Have relevant communications material to support this brief been attached (communications plan, draft media release, talking points etc)?	l Yes	T No	₽ N/A
Has the Communications Branch been consulted?	T Yes	I No	₩ N/A



DIRECTOR-GENERAL MINUTE

Financial

Sufficient budget exists within the Office of the Deputy Director-General Corporate to cover the cost of this engagement.

Signed off by:	Jakob Culver	Phone:	x79379
Title:	Senior Manager, Economic and Commercial Advice		· · · · · · · · · · · · · · · · · ·
Branch/Division	Building Health Services Program		
Date:	13 July 2018		100
Action Officer:	Jakob Culver	Phone:	x79379
Unit:	Building Health Services Program		

D A

1691_010b

16th July 2018

Vanessa Brady Project Director Health Planning & Infrastructure Level 1, Building 3 The Canberra Hospital GARRAN ACT 2605

Dear Vanessa,

RE: CLARE HOLLAND HOUSE EXPANSION - ARCHITECTURAL FEE PROPOSAL

Thank you for inviting us to provide Architectural planning services to assist in the planned expansion of Clare Holland House. We understand that ACT Health is facilitating this work on behalf of the Snow Foundation who is working towards acquiring a Commonwealth Government funding bid.

The expansion of Clare Holland House is in response to the Communities' increased demand in palliative care accommodation in the ACT. The aim is to provide an additional 8-10 beds to the existing facility with the associated space necessary for staff and administration.



Clare Holland House currently occupies Block 15, Section 33 Barton and is approximately 10,231m² in area located on Menindee Drive between Morshead Drive and the shores of Lake Burley Griffin's East Basin. The site is zoned as 'Designated' which will require coordination with the NCP and potentially consultation with the National Capital Authority (NCA).

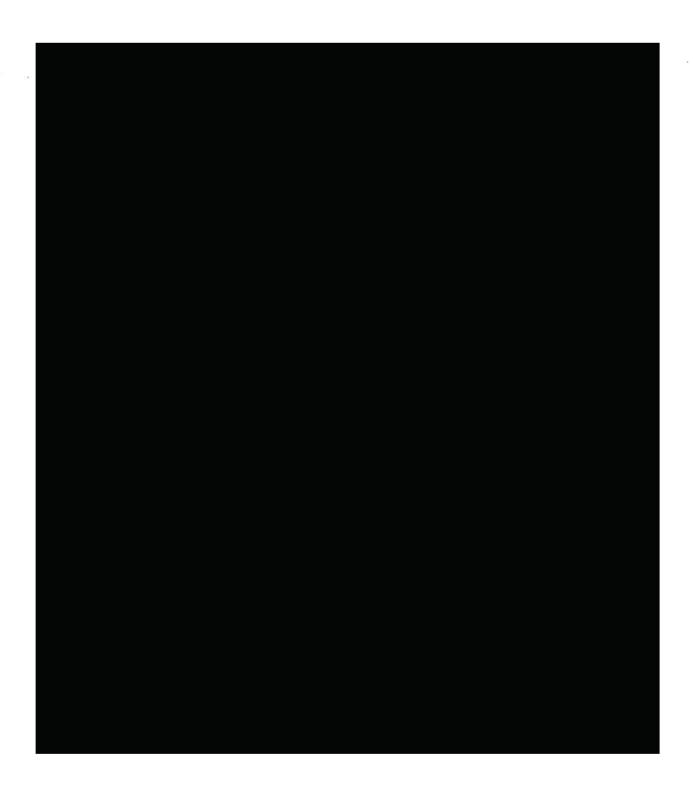
We consider that an appropriate scope for DJAS would include;

Concept Planning Services:



Key PersonnelOur proposed personnel for this project are listed below:







Yours faithfully,
DARYL JACKSON ALASTAIR SWAYN PTY LTD



James Hetherington Director



9 July 2018

DJAS

Attn: jhetherington@djas.com.au

Dear Sir

CLARE HOLLAND HOUSE EXPANSION
FEE PROPOSAL – QUANTITY SURVEYING SRVICES

We are pleased to submit the following fee proposal for your consideration.

As one of ACT's largest Quantity Surveying and Cost Management firms we pride ourselves on our reliable and well-informed cost planning services.

WTP Australia Pty Ltd (WTP) is a major Quantity Surveying and Construction Cost Consultancy operating as a single entity throughout Australia, as well as S.E. Asia, New Zealand and United Kingdom. The Practice was established in Australia in 1949 and has offices in all the major cities. With staff resources in excess of 200 within Australia, WTP maintains a leading position by its dedicated approach to construction cost management and provides clients with the experience, expertise and extensive resources that a unified network of national and international offices is able to deliver.

We thank you for considering our team and look forward to your feedback.

Yours Faithfully WTP Australia Pty Ltd



JAMES OSENTON National Director

WTP Ref: 2018-132

WTP Australia Pty Ltd | ACN 605 212 182 ABN 69 605 212 182 Level 10, 15 London Circuit, Canberra City ACT 2600 T: +61 2 6282 3733 E: canberra@wtpartnership.com.au















COMPANY PROFILE

We are an award-winning international firm of cost engineers, quantity surveyors, sustainability consultants, asset and building consultants, PPP technical advisors and facilities managers. Our expertise covers the building, construction and infrastructure sectors, as well as the management of facilities and the provision of consultancy throughout the asset lifecycle. Not just in Australia and the United Kingdom, but we are in Europe, Asia, India, North America, and the Pacific, providing consultancy services for public and private sector clients.

This makes us one of the world's leading international cost and consultancy firms. But we're not only large (59 offices globally and over 1,260 staff), we're also fiercely independent. We own and control our individual offices wherever we operate.

1.1 OUR HISTORY & COLLECTIVE EXPERTISE

WTP has been operating for more than 67 years and we operate in Australia, United Kingdom, Europe, Asia, India, North America, North America and the Pacific, providing consultancy services for public and private sector clients. When you work with WTP, the collective thinking of 1,260 of the profession's best people ensuring better outcomes.

Independence

Our size and collective reach makes us one of the world's leading international cost and consultancy firms. But we're not only large, we're also fiercely independent. We own and control all our individual offices. This allows WTP to deliver a world of seamless and efficient consultancy services delivered through partnering with our clients anywhere in the world.

Our Values

Our values underpin the way we work with each other and with our clients.

Dlay as a Tarm	De working together in a might of an auticine
Play as a Team	By working together in a spirit of cooperation, we create a sense of enjoyment and reward that strengthens the bond between us.
Create Value	By leveraging our unique foundation of knowledge and experience, we understand and anticipate our clients' changing needs to provide innovative solutions
Be Inventive	We constantly challenge the status quo by embracing new perspectives and fresh insights
Empower	By encouraging, nurturing and supporting each other, we ensure growth and learning in an environment where respect and recognition are equally important
Be Genuine	We build relationships guided by the principles of honesty, trust and respect. Our people are open and unambiguous in everything they do



Benchmarking

WTP has extensive benchmarking statistics from a variety of previous projects of different types and sizes. Our Cost Benchmarking data base will help to provide the functional area rates used in the Cost plans options.

Market Knowledge

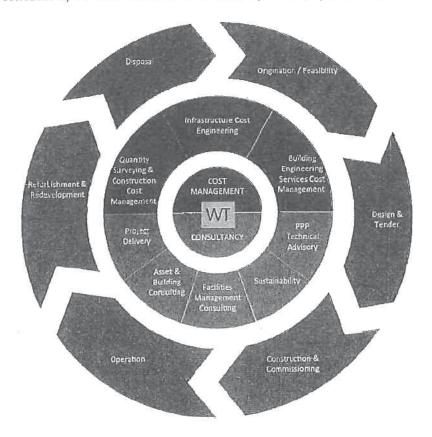
We provide an industry leading review of the Australian Construction Market with commentary on trends and activity in the construction and infrastructure sectors as well as tender forecast escalations.

The First

WTP is an ISO 14001 Certified Organisation with third party accreditation and the first firm of our kind in Australia to achieve this. As part of Integrated Management Plan (IMS) we have in place a company-wide Environmental Management Plan, and all offices are assessed by an Independent Certifier.

1.2 SERVICE OFFERINGS

Our expertise covers the building, construction and infrastructure sectors, as well as consultancy services that assist with the acquisition, operation and divestment of assets.





2 PROJECT DETAILS

We understand the project to comprise the provision of additional 8 – 10 beds and increased administration space for the additional staff requirements at Clare Holland House

PROJECT RESPONSIBILITY AND PERSONNEL

It is our policy to have a Director charged with the overall project responsibility and an Associate or Senior Cost Engineers/Cost Engineers will assist them in the management of construction costs.

WTP will staff this project with skilled personnel possessing the necessary expertise, relevant skill sets and capacity to ensure a successful outcome.

4 SCOPE OF CONSULTANCY SERVICE

We understand that you require WTP Australia Pty Ltd to perform the following services:-

Commonwealth Funding Bid Option Study

- · Prepare estimates for 2 planning options
- Consideration of risk factors / contingencies/ program and preliminaries
- Preparation of estimate for the works based on concept planning design documentation for review and comment
- Provision of ad hoc technical and cost advice as required including cost savings
- Participation in value management to ensure project is within budget
- Review of resultant draft option costings / Finalise and issue estimate

FEES, TERMS & CONDITIONS

Our lump sum fee for the provision of the above services, **excluding GST**, comprise the following:

\$ (EXCL GST)

PREPARATION OF TWO PLANNING OPTION STUDY COST ESTIMATES

TOTAL (EXCL GST)





Should services be required outside those described in Section 4 above, we propose the following hourly rates will apply:

\$/HOUR (EXCL GST)

DIRECTOR

ASSOCIATE / ESTIMATOR

SENIOR QUANTITY SURVEYOR

QUANTITY SURVEYOR



Note: WTP's fees are subject to the following:

- Unless noted otherwise the terms of engagement shall be as indicated in the attached "Terms and Conditions of Consultancy between Client and WTP Australia Pty Ltd (Terms)"
- 2. WT Partnership's client for this consultancy is DJAS
- Goods and Services Tax (GST) will be added to the above at the applicable rate at time of invoicing
- 4. The scope of services and retainer duration are limited to duties and obligations as expressly nominated in Section 4 of this proposal
- 5. Invoices will be issued monthly and paid within 30 days of date of invoice
- 6. The above hourly rates will be subject to review after 31 December 2018

6 EXCLUSIONS

The proposal specifically excludes:

- Our services and fee are tailored specifically around our understanding of the deliverables and project program and we reserve the right to review our fee if the program dates are varied
- 2. We have excluded for providing any other services which could include: Other design stage estimating, Risk and Value Management services, Procurement and Tender services, Post Contract Administration services
- We reserve the right to review final contractual terms and conditions specifically (if applicable) around:
 - PI Insurance in excess of \$5m / Unlimited liability / Set off clauses / Design or other warranty requirements.
- 4. Independent Consultant Services / Preparation of Insurance Replacement Cost
- 5. Life cycle costings and assessments / Provision of an Economical Analysis.
- 6. Replacement Cost Valuation / Taxation Depreciation Schedules
- 7. Preparation of tender documentation or Bills of Quantities/Schedule of Rates etc.
- 8. Specific duties required by a Financier Involved in construction funding if required
- Services associated with claim(s) made against the Client pursuant to the Security
 of Payment Act and also in respect of any contractual claim(s) referred to
 arbitration or litigation dispute resolution process as set out in Item 18 of the
 attached WT Partnership Terms & Conditions of Consultancy



7 INTEGRATED MANAGEMENT SYSTEM

WT Partnership has in place an Integrated Management System (IMS) with National Certification in accordance with the following standards:

- Quality Management System ISO 9001
- Environmental Management System ISO 14001
- Occupational Health and Safety Management System OHSAS18001 and AS4801

A copy of our IMS certificate can be provided upon request.

8 INSURANCES

WT Partnership holds the following insurance policies:

- Professional Indemnity provided by Willis which is valid to August 2018
- Public Liability provided by Marsh Pty Ltd which is valid to June 2018
- Workers Compensation provided by GIO which is valid to June 2018

Copies of the respective Certificates of Currency can be provided upon request.

CORPORATE SOCIAL RESPONSIBILITY (CSR)

WT Partnership provides financial and non-financial assistance to a number of Australian charities including Platinum National Sponsorship of the Property Industry Foundation (PIF). PIF is supported by members of the Australian Property Council and provides support for at risk youth across Australia through 20 charity organisations.

In additional to our National Platinum sponsorship of PIF we also provide support to charities working in the youth sector through the provision of pro bono services to assist in the construction of charity projects such as youth hostels through PIF's PropertyBlitz program, of which WT Partnership's staff are active participants.

10 ENVIRONMENTAL SUSTAINABILITY

WTP is proud to be able to show that it has a long and successful track record in Sustainability, and both implements its own policies and assists its clients to implement theirs. WTP reviews and reports annually on its Sustainability performance and is happy to be judged accordingly. Implicit in this review is the pursuit of continuous improvement through the setting and ongoing upgrading of challenging targets.

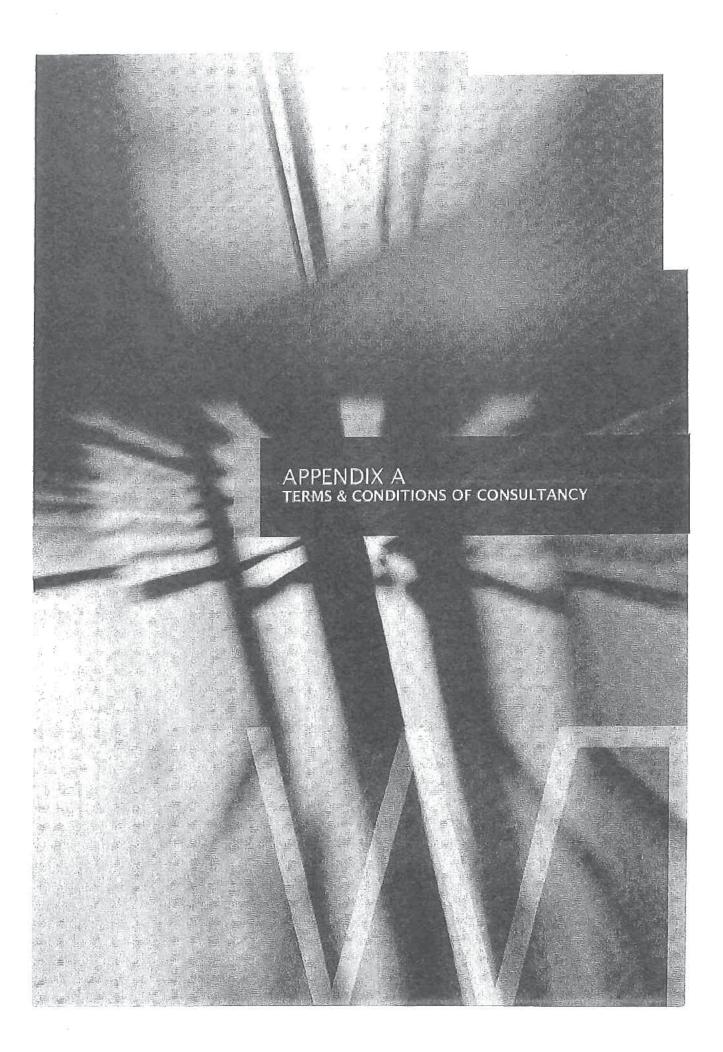
WTP supports the mission of combating climate change through proactive advancement of Sustainability principles in the property and construction industries and we are implementing programmes to record our CO2 emissions and offsetting these by various measures including planting of trees.



11 ACCEPTANCE

Should this be acceptable please execute the section at the end of this proposal, as applicable, confirming your acceptance of our fee and instruction to proceed with the scope of services outlined above. Please note this fee proposal is valid for 30 days from the above date.

Name		Signature	
DJAS		Date	
NVOICING REQU	IREMENTS		22
Contact Name _ Contact Details	11		
Company Name Invoice Address			
Invoice Address			and a strong construction of





TERMS AND CONDITIONS OF CONSULTANCY BETWEEN CLIENT AND WTP AUSTRALIA PTY LTD

- WTP Australia Pty Ltd (WTP) shall provide to you the consultancy services described in the accompanying letter (the Services). We and us (and variants) means WTP and you and your (and variants) means you. We will perform the Services with reasonable skill and care, in accordance with these Terms and its Quality Assurance System.
- These Terms overrule any other terms and conditions in relation to the provision of the Services. These Terms prevail even if they are inconsistent with anything in any earlier documents.
- 3. The Client must provide to us all necessary documentation and information concerning your requirements for the Services and we have relied upon such information provided by you (or caused to be provided by you) in ascertaining the scope of, and how to, provide the Services to you.
- The Client shall pay to us the Fee and Reimbursable Expenses as set out in the accompanying letter, plus Goods and Services Tax on the Fees and Reimbursable Expenses or any other supply made by us.
- 5. All monies payable by you to WTP (including Goods and Services Tax) shall be payable within 28 days of invoice. Monies not paid within that period may attract interest from the date of invoice until payment at the rate of 10% per annum. If you default in making any payment due to WTP and we commence debt recovery action against you for any unpaid or overdue amounts (including interest), we shall be entitled to claim, in addition to such amounts, all costs and expenses incurred by WTP in such recovery action, including but not limited to legal costs incurred in respect of any Court proceedings on an Indemnity basis and any Court fees, service fees and debt collection agent fees and Services paid or payable by WTP and those amounts shall be deemed to form part of the total payable by you pursuant to this agreement.
- 6. WTP's maximum liability relating to the Services rendered under this engagement (regardless of form of action, whether in contract, negligence or otherwise) shall be limited to the charges paid to WTP. In no event shall WTP and our personnel be liable for any consequential, special, incidental or punitive loss, damages or expenses (including, without limitation, lost profits opportunity costs etc.) even if we have been advised of their possible existence. In addition, you shall indemnify and hold harmless WTP and our personnel from and against any claims, liabilities, costs and expenses (including, without limitation, legal fees and the time of our personnel involved) brought against, paid or incurred by WTP at any time in any way arising out of or relating to our Services under this engagement, except to the extent finally determined to have resulted from the gross negligence or wilful misconduct of our personnel. These provisions shall survive the completion of this engagement.
- If the Services include giving you an estimate of the likely costs for the project we warrant only that we will exercise the reasonable skill, care and diligence of a consulting quantity surveyor in the preparation of its professional opinion of these costs.
- 8. No action shall lie against WTP at the suit of you after the expiration of one (1) year from the date of invoice in respect of the final amount claimed by WTP unless a longer period is imposed by law in which case such period shall be substituted for one (1) year above.
- Copyright in all reports, specifications, bills of quantities, calculations and other documents provided by WTP in connection with the Services shall remain the property of WTP
- 10. Subject to Clause 11, you alone shall have a licence to use the documents referred to in Clause 9, for the sole purpose of completing the Services, but you shall not use, or make copies of, such documents in connection with any other work not included in the Services.

- 11. If you are in breach of any obligation to make a payment to WTP, we may revoke the licence referred to in Clause 10, and you shall then cause to be returned to WTP all documents referred to in Clause 9, and all copies thereof.
- Any dispute between you and WTP shall first be the subject of Mediation.
- 13. You may terminate your obligations under this agreement:
 - a. In the event of a breach by WTP of their obligations hereunder, which breach has not been remedied within 30 days of written notice from you requiring the breach to be remedied; or
 - Upon giving WTP 60 days written notice of their intention to do so.
- 14. We may suspend or terminate our obligations under this Services agreement:
 - a. In the event of:
 - Monies payable to WTP hereunder being outstanding for more than 60 days;
 - Other breach by you of your obligations hereunder, which breach has not been remedied within 30 days of written notice from WTP requiring the breach to be remedied: or
 - Upon giving you 60 days written notice of our intention to do so.
- 15. Should this agreement be terminated by either party for any reason we shall be entitled to our fee and reimbursable expenses up to the date of termination.
- 16. If we consider it appropriate to do so, we may with your approval, which shall not be unreasonably withheld, engage another consultant to assist WTP in specialist areas. You accept responsibility for all monies payable to such consultant.
- 17. Neither party may assign, transfer or sublet any obligation under this agreement without the written consent of the other. Unless stated in writing to the contrary, transfer or subletting shall release the assignor from any obligation under this agreement.
- 18. Unless expressly stated to the contrary within the Services described in the accompanying letter, we have not included for any Services in relation to the following:
 - Assessment of contractual claims and/or "expert witness" report preparation associated with arbitration or litigation dispute resolution;
 - Preparation of "Payment Schedule" documentation pursuant to the Security of Payment Act (as relevant to each State or Territory).
- 19. We are aware of the National Code of Construction that was initiated by the Australian Government. It is familiar with the Guidelines that were revised by the Australian Government from 9 July 2009. It is the practice of WTP to ensure compliance with all aspects of the Guidelines on all occasions with respect to all projects engaged upon by WTP.
- 20. Should you require WTP to lodge information electronically as part of a central repository of information (examples include without limitation Project Centre & Aconex), then you agree to provide WTP at no cost, a full copy of all documentation and correspondence between WTP and any other party, including you. You agree to provide the information in a storage medium and in a storage format that is acceptable to WTP.

WTP Australia Pty Ltd ACN 605 212 182 ABN 69 605 212 182



CORRESPONDENCE CLEARANCE

SUBJECT: Event Minister for Health and Wellbeing - Calvary Maternity Announcement - 30 July 2018 at 12.00pm - 12.30pm

NUMBER: WIN18/1104	DATE DUE:
Director-General - ACT Health:	Date: 24/7/18
Deputy Director-General - Corporate:	Attached 24/7 Date: 18.7.18
Deputy Director-General - Canberra Hospital & Health Services:	Date:
Deputy Director-General - Innovation:	Date:
Deputy Director-General - Quality, Governance and Risk:	Date:
Deputy Director-General - Population Health Protection & Prevention:	Date:
Deputy Director-General - Performance, Reporting and Data:	Date:
Contextually Correct Grammatically Correct	Spell Checked
Executive Director - Area name	Date:
Senior Manager - Area name	Date:
Senior Manager, Ministerial and Government:	Date:
Director - Government and Communications: Clear	ed 23/7 Date:
Executive -Area name	Ďate:
Manager - Area name	Date:
Professional Leads:	Date:
Other: C Shaubolt BABLast	Date: 17/7/19

Colquhoun, Judith (Health)

From:

Felding, Jasna (Health) on behalf of Health Ministerial Liaison Officer

Sent:

Tuesday, 24 July 2018 8:31 AM Colguboun, Judith (Health)

Subject:

FW: MIN18/1104; FOR APPROVAL: Calvary Maternity unveiling mark II

[SEC=UNCLASSIFIED]

For your appropriate action please Jude.

From: Pini, Sallyanne (Health)

Sent: Monday, 23 July 2018 5:27 PM

To: Warner, Karen (Health) < Karen.L. Warner@act.gov.au>; Dimitrijevic, Natasha (Health)

<Natasha.Dimitrijevic@act.gov.au>; Health Ministerial Liaison Officer <HealthMinisterialLiaisonOfficer@act.gov.au>

Cc: DDGCorporate < DDGCorporate@act.gov.au>

Subject: MIN18/1104: FOR APPROVAL: Calvary Maternity unveiling mark II [SEC=UNCLASSIFIED]

Hi all - this is cleared by DDG Corporate.

Sallyanne Pini

Business Manager

Office of the Deputy Director-General, Corporate | ACT Health

P: (02) 6205 4689 | M:

E: sallyanne.pini@act.gov.au

From: Doran, Karen (Health)

Sent: Monday, 23 July 2018 5:25 PM

To: Pini, Sallyanne (Health) <Sallyanne.Pini@act.gov.au>

Subject: RE: FOR APPROVAL: Calvary Maternity unveiling mark II [SEC=UNCLASSIFIED]

Hi Sallyanne

I have seen this already (not sure when/where)

Fine to go

Thanks

Karen

From: Pini, Sallyanne (Health)

Sent: Monday, 23 July 2018 4:44 PM

To: Doran, Karen (Health) < Karen.Doran@act.gov.au Cc: DDGCorporate@act.gov.au Corporate@act.gov.au Corporate@act.gov.au <a href="

Subject: FW: FOR APPROVAL: Calvary Maternity unveiling mark II [SEC=UNCLASSIFIED]

Importance: High

Hi Karen – not sure if I sent this to you Friday. If not, can you please provide your clearance?

Financial information is correct.

Sallyanne Pini

Business Manager

Office of the Deputy Director-General, Corporate | ACT Health

P: (02) 6205 4689 | M:

E: sallyanne.pini@act.gov.au