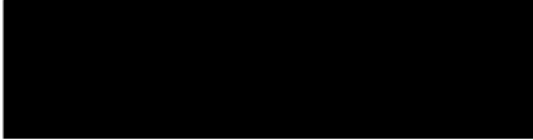




ACT
Government

**Canberra Health
Services**

FOI19-51



Dear 

Freedom of Information Request: FOI19/51

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act) received by Canberra Health Services on 12 August 2019, in which you sought access to:

“Internal correspondence to or from department clinical heads and/or executive level staff in Canberra health services, as well as between CHS staff and the health minister or minister’s office, regarding radiotherapy machines and linear accelerators and wait times in radiotherapy between January 1 to today.”

I am an Information Officer appointed by the Chief Executive Officer of Canberra Health Services under section 18 of the Act to deal with access applications made under Part 5 of the Act. Canberra Health Services was required to provide a decision on your access application by 30 September 2019.

Decision on access

Searches were completed for relevant documents and 104 documents were identified that fall within the scope of your request.

I have included as Attachment A to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In reaching my access decision, I have taken the following into account:

- The FOI Act;
- The contents of the documents that fall within the scope of your request;
- The views of relevant third parties; and
- The *Human Rights Act 2004*.

I have decided to grant access in full to 23 documents relevant to your request as outlined in the attached schedule of documents.

I have decided to grant partial access to 81 documents. These documents contain deletions to information that I consider, on balance, to be contrary to the public interest to disclose under the test set out in section 17 of the Act, as the information contained in these folios is personal information and information that may prejudice trade secrets and business affairs.

Public Interest Factors Favouring Disclosure

The following factors were considered relevant in favour of disclosure of the documents:

- Schedule 2.1 (a) (i) promote open discussion of public affairs and enhance the government's accountability;
- Schedule 2.1 (a) (iv) ensure effective oversight of expenditure of public funds; and
- Schedule 2.1 (a) (xvi) contribute to innovation and the facilitation of research;

Public Interest Factors Favouring Non-Disclosure

The following factors were considered relevant in favour of the non-disclosure of the documents:

- Schedule 2.2 (a) (ii) prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*; and
- Schedule 2.2 (a) (xi) prejudice trade secrets, business affairs or research of an agency or person;

The information that has been redacted from these documents is related to staff mobile numbers, personal information of employees of non-government employees/ third parties and commercial in confidence trade secrets and business affairs. The benefit in disclosing this information is outweighed by the detrimental effect to the competitive and commercial activities of the government and external agencies.

Charges

Processing charges are not applicable to this request.

Online publishing – disclosure log

Under section 28 of the Act, ACT Health maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the ACT Health disclosure log not less than three days but not more than 10 days after the date of this decision. Your personal contact details will not be published.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in ACT Health's disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ACTFOI@ombudsman.gov.au.

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

If you have any queries concerning Canberra Health Service's processing of your request, or would like further information, please contact the FOI Coordinator on (02) 5124 9831 or email HealthFOI@act.gov.au.

Yours sincerely



Cathie O'Neill
Executive Director
Canberra Health Services

27 September 2019

FREEDOM OF INFORMATION REQUEST SCHEDULE

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: <http://www.health.act.gov.au/public-information/consumers/freedom-information>

NAME		WHAT ARE THE PARAMETERS OF THE REQUEST			File No	
[REDACTED]		<i>Internal correspondence to or from department clinical heads and/or executive level staff in Canberra health services, as well as between CHS staff and the health minister or minister's office, regarding radiotherapy machines and linear accelerators and wait times in radiotherapy between January 1 to today.</i>			FOI19/51	
Ref No	No of Folios	Description	Date	Status	Reason for non-release or deferral	Open Access release status
1.	1 - 10	PACK 1 Minute - Procurement of Project Manager for the UMAHA Nursecall and ICT Package Construction and the Linear Accelerator (LINAC) Replacement Project	January 2019	Partial release	Schedule 2.2(a)(ii) prejudice the protection of an individual's right to privacy or any other right under the <i>Human Rights Act 2004</i> ;	Yes

					Schedule 2.2 (a)(xi) prejudice trade secrets, business affairs or research of an agency or person;	
2.	11 - 12	Email – Technical Support for SaMD systems in Radiation Oncology	January 2019	Partial release	Schedule 2.2(a)(ii)	Yes
3.	13 - 17	Email - Radiation Protection Blg 19 plans	January 2019	Partial release	Schedule 2.2(a)(ii)	Yes
4.	18 - 28	Work Report – Radiation Exposure from the LA1 Medical Linear Accelerator at the proposed CRCC building during and after construction including the proposed scaffolding		Full release		Yes
5.	29 - 32	Correspondence coversheet and Minute – Approval for a contract variation to refurbish linear accelerator 2 treatment bunker and control rooms	March 2019	Partial release	Schedule 2.2(a)(xi)	Yes
6.	33 - 34	PACK 2 Email – Update from Varian Contract Meeting	February 2019	Partial release	Schedule 2.2(a)(ii)	Yes
7.	35	Email – Radiation survey on LA2 linac head	February 2019	Partial release	Schedule 2.2(a)(ii)	Yes
8.	36 - 37	Email – Linear Accelerator	February 2019	Partial release	Schedule 2.2(a)(ii)	Yes
9.	38	Email - New Linac Naming Survey	February 2019	Partial release	Schedule 2.2(a)(ii)	Yes

10.	39 - 42	Email – Radiation protection – codes for compliance & building 19	February 2019	Partial release	Schedule 2.2(a)(ii)	Yes
11.	43 - 45	Email – Upcoming External Scaffolding – Planned B3 entrance closure	February 2019	Partial release	Schedule 2.2(a)(ii)	Yes
12.	46 - 47	Minute – Approval of funding for the refurbishment of linear accelerator #2 & #3 treatment bunker and control rooms	March 2019	Partial release	Schedule 2.2(a)(xi)	Yes
13.	48 - 49	PACK 3 Email - LA4 SRS update	March 2019	Partial release	Schedule 2.2(a)(ii)	Yes
14.	50 - 53	Email: Re: Brainlab invoice PO H1604376	1/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
15.	54 - 58	Email– COR19/4868 – Approval of funding for the refurb of linear accelerator 2&3 treatment bunker and control rooms	1/03/2019	Partial release	Schedule 2.2(a)(ii)(xi)	Yes
16.	59 - 60	Email – Linac 2 Update	6/03/2019	Full release		Yes
17.	61 - 62	Email – Engagement of Varian for LA2/LA3	7/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
18.	63	Email – RT Weekly Waiting List Report	8/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
19.	64 - 66	Email – LA2 plan & elevation with scale	8/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
20.	67 - 68	Email - Brainlab Support for Exactrac system	13/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes

21.	69	Email with attachment – RT Weekly Waiting List Report	13/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
22.	70 - 74	Email – Brainlab invoice	14/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
23.	75 - 76	Email – Linac 2 Update	15/03/2019	Full release		Yes
24.	77 - 79	Email - Linac 4 – unplanned outage affecting treatment (Radiation Oncology)	19/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
25.	80 - 82	Email – LA4 status	19/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
26.	83 - 84	Email – LA4 back to Clinical	20/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
27.	85	Email - Exactrac calibration	21/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
28.	86	Email – Availability of Emergency Rad Onc on W/E – exec On Call	21/03/2019	Full release		Yes
29.	87 - 88	Email – Risk Register Allocation	21/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
30.	89	Email– Electrical shutdown 23 rd March – Run sheet & contracts	21/03/2019	Full release		Yes
31.	90 - 91	Email – Varian Account Meeting	22/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
32.	92	Email – Radiation Protection – CT registration “Use”	22/03/2019	Full release		Yes
33.	93 - 94	Email – Re: RadOnc Electrical Outage 23 rd March – update	25/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes

34.	95	Email - CT2 moving laser has been repaired	26/03/2019	Partial release	Schedule 2.2(a)(ii)	Yes
35.	96 - 97	Email - CT2 laser System – Out of Service	26/03/2019	Full release		Yes
36.	98 - 99	Email - Eclipse/ARIA Update	27/03/2019	Full release		Yes
37.	100 - 101	Email - Eclipse Development Update	28/03/2019	Full release		Yes
38.	102 - 103	Email - Important Dates and Information – Radiation Oncology	28/03/2019	Full release		Yes
39.	104 - 106	PACK 4 Email– Replacement MLC Controllers	3/04/2019	Partial release	Schedule 2.2(a)(ii)(xi)	Yes
40.	107 - 108	Email - Medical Replacement Expenditure plan	4/04/2019	Partial release	Schedule 2.2(a)(ii)	Yes
41.	109 - 112	Email – A message from the CEO – weekly wrap up 5 April	8/04/2019	Full release		Yes
42.	113 - 114	Email – Waiting Times for Radiation Therapy	12/04/2019	Partial release	Schedule 2.2(a)(ii)	Yes
43.	115 - 117	Email – Medical replacement Expenditure plan	9/04/2019	Partial release	Schedule 2.2(a)(ii)	Yes
44.	118 - 119	Email – Replacement MLC Controllers	9/04/2019	Partial release	Schedule 2.2(a)(ii)	Yes
45.	120 - 121	Email – LA1 Backup done	12/04/2019	Partial release	Schedule 2.2(a)(ii)	Yes

46.	122 - 125	Email – TrueBeam Linac (Announcement)	27/04/2019	Full release		Yes
47.	126 - 127	PACK 5 Email – For Colms Signature - Power conditioner units for TrueBeam	19/03/2019	Partial release	Schedule 2.2(a)(ii)(xi)	Yes
48.	128 - 129	Minute - Approval of Linear Accelerator Replacement Project Invoices	5/08/2019	Partial release	Schedule 2.2(a)(xi)	Yes
49.	130 - 141	Invoice cover sheets and invoices (4600012245, 4600012250, 4600012249, 4600012282)		Partial release	Schedule 2.2(a)(ii)(xi)	Yes
50.	142 - 155	Forms - Critical Asset Upgrades (CAU) Linear Accelerator (LINAC) 2 and 3 Replacement Certificate of Occupancy and use Application		Partial release	Schedule 2.2(a)(ii)	Yes
51.	156 - 159	Email – LA2 Implementation IPA Day 1	14/05/2019	Partial release	Schedule 2.2(a)(ii)	Yes
52.	160 - 161	Email – VMAT QA	15/05/2019	Partial release	Schedule 2.2(a)(ii)	Yes
53.	162 - 165	Email – LA2 Implementation – IPA Information Request	21/05/2019	Partial release	Schedule 2.2(a)(ii)	Yes
54.	166 - 167	Email – TrueBeam Linac	23 May 2019	Full release		Yes
55.	168	Email - LA2 Implementation- Acceptance / Commissioning Stage Radiation Survey	23/05/2019	Full release		Yes
56.	169 - 179	Email: Re: System calibrations	24/05/2019	Partial release	Schedule 2.2(a)(ii)	Yes

57.	180 - 182	Email – FW: Waiting Times for Radiation Therapy	24/05/2019	Partial release	Schedule 2.2(a)(ii)	Yes
58.	183 - 186	Email – Linac Bunker Handover to CHS	29/05/2019	Partial release	Schedule 2.2(a)(ii)	Yes
59.	187 - 188	Email – Site Handover Delayed	29/05/2019	Partial release	Schedule 2.2(a)(ii)	Yes
60.	189 - 191	PACK 6 Email - LINAC 2 replacement handover	3/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
61.	192 - 197	Email – Jaw problem in BG	4/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
62.	198 - 199	Email- Burley Griffin is now available as a resource in Aria	7/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
63.	200 - 201	Budget Estimates Brief – Improving Timeliness of Access to Radiotherapy Services	June 2019	Full release		Yes
64.	202 - 206	Email – RFQ 28248 and 30286	11/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
65.	207 - 216	Attachment: Minute – Single Select Procurement for the Replacement of the Radiation Therapy Treatment Planning System in Radiation Oncology		Partial release	Schedule 2.2(a)(ii)(xi)	Yes
66.	217 - 218	Email- Varian and Canberra Cancer Centre Account meeting	11/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
67.	219	Email – Minor fault resolution on Truebeam	12/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes

68.	220 - 225	Email – System calibrations	15/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
69.	226	Email - RFC Document	17/06/2019	Full release		Yes
70.	227	Email – TrueBeam Warranty	17/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
71.	228 - 249	Email- packing list for machine	17/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
72.	250 - 251	Email – Data clearance for Radiotherapy Waiting times NMDS data 2018-19	18/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
73.	252 - 253	Email- New Case #02270280	18/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
74.	254 - 255	Email- TrueBeam Warranty and Harilal’s access	21/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
75.	256	Email- BG ACDS Level 1b audit	27/06/2019	Partial release	Schedule 2.2(a)(ii)	Yes
76.	257 - 259	PACK 7 Email- Spinal SRS Treatment	1/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
77.	260 - 261	Email- Finalised maintenance schedule	2/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
78.	262 - 265	Email – New Asset Number Request	2/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes

79.	266 - 267	Email- Burley Griffin – Case # 02294729	2/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
80.	268 - 269	Email – Clinic fault reporting	2/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
81.	270	Email- Burley Griffin – Case # 02294729	2/07/2019	Full release		Yes
82.	271 - 278	Email- Case #02299450- Service reports – Varian Medical Systems	8/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
83.	279 - 282	Email- Varian Service Contract	8/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
84.	283	Email- Re: Decommissioning of old servers	9/07/2019	Full release		Yes
85.	284	Email- Eclipse End to End testing	10/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
86.	285 - 286	Email- Eclipse Clinical Release & First Patient	16/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
87.	287 - 288	Email- Re: Activity Report	23/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
88.	289 - 292	Email – BG/LA2 Implementation – Future workload estimates	24/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
89.	293 - 294	Email- dot points	30/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
90.	295 - 303	Email- Additional Request for QTB- MO Request	31/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes

91.	304 - 305	Email- Re: \$ figures	31/07/2019	Partial release	Schedule 2.2(a)(ii)(xi)	Yes
92.	306 - 309	Email- dot points	31/07/2019	Partial release	Schedule 2.2(a)(ii)	Yes
93.	310 - 314	Email- Additional Request for QTB- MO Request	31/07/2019	Partial release	Schedule 2.2(a)(ii)(xi)	Yes
94.	315	Email- Radiation wait times	31/07/2019	Full release		Yes
95.	316 - 317	PACK 8 Email- RT Weekly Wait List Report (01/08/2019)	1/08/2019	Partial release	Schedule 2.2(a)(ii)	Yes
96.	318	Email- Re: Outcomes for long wait times	2/08/2019	Full release		Yes
97.	319 - 320	Email- LA1 KVS Elbow drive replacement	2/08/2019	Partial release	Schedule 2.2(a)(ii)	Yes
98.	321 - 322	Media Implications Summary – AIHW Report- Radiation in Australia 2017-18	5/08/2019	Full release		Yes
99.	323	Email- Re: QON	5/08/2019	Partial release	Schedule 2.2(a)(ii)	Yes
100	324	Email- FW:2CC	8/08/2019	Partial release	Schedule 2.2(a)(ii)	Yes
101	325 - 326	Email- RT Weekly Wait List Report (08/08/2019)	8/08/2019	Partial release	Schedule 2.2(a)(ii)	Yes
102	327 - 330	Email- Re: Meeting with Icon Cancer Centre	9/08/2019	Partial release	Schedule 2.2(a)(ii)	Yes

103	331	Email- BG/LA2 Implementation IEC testing- First session	12/08/2019	Full release		Yes
104	332 - 363	PACK 9 Radiation Oncology- Weekly Waiting Time and Activity Reports	Jan – Aug 2019	Full release		Yes
Total 363 Pages						

URGENT
URGENT**CORRESPONDENCE COVER SHEET**

Correspondent:

Record Number: **COR19/1585**

Date Due:

Topic: Minute - Procurement of Project Manager for the UMAHA Nursecall and ICT Package Construction and the Linear Accelerator (LINAC) Replacement Project

Action Required:	No	Reply Directly	No	Draft Response
	No	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: Wells, Rebecca since 21/01/2019 at 12:34 PM

Comments for Cover Sheet:

24 Jan 2018 - Complete - returned to IMM.



SUBJECT: Procurement of Project Manager for the UMAHA Nursecall and ICT Package Construction and the Linear Accelerator (LINAC) Replacement Project

To: Bernadette McDonald, Chief Executive Officer, Canberra Health Services

Through: Colm Mooney, Executive Director, Infrastructure Management and Maintenance

From: Sophie Gray, Director, Social Infrastructure Branch, Infrastructure Finance & Capital Works

Date: 14 January 2019

Purpose

To seek authorisation to vary an existing Project Management Agreement (PMA) panel engagement to undertake the construction phase of the Upgrading and Maintaining ACT Health Assets (UMAHA) Nursecall and Information and Communication Technology (ICT) package, and to undertake the base building upgrade work for the Linear Accelerator (LINAC) equipment 2 and 3 replacement in Building 20 at The Canberra Hospital (TCH).

Background

Funding of [REDACTED] was allocated within the UMAHA 21409 appropriation for the Nursecall and ICT project. The scope of the project includes the design and construction of the Building 3, level 1 communication and Uninterruptible Power Supply (UPS) rooms and the Building 1, level 8 and 10 communication rooms.

SHAPE Australia Pty Ltd (SHAPE) was engaged as Head Contractor for the UMAHA Nursecall and ICT project on 10 January 2018. An initial pre-design budget of [REDACTED] was committed to SHAPE to commence the design and specification. A significant portion of the project budget was held in reserve for ICT equipment and client contingency to be allocated as the design developed.

Through site investigations and design development additional construction budget was forecast to be required to address existing base build infrastructure non-conformances and to meet current specifications. The overall scope of the project remained in budget as savings made for ICT equipment could be transferred into the construction budget. Extensive consultation with Digital Solutions Division (DSD) occurred to ensure the overall project could achieve the best outcomes for Canberra

Health Services (CHS) through applying budget where needed. The additional construction budget requirement was confirmed through open market tendering in September 2018.

Under a separate appropriation, CHS are seeking to replace two existing Linear Accelerators (LINAC) in Building 20 at CHS. Procurement of the units is completed and a delivery date for the first LINAC is confirmed in early 2019. To support the installation by the vendor, IFCW on behalf of CHS engaged WSP to deliver building engineering advice for the proposed bunker upgrades and replacement of LINACs. The findings of the report are that CHS require electrical and mechanical infrastructure upgrades to support the new units.

Issues

The total value of construction work for the Nursecall and ICT package has been confirmed as [REDACTED] which is within the project budget allocation, however exceeds SHAPE's current budget allowance of [REDACTED]. A variation of [REDACTED] can be achieved through a new work order under the new PMA panel to complete the work as designed.

Within the overall budget of [REDACTED] sufficient allowance remains for ICT equipment as confirmed with DSD. A small contingency remains to address unforeseen construction issues.

SHAPE's offer has been assessed against the panel contract rates and were deemed to demonstrate value for money.

The LINAC 2 and 3 replacement is a critical clinical system upgrade project and has a critical LINAC delivery target of 26 April 2019. To meet the CHS proposed timeframes, IFCW recommend the engagement of SHAPE to undertake the bunkers base building upgrade work by varying the UMAHA Nursecall and ICT construction contract to include the Building 20 LINAC 2 and 3 replacement base building infrastructure scope of work. SHAPE are on site with sub-contractors engaged. This variation will expedite sub-contractor engagement for the LINAC scope of work and will remove delays for contractor site establishment.

The proposed variation to SHAPE's current engagement is in accordance with conditions of the PMA panel and in accordance with the requirement of the Government Procurement Act and Regulation. A PMA offers an efficient and timely mechanism to deliver the project with appropriate risk allocation and mitigation for the Territory. SHAPE have extensive experience working at CH and a good understanding of project requirements while working within a live environment.

Funding for the Building 20 LINAC 2 and 3 replacement has been allocated within the Critical Assets Upgrade (CAU) appropriation of [REDACTED]. The value SHAPE's budget and engagement is [REDACTED] for the LINAC scope of work.

Recommendations

That you:

- Approve IFCW to vary the SHAPE work order by [REDACTED] under the Project Management Agreement panel, to complete the construction phase of the UMAHA Nursecall and ICT project by signing the attached PM Panel Procurement and Contract Authorisation Minute Part B on page 2 of Attachment A;

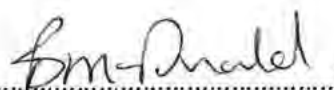
AGREED/NOT AGREED/PLEASE DISCUSS

- Approve IFCW to vary the SHAPE UMAHA Nursecall and ICT Construction agreement by an additional [REDACTED] to include the LINAC replacement base building upgrade work by signing the PM Panel Contract Variation Minute on page 2 of Attachment B; and

AGREED/NOT AGREED/PLEASE DISCUSS

- Note that the two above adjustments will be undertaken through a new work order under the PMA panel, as the existing panel has reached its threshold during 2018 and has expired. The Nursecall and ICT Package and B20 LINAC 2 and 3 Replacement projects will be reported separately.

NOTED/PLEASE DISCUSS



.....
 Bernadette McDonald
 Chief Executive Officer
 23 January 2019

Colm Mooney
 Executive Director
 Infrastructure Management and Maintenance
 Canberra Hospital Health Services

23 January 2019

Action Officer: Sophie Gray
 Unit: Social Infrastructure Branch, IFCW
 Extension: 47022



ACT
Government

Chief Minister, Treasury and
Economic Development

Upgrading and Maintaining ACT Health Assets
(UMAHA) Nursecall and ICT Package Construction
and the Linear Accelerator (LINAC) Replacement

Project
Attachment A

Panel of Project Managers Procurement and Contract Authorisation Minute

PART B

WORK ORDER SUMMARY	
Project Manager's Representative	Name: [REDACTED] Telephone: [REDACTED] Email address: [REDACTED]
Pricing Information:	<p>Lump Sum Components</p> <p>Profit and Support Management Fee (Section A)</p> <p>Reimbursable Components</p> <p>Administration costs (Section B)</p> <p>On Site Key Personnel (Section B)</p> <p>Project Manager's Subcontracts and Materials (Section C)</p> <p>Day Labour Allowance (if required) (Section C)</p> <p>Plant and Equipment (if required) (Section C)</p> <p>Project Manager's Consultants (Section D)</p> <p>TOTAL Contract Sum (inc. GST)</p> <p>Trade Contracts with Principal (if required)</p> <p>Contingencies</p> <p>MAXIMUM PROJECT BUDGET (inc. GST)</p>
Confidential Text	Nil

DIRECTORATE DELEGATE AUTHORISATION TO IMPLEMENT THE PROJECT

I have the properly delegated authority from the Director General of the **Canberra Health Services** with regard to the above approved procurement expenditure to authorise an officer of the Chief Minister, Treasury and Economic Development Directorate, Infrastructure Finance and Capital Works, to sign documents as may be required to effect the delivery of the Project.

I also have the properly delegated authority from the Director General of **Canberra Health Services** with regard to the above approved procurement to expend [REDACTED] per Work Health and Safety Audit in accordance with the Active Certification Policy <http://www.procurement.act.gov.au/About/active-certification>. There is also up to \$1500 in the project budget to undertake an Industrial Relations and Compliance Audit if necessary.

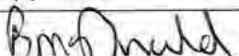
As part of the procurement process, **SHAPE Australia Pty Ltd** has requested under section **34(1) (a) & (b)** of the *Government Procurement Act 2001* (GPA) that selected contents of their Work Order including reimbursable Costs for on Site Key Personnel to be kept confidential.

In accordance with section 35(1) of the GPA, the responsible Territory entity must not agree to any part of the contract being confidential text, unless satisfied that –

- (a) *the disclosure of the text would –*
- (i) *be an unreasonable disclosure of personal information about a person; or*
 - (ii) *disclose a trade secret; or*
 - (iii) *disclose information (other than a trade secret) having a commercial value that would be, or could reasonably be expected to be, destroyed or diminished if the information were disclosed; or*
 - (iv) *be an unreasonable disclosure of information about the business affairs of a person;*
 - (v) *disclose information that may put public safety or the security of the Territory at risk; or disclose information prescribed by regulation for this section;*
- (b) *a requirement imposed under law requires a party to the contract to keep the text confidential*

then the Confidentiality request may be granted.

Infrastructure Finance & Capital Works is satisfied that the exemption is allowable in accordance with the provisions of the legislation. Therefore, it is recommended that you agree to the request from **SHAPE Australia Pty Ltd** to omit from the public text of the proposed Work Order the reimbursable costs for on Site Key Personnel as contained in their Work Order response, and treat this as confidential text in accordance with section 35 of the GPA.

Delegate Name	Bernadette McDonald	Phone Number	(02) 5124 4700
Position and Directorate	Chief Executive Officer, Canberra Health Services		
Statement	The Procurement and Contract Authorisation Minute and attachments are approved.		
Signature		Date	23/1/19



ACT
Government

Chief Minister, Treasury and
Economic Development

Attachment B

Panel of Project Managers Contract Variation Minute

PROCUREMENT OVERVIEW	
Name of Project	UMAHA Nursecall and ICT Package
Panel Project Manager	SHAPE Australia Pty Limited (SHAPE)
Panel Deed Number	2018.29696.110.10
Project Number	29111
Date of Original Authorisation	12 November 2018
Scope of variation	Engagement of SHAPE to undertake the bunkers base building upgrade work for the Linear Accelerator 2 and 3 replacement in Building 20 at Canberra Hospital.

FINANCIAL SUMMARY	
Funding Source	Funding for the Building 20 LINAC 2 and 3 replacement has been allocated with the Critical Assets Upgrade (CAU) appropriate at \$2M.
Original Project Managers Budget (inc GST)	[REDACTED]
Original Infrastructure Finance and Capital Works Fee (inc GST)	Paid for under a lump sum arrangement on funding source – Upgrading and Maintaining ACT Health Assets (UMAHA)
Original Total Budget (inc GST)	[REDACTED]
Variation to Project Managers Budget (inc GST)	[REDACTED]
Variation to Infrastructure Finance and Capital Works Fee (inc GST)	Will be paid for under a lump sum arrangement on funding source – Capital Asset Upgrade (CAU)
Variation to Budget (inc GST)	[REDACTED]
Revised Project Managers Budget (inc GST)	[REDACTED]
Revised Infrastructure Finance and Capital Works Fee (inc GST)	Nil
Revised Total Budget (inc GST)	[REDACTED]

The total revised budget (inc GST) of [REDACTED] composes of two (2) separate work orders due to the PMA panel 1 expiring and the creation of PMA panel 2. Work Order 1 (PMA Panel 1) is to the value of [REDACTED]. Work Order 2 (PMA Panel 2) is to the value of [REDACTED]. The total Project Managers budget (Work Order 1 and Work Order 2) is [REDACTED].

INFRASTRUCTURE FINANCE AND CAPITAL WORKS ENDORSEMENT			
Project Officer	Susu El-Husseini Infrastructure Finance and Capital Works, Social Infrastructure Branch	Signature and Date Phone Number	[Redacted] 17/12/18 (02) 5124 8650
PM Panel Manager	Rebecca Power	Signature and Date	(02) 6205 4418
Manager	Sophie Gray Director, Infrastructure Finance and Capital Works, Social Infrastructure Branch	Signature and Date	(02) 5174 7022 19.12.18
Director	Sophie Gray Director, Infrastructure Finance and Capital Works, Social Infrastructure Branch	Signature and Date	(02) 5174 7022 19.12.18
PMA Panel Director	Andrew Parkinson	Signature	[Redacted] 4593 19/12/18
DIRECTORATE CONTACT OFFICER / MANAGER ENDORSEMENT			
Name	Dave Gilbert	Phone Number	(02) 5124 7791
Directorate, Branch and Section	Director, Infrastructure Management and Maintenance, Canberra Health Services		
Signature	[Redacted]	Date	19/12/2018
DIRECTORATE DELEGATE AUTHORISATION TO VARY THE PROJECT			
Delegate Name	Bernadette McDonald	Phone Number	(02) 5124 4700
Position and Directorate	Chief Executive Officer, Canberra Health Services		
Statement	The Contract Variation Authorisation Minute and attachments are approved.		
Signature	Bernadette McDonald	Date	23/1/19

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Thursday, 17 January 2019 11:32 AM
To: Mogford, Sarah (Health)
Subject: RE: Technical Support for SaMD systems in Radiation Oncology.
 [SEC=UNCLASSIFIED]

Thanks for the heads up re Matt.

If they take these resources away, it needs to be replaced otherwise patient treatment will inevitably be adversely affected. I'm not sure there is a good understanding by the DSD folk of the impact.

Let me know if you need anything from me ... happy to help.

Best
 Ben

From: Mogford, Sarah (Health)
Sent: Wednesday, 16 January 2019 7:26 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: Re: Technical Support for SaMD systems in Radiation Oncology. [SEC=UNCLASSIFIED]

To be honest Ben I've had a couple of meetings with Justine and nothing gets done. Peter McNiven is her boss and may be a better target. I will talk to Cathie O'Neill too.

Just FYI Matt Goldrick has nothing to do with us anymore.

Regards
 Sarah

Sent from my iPhone

On 16 Jan 2019, at 6:01 pm, Cooper, Ben (Health) <Ben.Cooper@act.gov.au> wrote:

Ravi,

Thanks for the advice. Sarah – glad that there's a stop gap for the time being with hot desks, but a longer term arrangement that fulfils the crucial clinical needs as Ravi pointed out needs to be addressed.


Sarah, Matt, your thoughts? Shall we meet with Justine Spina as first step?

Best
 Ben

From: Ravi, Thura (Health)
Sent: Tuesday, 15 January 2019 3:16 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Goldrick, Matthew (Health) <Matthew.Goldrick@act.gov.au>
Subject: Technical Support for SaMD systems in Radiation Oncology. [SEC=UNCLASSIFIED]


Hi Ben

Several software systems used in Radiation oncology are critical for Radiotherapy delivery. These systems are defined as Software as a Medical Device (SaMD) by TGA (<https://www.tga.gov.au/regulation-software-medical-device>). Continues technical support for systems incorporated with SaMD are crucial for effective and efficient Radiotherapy delivery. Importantly technical support for these systems are underpinning MPRE services to Radiation Oncology. Mainly Alvin Ramos and Renga Soundararajan were recruited and trained to provide the above mentioned Technical Support. They are providing the technical support to the best of their ability and acknowledged by MPRE and Radiation Oncology staff.



Regards
Ravi

Thura Ravi

Principal Medical Physicist Medical Physics and Radiation Engineering
Phone: 6244 3512 |  Fax: 6244 3819 | Email: thura.ravi@act.gov.au

<image002.jpg>

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Thursday, 17 January 2019 11:43 AM
To: Mogford, Sarah (Health); Freeman, Nigel (Health); Leeper, Verity
Cc: Gustafsson, Helen (Health); Legge, Kim (Health); Ravi, Thura (Health); Basaula, Deepak (Health)
Subject: RE: Radiation Protection Blg-19 plans [SEC=UNCLASSIFIED]
Attachments: WR-2012-001-MP_SkyshineAtProposedCRCCBuilding_with_Scaffolding.pdf

Hi All,

This might help regarding evidence for meeting radiation safety requirements.

This document (see attached) has probably already been passed around, but the report mentions that back in 2012, LA1 bunker was a bigger issue because roof shielding was lower (original linac in LA1 bunker presumably didn't have 18X).

It's still a good idea to try and hunt down both the LA2 bunker plans and the building 19 plans – looks like IQON construction contractors built building 19.

IN the conclusion, it mentions to limit 18X use under very particular conditions:

- 3 minutes per hour between 188 and 197 degrees gantry position for largest field

If LA2 is better shielded on the roof, then the same restriction would be a conservative recommendation for LA2.

Best
Ben

From: Mogford, Sarah (Health)
Sent: Wednesday, 16 January 2019 3:37 PM
To: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>
Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>
Subject: RE: Radiation Protection Blg-19 plans [SEC=UNCLASSIFIED]

Hi Nigel

Do we have access to any radiation protection assessments that would have been done for the current LA2 bunker with regards to B19?

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

Care | Excellence | Collaboration | Integrity



We acknowledge the traditional custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: Freeman, Nigel (Health)
Sent: Wednesday, 16 January 2019 2:43 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>
Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Radiation Protection Blg-19 plans [SEC=UNCLASSIFIED]

Hi Verity,

To meet the safety requirements set for operation of the linac we need to demonstrate the adequacy of radiation protection arrangements in achieving set limits of exposure to staff, patients and members of the public. Since Blg19 is occupied then it is appropriate that the adequacy of radiation protection arrangements is determined for those who occupy that building. To do this work we need to have the architectural details of building 19.

Regards, Nigel

From: Leeper, Verity
Sent: Wednesday, 16 January 2019 10:25 AM
To: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>
Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Radiation Protection Blg-19 plans [SEC=UNCLASSIFIED]

Hi Nigel

But why do you need to work out which rooms in B19 are exposed? This is not a new location, the ISO centre doesn't change?

V

From: Freeman, Nigel (Health)
Sent: Wednesday, 16 January 2019 10:24 AM
To: Leeper, Verity <Verity.Leeper@act.gov.au>
Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Radiation Protection Blg-19 plans [SEC=UNCLASSIFIED]

Hi Verity,

Since we need to determine which rooms in building 19 are being exposed to radiation we need to understand the 3D geometry of the areas surrounding the radiation source. This is why building plans are needed.

Regards, Nigel

From: Leeper, Verity

Sent: Wednesday, 16 January 2019 9:47 AM

To: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>

Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>

Subject: RE: Radiation Protection Blg-19 plans [SEC=UNCLASSIFIED]

Hi Nigel

I don't really understand why you need the B19 plans given we are moving to lesser energies. Why is this required?

V

From: Freeman, Nigel (Health)

Sent: Monday, 24 December 2018 3:10 PM

To: Leeper, Verity <Verity.Leeper@act.gov.au>

Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>

Subject: RE: Radiation Protection Blg-19 plans [SEC=UNCLASSIFIED]

Hi Verity,

I looked through the selection of architects plans in the Project folder.

They help with the ground floor layout, but we really need plan & elevation for each floor building 19, so we can determine the location of the blding 19 rooms adjacent to the bunkers.

Can facilities provide plans for building 19 ?

Regards, Nigel

From: Freeman, Nigel (Health)

Sent: Thursday, 20 December 2018 7:55 PM

To: Leeper, Verity <Verity.Leeper@act.gov.au>

Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Elsaleh, Hany (Health) <Hany.Elsaleh@act.gov.au>

Subject: RE: Radiation Protection Update 20dec18 [SEC=UNCLASSIFIED]

Hi Sarah & Verity, Thanks for chasing that option re FFF.

In progressing the radiation protection activities, I met with Ben and Kim yesterday to

1. formulate the processes of informing stakeholders (from a radiation protection perspective) radiation protection issues related to the project . This is driven in the main by the fact the project will increase interest and surveillance of radiation protection issues from staff, patients, the public, contractors and possibly the media, which may result in requests for information, questions and concerns being raised. Ben has agreed, as RSO, to keep the Radiation Safety Committee and HPS updated. In paving that pathway for audit and survey work that MPRE and external auditors will need to do in building 19, Ben will liaise/communicate with appropriate staff ahead of the planned first set of measurements planned for some time during the week commencing the 7th January, and
2. ensure our own local CHS responsibilities and requirements are understood and are in order. Ben has agreed to communicate formally to the Executive (as the responsible person and registered owner) their responsibilities. In relation other licensees (RO, RT, MP, RE) it would be prudent to refresh knowledge of responsibilities under individual licences, radiation source registration and responsibilities as outlined in the

Radiation Oncology Radiation Management Plan. The status and accuracy of the Radiation Oncology Radiation Management Plan needs to be confirmed and consideration given to any changes that may be evident. Other stakeholders include the HPS(Ravi is already communicating with them) and any contractors.

Regards, Nigel

From: Leeper, Verity

Sent: Thursday, 20 December 2018 1:37 PM

To: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>

Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>

Subject: RE: Radiation Protection Update [SEC=UNCLASSIFIED]

Hi Nigel

I spoke to Sarah re FFF commissioning and she says Chris Lee Chief Physicist at Gosford is an expert and has given talks, etc. She'll reach out to him for assistance

Verity

From: Freeman, Nigel (Health)

Sent: Monday, 17 December 2018 6:12 PM

To: Leeper, Verity <Verity.Leeper@act.gov.au>

Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>

Subject: RE: Radiation Protection Update [SEC=UNCLASSIFIED]

Hi Verity,

The 2008 plans are useful as they will show how building 19 is exposed to the beams.

Hopefully HPS and or RSG will come through with some more details on the bunker. I will case them up.

Re FFF sites, we can ask a favour of centres we know have FFF, but it is better if we also have Varian suggest sites as then we have an more formal "intro".

So if Varian could be asked to recommend site(s) that would be useful.

Regards, Nigel

From: Leeper, Verity

Sent: Monday, 17 December 2018 2:25 PM

To: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>

Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>

Subject: RE: Radiation Protection Update [SEC=UNCLASSIFIED]

Hi Nigel

Thanks for the update. When do you think you'll have clarification from HPS?

Health Infrastructure was able to source additional site plans from the architects who did the extension in 2008. These are located at Q:\TCH\medicalservices\Radiation Oncology\Projects\Active\Clinical Infrastructure Program\!Manage\Site Plans

Varian didn't identify sites which had implemented FFF. I can enquire if need be

Verity

From: Freeman, Nigel (Health)

Sent: Monday, 17 December 2018 1:01 PM

To: Leeper, Verity <Verity.Leeper@act.gov.au>

Cc: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>

Subject: Radiation Protection Update [SEC=UNCLASSIFIED]

Hi Verity,

Bunker Information:

We are still missing some firm information for the LA2 bunker, primarily relating to bunker shielding details.

I know you have been trying to obtain records from Facilities Management and I have also requested historical data held by Health Protection Services, and Radiation Services Group. HPS says they have a file on record from 2006 and are trying to extract that from archives. RSG has yet to respond & I wonder if you have had any further information.

I will send out a general email to the RT's and MP's asking if anyone is aware of any records for the LA2 bunker.

ACT Health Protection Services Requirements:

Ravi & I are clarifying the HPS their requirements re radiation safety such as reports, surveys, validation/verification and timing.

FFF Beams:

I also want to check in with centres that are using Varian FFF (Flattening Free Filter) beams to determine their experiences with commissioning FFF at their site.

Did Varian identify any sites in the tender/procurement process that we could contact/visit ?

Documents(legislation, standards, codes for compliance) for Endorsement:

The list of radiation protection documents almost complete and I will send you the list once we have confirmed them with the MP group.

Regards, Nigel

Radiation Exposure from the LA1 Medical Linear Accelerator at the Proposed CRCC Building During and After Construction Including the Proposed Scaffolding

Sean Geoghegan

Abstract

During The Canberra Hospital expansion a new building to house the Capital Region Cancer Centre (CRCC) is to be built adjacent to the LA1 and LA2 linear accelerator bunkers in the Radiation Oncology building on the campus. The radiation dose from the high energy photons (18 MeV photons) produced by the LA1 medical linear accelerator is of concern. This report provides an assessment of the adequacy of roof shielding over the LA1 bunker paying particular attention to the positioning of the scaffolding to be assembled as part of the construction of the CRCC.

Measurements of dose rates on the roof top and calculations of doses at the proposed building site were made and reported on in an earlier report (*WR-2011-003-MP*) the bulk of which is reproduced in this report.

It is concluded that no restrictions are required on the normal clinical use of the linear accelerator LA1, both during the construction and when the building is occupied. However, during the physics work associated with the installation, acceptance and commissioning of the new LA1, the 18 MeV photon beam should not be pointed at gantry angles 188 to 197°, while using largest radiation fields, for prolonged times (more than 3 minutes out of an hour). It needs to be noted that there are no plans for irradiation to occur under these conditions because the standard configuration is to have the beam pointed towards the floor with a data measurement system (a large water tank) placed under the beam. This arrangement prevents the gantry from being rotated beyond 90° either side otherwise the gantry would collide with the sensitive physics measurement equipment.

There are no practical restrictions on the installation, acceptance and commissioning of the new LA1, nor on the routine clinical use of the equipment, for the safety of workers on the CRCC construction site, including those on the scaffolding, to be assured.

Introduction

With The Canberra Hospital expansion a new five storey CRCC building is planned. The new building will be located adjacent to the LA1 and LA2 linear accelerator bunkers, thus the radiation dose from the accelerators is of concern, particular that from LA1 where the thickness of the concrete roof shielding is less than that for the LA2 bunker.

Aim

The aim is to check adequacy of roof design over the LA1 bunker. To do that, in a previous report (WR-2011-003-MP) the following were determined:

- Dose rate on the roof top
- Roof thickness and height
- Instantaneous dose rate at the planned CRCC building
- Dose at the planned CRCC building taking workload into account
- Leakage radiation (of concern when new linear accelerator will be commissioned)
- Skyshine radiation at the planned building site

These results were used to determine the possible radiation exposure to workers on the scaffolding proposed to be assembled for the CRCC construction.

Method

Equipment used:

- Mini Smart ION Survey Meter, Instrument 21005; serial no 281; certificate no 4244 (A loan unit from ADM Nuclear Technologies)
- RadEye B20 (1 pancake GM-tube) S/N 0859
- Fluke Biomedical Victoreen 489-110D S/N 126581 (Geiger-Mueller Probe)

Experimental setup:

- LA1 linear accelerator
- At maximum dose rate of 600 MU/min
- For photon energies of 6 MeV and 18 MeV
- Largest field size ($40 \times 40 \text{ cm}^2$)
- Gantry at $180-200^\circ$ (every 5°)

Measurements were done on 3 June 2011, on the roof top above the LA1, using the Mini Smart ION Survey Meter.

Stages:

- 1) Finding the location directly above isocentre by finding the point with maximum dose rate when gantry is at 180° (P_{180}) (estimate and a small grid (every meter), then more points around the point with maximum reading).
- 2) At P_{180} , measurements with the 3 available survey meters (as an exercise in choice of type of survey meter).

Quality Management System

Document:

Q:\TCH\clinicalservices\Biomedical Eng\Medical Physics\Publications\Reports\WR-2012-001-MP_SkyshineAtProposedCRCCBuilding_with_Scaffolding.docx

- 3) Measurements in one line from P₁₈₀ towards the future building site, at points corresponding to where the gantry is pointing to at gantry angles of 185°, 190°, 195° and 200° (with corresponding point names P₁₈₅ P₁₉₀ P₁₉₅ P₂₀₀).

Based on the measurements, the following were calculated:

- 1) Roof thickness (as concrete thickness giving the same transmission factor for photons);
- 2) distance from beam focal spot to roof top (when gantry at 180°);
- 3) isocentre dose rate;
- 4) instantaneous dose rate at the proposed building;
- 5) dose at the proposed building assuming workload of 10 Gy/h;
- 6) leakage radiation;
- 7) skyshine radiation; and
- 8) radiation exposure on scaffolding.

Roof Thickness, Distances and Isocentre Dose Rate

The measurement results and the Equation 1 was used to iteratively (using "Solver" function in Microsoft Excel) determine the distance from the beam focal spot to measurement point (roof top) (d), roof thickness (t) and isocentre dose rate.

$$\dot{D}(x, \alpha) = \frac{M_{ISO}}{d^2 + x^2} \cdot 10 \left(\frac{t\sqrt{x^2 + d^2} - TVL_1}{d \cdot TVL_e} + 1 \right)$$

Equation 1, where:

$\dot{D}(x, \alpha)$ – measured dose rate at point 'x' meters from location on roof top directly above isocentre

M_{ISO} – dose rate at isocentre

x – horizontal distance from isocentre to measurement point

d – vertical distance from beam focal spot (target) to roof top when gantry at 180°

t – thickness of roof (concrete-equivalent)

Instantaneous Dose Rate at CRCC Building

Three points at the proposed building were defined as shown of Figure 1; all on the wall closes to the linear accelerator bunkers, in shortest distance from the location of accelerator's isocentre:

- A – on top of the expected building
- B – in the middle of the top, fifth floor
- C – in the middle of fourth floor

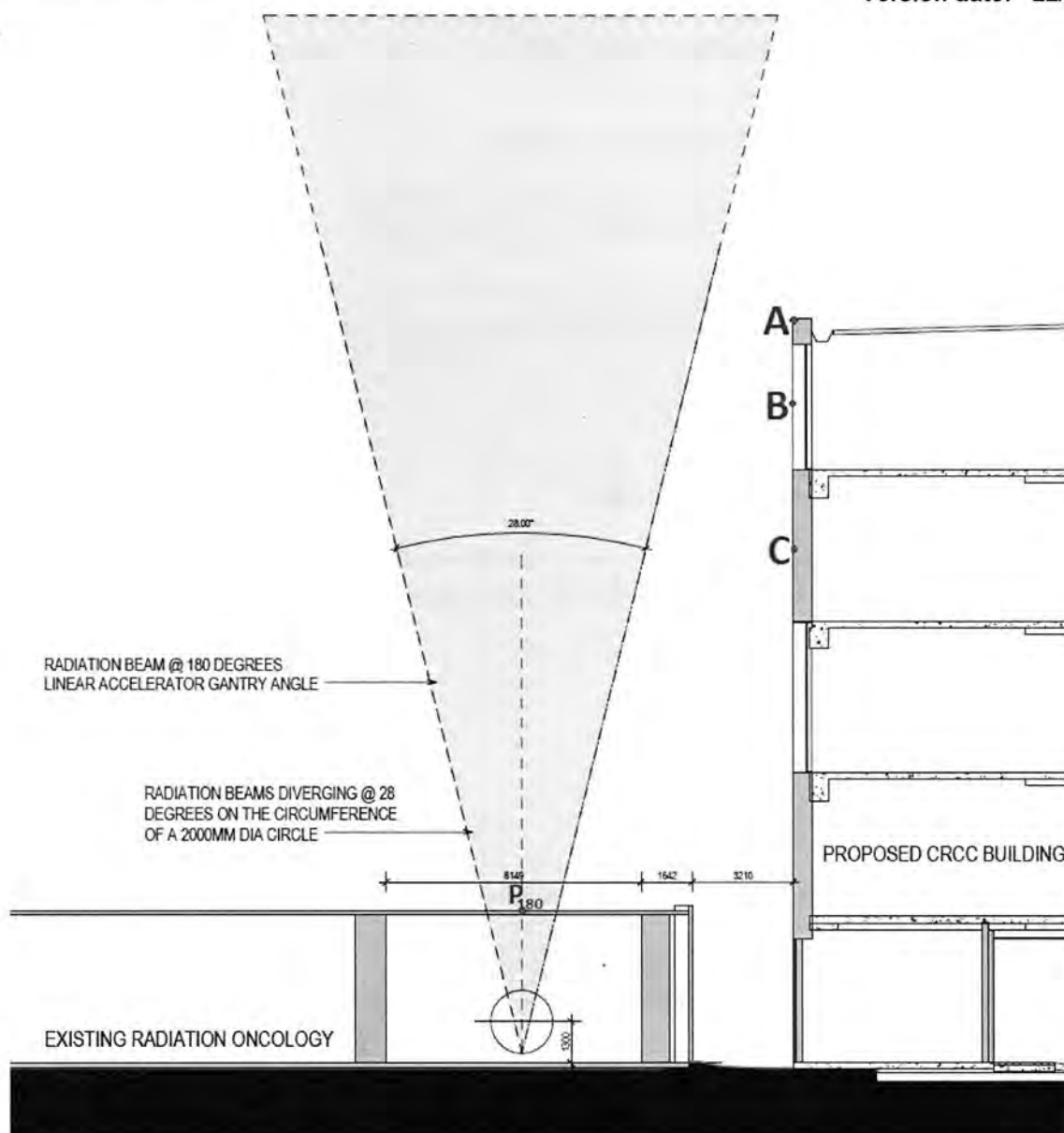


Figure 1 Drawing of the proposed CRCC building and the existing Radiation Oncology provided by the architect with added location of the measurement and dose estimation points. The beam focal spot, isocentre location, beam direction at gantry angle 180° and beam divergence with the maximum field size ($40 \times 40 \text{ cm}^2$) for the linear accelerator are shown.

From drawings provided by the architect the following distances were calculated:

- Height of point A: 21.98 m
- Height of point B: 19.49 m
- Height of point C: 15.16 m
- Isocentre to wall of the planned CRCC building (horizontal): 8.93 m

The calculations were done in two ways:

- using directly the point measurements on the roof top and approximate gantry angles
- using derived from measurements roof thickness and roof height

Workload Corrected Dose Rate

Following assumptions were made:

- workload of 10 Gy/h - this should correspond to about five patients an hour (standard treatment)
- 40 h/week – time when linear accelerator is in use
- firstly, beam pointing at the A, B and C locations at all times when “beam on” and
- secondly, beam pointing at the A, B, C points 10% of the “beam on” time

Leakage Radiation

Leakage radiation could be relevant during physics’ commissioning work, when radiation beam is turned on for prolonged times (comparing with standard use of linear accelerator for patient treatment).

It can be assumed the leakage from treatment head is 0.1% of dose output at the isocentre (NCRP Report No 151).

For the calculations following assumptions were made:

- Gantry at 0°
- Continuous beam “on”

Skyshine Radiation

Skyshine radiation was calculated using the Equation 2 below (taken from the NCRP Report No. 151, eq. 5.1).

$$\dot{H} = \frac{2.5 \cdot 10^7 (B_{XS} \cdot \dot{D}_0 \cdot \Omega^{1.3})}{(d_i \cdot d_s)^2}$$

Equation 2, where:

\dot{H} – dose-equivalent rate, nSv/h

B_{XS} – roof shielding transmission for the corresponding photon energy

\dot{D}_0 – absorbed dose output at the 1 m from target, Gy/h

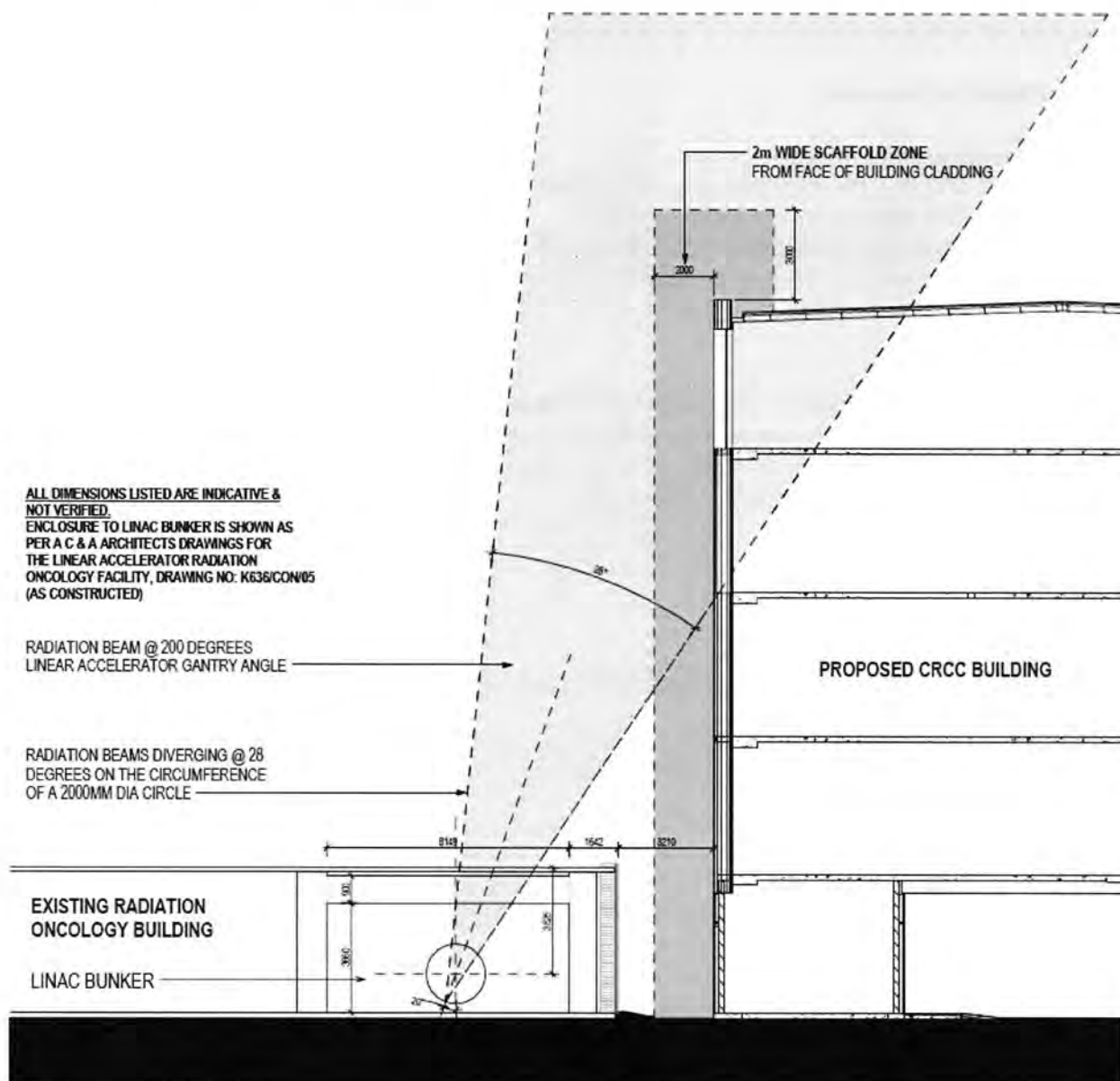
Ω – solid angle of the maximum beam in steradians

d_s – shortest distance from isocentre to the new building, horizontally

d_i – shortest distance from the accelerator’s target, when gantry is at 180°, to a point 2 m above roof top

Radiation Exposure on Scaffolding

The position of the proposed scaffolding is shown in Figure 2. This changes some of the distances used in the calculations, the principal effect being slightly increasing the calculated radiation exposure due to the scaffolding being closer to the radiation source. The behaviour of radiation exposure with distance follows an inverse square law which if the distance between the source and point of interest is reduced, as is in this case, increases the radiation exposure rate. The only change to the calculation data is to reduce the horizontal distance from the isocentre to the edge of the scaffolding by 2,000 mm. The same calculation method was used based on the Excel workbook named *RoofShieldingAssessment.xlsx* which was saved as *RoofShieldingAssessment_20120222.xlsx* with the scaffolding data included.



2 S27 - LINAC LOCATION 200
A110 1 : 100

DIAGRAMS BASED ON INFORMATION BY:

- SEAN GEOGHEGAN (TCH CHIEF MEDICAL PHYSICIST)
- IQON PTY. LTD

Figure 2 Drawing of the proposed CRCC building and the existing Radiation Oncology provided by the architect with the proposed scaffolding added to Figure 1 and the direction of the beam at widest collimation with a gantry angle of 200° including beam divergence with the maximum field size ($40 \times 40 \text{ cm}^2$) shown.

Results and Discussion

Results of measurements

- 1) Dose rate at P₁₈₀ was 0.6 mSv/h and 10 mSv/h for 6 and 18 MeV photon beams, respectively.
- 2) Dose rate at other measurement points:

Table 1 Measurements on roof top in varying points.

	dose rate, mSv/h		distance from P ₁₈₀ , cm
	6MV	18MV	
P ₁₈₀	0.600	10.000	0.0
P ₁₈₅	0.450	9.000	82.0
P ₁₉₀	0.360	7.500	123.0
P ₁₉₅	0.160	3.600	184.5
P ₂₀₀	0.014	0.300	287.0

- 3) Comparison of survey meters:

Table 2 Comparison of survey meters.

	dose rate, mSv/h (6MV)		
	Smartlon	RadEye	Victoreen 489
P ₁₈₀	0.600	0.076	0.070

The RadEye and Victoreen 489 survey meters underestimate the dose rate. This result can be expected as GM-based survey meters are known to underestimate dose rate in pulsed fields.

Results of calculations

1. Calculation of roof thickness (as concrete thickness giving the same transmission factor for photons), distance from isocentre to roof top and isocentre dose rate.

The results were:

- 'd' equal 4.22 m and 4.95 m for 6 MV and 18 MV beams, respectively
- 't' equal 1.54 m and 1.38 m for 6 MV and 18 MV beams, respectively

The values for the "worst case" scenario ('d' equal 4.95 m and 't' equal 1.38 m) were used for further calculations. The isocentre dose rate was determined to be 360 Gy/h for both photon beam energies.

2. Calculation of the instantaneous dose rate at the building.

2. a. Calculation of the instantaneous dose rate at the building – using directly the point measurements on the roof top and approximate gantry angles

For the accelerator's beam to point directly at points A, B and C the gantry would have to be at angles close to or larger than 200° . At this angle the roof top measurements dropped significantly due to beam reaching the primary barrier, thus the estimated instantaneous dose rate would be very small (Table 3, results to the left).

Assuming the largest field size (40x40 cm) is used, if edge of the radiation field is pointing at points A, B, C, then measurements for lower gantry angles than 200° can be used (Table 3, results to the right).

Table 3 Instantaneous dose rate at the new building, using directly the measurements.

	gantry pointing at the corresponding point			edge of field pointing at A, B, C			On scaffolding
				edge of field pointing at A, B, C			edge of field pointing at A, B, C
	inst photon dose rate, mSv/h			inst photon dose rate, mSv/h			inst photon dose rate, mSv/h
	6 MeV	note	18 MeV	6 MeV	note	18 MeV	18 MeV with scaffolding
A	0.001	(200deg)	0.012	0.014	(190deg)	0.301	0.318
B	0.001	(200deg)	0.015	0.018	(190deg)	0.365	0.391
C	-	(>200deg)	-	0.011	(195deg)	0.255	0.282

Taking into account the calculations for edge of radiation field pointing at the A, B and C points, the allowed "beam on" time is shown in Table 4.

Table 4 Allowed "beam on" time for 18 MV photon beam, using directly the measurements and approximate gantry angles.

	time 18 MeV photons allowed on (so that total dose <0.02 mSv/h); edge field pointing at A,B,C		with scaffolding
	fraction of hour	minutes	minutes
A	0.07	3.99	3.78
B	0.05	3.29	3.07
C	0.08	4.70	4.25

2. b. Calculation of the instantaneous dose rate at the building – calculations using derived from measurements roof thickness and roof height (distance from beam focal spot when gantry at 180° to roof top).

The results are summarized in Table 5; the allowed "beam on" time - in Table 6.

Table 5 Instantaneous dose rate at the new building, using calculated roof thickness and height.

	gantry pointing at the corresponding point		with scaffolding
	inst dose rate, mSv/h		
	6 MeV	18 MeV	18 MeV
A	4.39E-03	1.61E-01	2.14E-01
B	4.01E-03	1.61E-01	2.29E-01
C	2.60E-03	1.34E-01	2.34E-01

Table 6 Allowed "beam on" time for the 18 MeV photon beam, using calculated roof thickness and height.

	time 18 MeV photons allowed on (so that total dose below 0.02 mSv/h)		with scaffolding	
	fraction of hour	minutes	fraction of hour	minutes
A	0.12	7.46	0.09	5.62
B	0.12	7.46	0.09	5.24
C	0.15	8.93	0.09	5.14

3. Dose assuming workload of 10 Gy/h.

The results are shown in Table 7.

Table 7 Dose at points A, B and C taking into account the workload, and assuming beam pointing at these points at all times when "beam on".

	dose in hour, mSv		dose in week, mSv		18 MeV photons with scaffolding	
	6 MeV	18 MeV	6 MeV	18 MeV	mSv/h	mSv/week
A	4.28E-04	4.47E-03	1.71E-02	1.79E-01	5.94E-03	2.37E-01
B	4.03E-04	4.47E-03	1.61E-02	1.79E-01	6.36E-03	2.55E-01
C	2.84E-04	3.73E-03	1.14E-02	1.49E-01	6.49E-03	2.60E-01

Values in Table 7 are an overestimation, as beam would not be pointed in that direction at all times.

Results, if it is assumed that beam points at the A, B, C points 10% of the "beam on" time, are shown in Table 8. Also note that these are only results for that particular beam direction; scatter from other gantry angles was not included.

Table 8 Dose at points A, B and C taking into account the workload and assuming the radiation beam is pointing at these points 10% of time.

	dose in hour, mSv		dose in week, mSv		18 MeV photons with scaffolding	
	6 MeV	18 MeV	6 MeV	18 MeV	mSv/h	mSv/week
A	4.28E-05	4.47E-04	1.71E-03	1.79E-02	5.94E-04	2.37E-02
B	4.03E-05	4.47E-04	1.61E-03	1.79E-02	6.36E-04	2.55E-02
C	2.84E-05	3.73E-04	1.14E-03	1.49E-02	6.49E-04	2.60E-02

4. Leakage radiation

The results of calculations of leakage radiation are summarised in Table 9 for the building without scaffolding. Leakage radiation is less than other contributors to radiation exposure and the effect on scaffolding will similarly be less than for the dose rates in Table 8.

Table 9 Leakage radiation.

	Leakage [mSv/h]	
	6 MeV	18 MeV
A	1.81E-05	1.61E-04
B	1.45E-05	1.61E-04
C	1.02E-05	1.34E-04

5. Skyshine radiation

The results are shown in Table 10.

Table 10 Skyshine radiation, taking into account workload.

	6 MeV	18 MeV	18 MeV with scaffolding
Bxs	8.70E-05	6.87E-04	6.87E-04
H, nSv/h	0.86	6.77	11.24
H, mSv/h	8.56E-07	6.77E-06	1.12E-05
H, mSv/week	3.42E-05	2.71E-04	4.50E-04

Discussion

The recommendation for uncontrolled area is that the dose-equivalent rate is equal or less than 0.02mSv/week (NCRP Report No. 151), which equates to 1 mSv per year (about half the natural background radiation exposure to persons living in Australia). This value is used for the analysis here.

The “worst case scenario” roof thickness and height from target were found to be 1.38 m and 4.95 m, respectively.

The instantaneous dose rate at the proposed building would impose no limits on the use of 6 MeV photon beam; the use of 18 MeV photon beam would have to be limited to about three minutes, provided edge beam is pointing at the proposed building all that time and the largest field size is used. When the centre of the beam is directed at the A, B, C points at the proposed building, the primary barrier of the bunker wall is attenuating the beam.

In clinical practice it is unlikely for a beam to be used with the largest field size and gantry in between about 188 and 197° (only conditions when a direct beam, not passing primary barrier but only roof shielding, would pass through points A, B, C on Figure 1) for more than three minutes per hour. Thus no restrictions are necessary for clinical use of the 18 MeV photon beam.

In the physics work associated with installation, acceptance and commissioning of the new LA1 medical linear accelerator, the 18 MeV photon beam should not be pointed at these gantry angles (188 to 197°) for more than three minutes per hour if large field size is used.

Taking into account the workload of 10 Gy/h (about 5 standard patient treatments per hour) and 40 h/week of clinical use of the medical linear accelerator, there are no restrictions on use of 6 MeV photon beam; again the dose from 18 MV photon beam is above the recommendation for uncontrolled area, but that’s again assuming the beam would be pointed at the A, B, C points at all times and with large field size. In reality, this is not the case with the majority of beams pointed along the four cardinal directions (0°, 90°, 180° and 270°) which are not directed towards the scaffolding or the CRCC building without sufficient concrete shielding being in the beam path.

Quality Management System

Document:

Q:\TCH\clinicalservices\Biomedical Eng\Medical Physics\Publications\Reports\WR-2012-001-MP_SkyshineAtProposedCRCCBuilding_with_Scaffolding.docx

The dose contributions from both leakage and skyshine radiation doses were in worst case about 75 times smaller than the recommended limit for uncontrolled area.

A previous report "WR-2010-008-MP Skyshine Report" investigating skyshine radiation outside the LA1 accelerator bunker at the ground level and at the multi-storey car park roof found no restrictions were necessary for the use of the LA1 accelerator. However, in the WR-2010-008-MP report radiation surveys which underestimated the dose rate on the roof top above the LA1 accelerator were used (maximum value on the roof top reported on was 1.4 mSv/h compared to the 10.0 mSv/h found in the current report).

For that reason, this report confirms the previous report's findings with respect to the current clinical use of the LA1 accelerator; however it imposes some restriction on the physics use of the accelerator during the installation, acceptance and commissioning of any new medical linear accelerator to be installed in the LA1 bunker.

It may be worth considering monitoring the radiation exposure on the work site by placing a radiation monitor in the worst possible location on the scaffolding to document the radiation exposure to an imaginary person who spends 24 hours per day at that location. Such a monitor would need to be installed in a weather and tamper proof box securely fastened to the exterior of the scaffolding in line with the central axis of a radiation beam emanating from the LA1 linear accelerator.

Conclusion

No restrictions are required to be placed on the regular clinical use of the linear accelerator LA1, both during the construction and when the building is occupied. During physics work, the 18 MeV photon beam should not be pointed at gantry angles 188 to 197^o, while using large radiation fields, for prolonged times (more than three minutes out of an hour). In practice, there are no practical restrictions on the installation, acceptance and commissioning of the new LA1, nor on the routine clinical use of the equipment, for the safety of workers on the CRCC construction site, including those on the scaffolding, to be assured.

References

- S Gill, *Skyshine Radiation Report for Radiation Oncology at TCH*, WR-2010-008-MP, ACTGHD Q: drive.
- A Kazi, *Report on the Skyshine Radiation at the Proposed CRCC Building*, WR-2011-003-MP, ACTGHD Q: drive.
- A Kazi, *RoofShieldingAssessment.xlsx*, Excel Workbook, ACTGHD Q: drive.
- A Kazi and S Geoghegan, *RoofShieldingAssessment_20120222.xlsx*, Excel Workbook, ACTGHD Q: drive.



CORRESPONDENCE COVER SHEET

URGENT

Correspondent:

Record Number: **CHS19/309**

Date Due:

Topic: PATIENT SERVICES ADMINISTRATION - Service Delivery - Approval for a Contract Variation to Refurbish Linear Accelerator 2 Treatment Bunker and Control Rooms

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

Assignee: Whittall, Christine since 25/03/2019 at 11:41 AM

Comments for Cover Sheet:

27 March 2019 - Complete - returned to Clinical + IHSS



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Services**

MINUTE

**SUBJECT: Approval for a Contract Variation to Refurbish
Linear Accelerator 2 Treatment Bunker and Control
Rooms**

To: Bernadette McDonald, Chief Executive Officer, Canberra Health Services

From: Colm Mooney, Executive Group Manager, Infrastructure and Health Support Services

Date: 15 March 2019

Purpose

To obtain approval for a contract variation to include the refurbishment of the treatment bunker and control room for linear accelerator 2 (Linac 2) in Radiation Oncology that is to be funded from the ACT Health Critical Asset Upgrades budget appropriation.

Background

At Canberra Health Services, Radiation Oncology is undertaking a program of works to replace two linear accelerators, the treatment planning system and migrate to vendor application hosting.

Procurement for the supply and installation of the replacement linear accelerators (Linac 2 and 3) from the preferred vendor, Varian Medical Systems, was approved in September 2018 (Attachment A).

This included approval to commence contract negotiations with the preferred vendor for building works, maintenance and training required to support the procurement of the linear accelerators. This followed the Government Procurement Board endorsement of a select tender process.

The contract negotiations identified the level of refurbishment for the treatment bunkers and console rooms. The Linac 2 bunker and control room have not been refurbished in more than 20 years and have extensive infrastructure issues (particularly electrical) which impact clinical operations and require to be addressed. A lower level of refurbishment is required for the Linac 3 bunker and control room which will commence when the order for the delivery of the Linac 3 machine has been placed.

An extensive analysis and design process has been undertaken with Infrastructure and Health Support Services, Infrastructure Finance and Capital Works, Radiation Oncology, and Varian Medical Systems to address infrastructure issues and agree to a scope of works for the refurbishment.

**Issues**

Refurbishment of the treatment bunker and control rooms are to be completed before each linear accelerator can be installed. Linac 2 will be delivered on 26 April 2019 with installation to commence on 29 April 2019. This is a critical date with significant implications if the installation is impacted by delays in the refurbishment works.

This is due to the design process and the number of contractor resources required to meet the prescribed refurbishment timeframes. A process of negotiation with the vendor and sub-contractor has occurred to ensure the refurbishment works represent appropriate value for money.

Funding

Project funding of [REDACTED] has been allocated from the ACT Health Critical Asset Upgrades budget appropriation. The cost for the refurbishment of the treatment bunker and control room of Linac 2 is [REDACTED]. Sufficient project funding is available to support this variation.

A separate variation will be provided for the treatment bunker and control room for Linac 3 when the order for the delivery of machine has been placed.

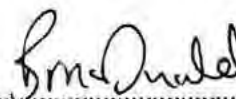
Recommendations

That you:

- Note the information contained in this minute

NOTED/PLEASE DISCUSS

- Approve a contract variation for Varian Medical Systems to include the refurbishment of the treatment bunker and control room for linear accelerator 2 for [REDACTED] Attachment B

AGREED/NOT AGREED/PLEASE DISCUSS

.....
Bernadette McDonald
Chief Executive Officer
Canberra Health Services

27 March 2019

Colm Mooney
Executive Group Manager
Infrastructure and Health Support Services
Canberra Health Services

15 March 2019

Action Officer: Dave Gilbert
Unit: Director Project Delivery
Extension: 47791

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Wednesday, 6 February 2019 5:46 PM
To: Morgan, Fiona (Health); Mogford, Sarah (Health); Kalla Veettil, Harilal (Health); Gustafsson, Helen (Health); Fittler, Brett (Health); Leeper, Verity
Subject: RE: Update from Varian Contract Meeting [SEC=UNCLASSIFIED]

Hi Fiona,

After a Quaterly PMI, physics would need about 6 hours to get through everything we needed to.

This would be in addition to our more frequent QA schedule.

Best
 Ben

From: Morgan, Fiona (Health)
Sent: Tuesday, 29 January 2019 3:53 PM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>
Subject: RE: Update from Varian Contract Meeting [SEC=UNCLASSIFIED]

Thanks for confirming all that Sarah

My feeling is a weekend PMI, and the other third on Monday morning, then physics doing any checks they need after lunch, with us potentially taking the linac back for a few hours of operation in the arvo if required.

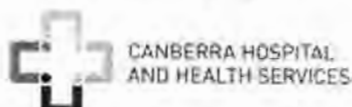
Not sure if this would work for physics? How much time physics may require after the PMI? Whether getting the linac back in the arvo is viable?

We can chat more on Monday

Fiona Morgan

Head of Treatment Radiation Therapist,
 Division of Cancer, Ambulatory and Community Health Support
 Canberra Hospital & Health Service
 P:(02) 6244 3173 | E: fiona.morgan@act.gov.au

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From: Mogford, Sarah (Health)
Sent: Thursday, 24 January 2019 6:12 PM
To: Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>; Morgan, Fiona (Health) <Fiona.Morgan@act.gov.au>
Subject: Update from Varian Contract Meeting [SEC=UNCLASSIFIED]

Hi All

Yesterday I had a meeting with Ashley Smith and Diana Andruczyk from Varian to discuss the TrueBeam and ARIA/Eclipse service and maintenance contracts. I had pre-warned them with me questions we had from our last meeting and here is the result.

PMI

- A PMI takes 1.5 days
- The Varian engineer can do them on their own and only needs someone onsite for safety purposes, so it can be any profession.
- I discussed maybe doing one third of the PMI on a Friday afternoon and then the other two thirds on the Saturday
- Or Sharing the PMI over 6 days (they didn't think Ed would go for this).

Flex Credits

- They have built in 24 FC per year and we can access all 9 years' worth whenever we want so there is no need to purchase the TrueBeam Tech Maintenance course on top of everything as we can use the FC.
- We currently have 25 in the bank.

Varian Engineer

- They had put contract figures around Varian maintaining all 4 Linacs so I corrected them that it would only be the TrueBeams to start.
- [REDACTED] pointed out that [REDACTED] would only put an engineer locally if they were supporting 5 Linacs in the region.
- I argued that in the RFQ that was not stated and the local engineer was based on the type of contract we went with. They will discuss this with [REDACTED]

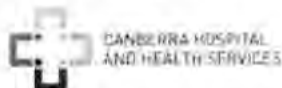
My feeling is we will need [REDACTED] to face us and confirm what has been discussed before we can get a final quote. We need to make this work for us. Please have a think about the PMI days and what you think would be the most reasonable solution moving forward.

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
Canberra Regional Cancer Centre
Canberra Hospital and Health Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Tuesday, 12 February 2019 12:56 PM
To: Kalla Veettil, Harilal (Health); Ravi, Thura (Health)
Cc: Mogford, Sarah (Health); Leeper, Verity; Gustafsson, Helen (Health)
Subject: RE: Radiation survey on LA2 linac head [SEC=UNCLASSIFIED]

Hi All,

It's quite likely that there will be a few components that will be mildly activated, particularly any metallic parts with copper.

Ravi, can you please ensure you record:

- Item description;
- Surface dose rate;
- Date recorded.

Please let me know if you find anything that is particularly active (≥ 5 micro Sv/hr).

Best

Ben

From: Kalla Veettil, Harilal (Health)
Sent: Tuesday, 12 February 2019 11:30 AM
To: Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Cc: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>
Subject: Radiation survey on LA2 linac head [SEC=UNCLASSIFIED]

Hi Ravi,

As we discussed over the phone, please do a radiation survey on LA2 linac head as soon we remove the secondary jaws and MLC.

Thanks and best regards,

Harilal KV

Senior Radiation Engineer
 Medical Physics and Radiation Engineering
 Canberra Hospital and Health Services
 Phone: (02) 5124 4583 [REDACTED]
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Hutchins, Tracy (Health)

From: O'Neill, Cathie (Health)
Sent: Tuesday, 12 February 2019 1:45 PM
To: Leeper, Verity; Mogford, Sarah (Health)
Subject: RE: Linear Accelerator [DLM=For-Official-Use-Only]

Verity will we be able to have all the documentation signed by then or will we be in the same boat in 2 weeks?

Cathie O'Neill

Executive Director
 Cancer, Ambulatory and Community Health Support

Phone: 61 (02) 6244 2738
 E-mail: Cathie.O'Neill@act.gov.au

PA: Rebecca Van Dieman

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From: Leeper, Verity
Sent: Tuesday, 12 February 2019 1:39 PM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>
Subject: FW: Linear Accelerator [DLM=For-Official-Use-Only]

For your information.

At present Shannon is not happy to sign off the extraction of the linear accelerator this week due to the requirements listed below. Engagement of SHAPE by as the principle contractor in the near future is possible but not guaranteed. The required documentation would need to be developed for the whole program (extraction, demo, refurb, installation).

Having spoken to Susu from IFCW their tentative program start date is the 4th of March. If the machine isn't removed this week Varian currently has an availability in two to three weeks which aligns with SHAPE's program.

Verity

From: Keevers, Shannon (Health)
Sent: Tuesday, 12 February 2019 1:03 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>
Cc: IMM <IMM@act.gov.au>; El Husseini, Susu <Susu.ElHusseini@act.gov.au>; SafetyAndRisk <SafetyAndRisk@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>
Subject: Linear Accelerator [DLM=For-Official-Use-Only]

Hi Verity

Thank you for your time on the phone this afternoon. Please see below for the legislative information we discussed.

I have a legislative requirement to halt the work pending the receipt and review of several documents. These are;

1. Full design documentation, including a Safety in Design report. (WHS Act S.22 & 26, WHS Reg S. 295)

2. A Work Health and Safety Management Plan, prepared by the Principal Contractor for the project (WHS Reg 309)
3. Also, there cannot be two principal contractors (WHS Reg S.293 (4)) for the one construction project as mandated by the Work Health and Safety (Construction Work Code of Practice) 2018 which states, "A construction project covers the activities involved in the construction work up to the point where the construction project is handed over to the person who commissioned it." The definition of construction work also covers demolition, hence you cannot separate the demolition and construction phases from the one project. I have previously sought advice from Worksafe ACT on this very matter.

Happy to discuss further as necessary

Kind regards,

Shannon Keevers | Safety and Risk Manager

T 02 512 48104 [REDACTED] E shannon.keevers@act.gov.au

Safety and Risk | Infrastructure Management and Maintenance

Level 1, Bld 3, The Canberra Hospital | GPO Box 825 Canberra ACT 2611



Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Thursday, 14 February 2019 12:58 PM
To: Allen, Kym (Health); Barker, Teri (Health); Bower, Dayle (Health); Carr, Elyse (Health); Cartwright-Mpofu, Roy (Health); Chantawannop, Sai (Health); Chu, Bonnie (Health); Couper, Mecaela (Health); Dean, Kerryn (Health); Deaves, Lauren (Health); Disanayake, Saki (Health); Drodge, Sophie (Health); DuToit, Theresa (Health); Fittler, Brett (Health); Hall, Julie (Health); Hambley, Julia (Health); Hindi, Rachel (Health); Hopley, Belinda (Health); Hunter, Monica (Health); Hyde, Nathan (Health); Karunagaran, Vishnu (Health); Laxman, Devika (Health); Le, Philena (Health); McPherson, Glen (Health); Morgan, Fiona (Health); Myat, Hayley (Health); Nafei, Noha (Health); O'Connor, Mary (Health); Panada, Dean (Health); Park, Thomas (Health); Phan, Andrew (Health); Phillips, Juliette (Health); Ramritu, Praneesha (Health); Seng, Martin (Health); Smith, Brittney (Health); Starkey, Katia (Health); Stevens, Claire (Health); Su, Diana (Health); Thom, Wesley (Health); Ting, Crystal (Health); Tiong, Ling (Health); Tran, Michelle (Health); Truong, Helen (Health); WernerGibbings, Libby (Health); Bray, Sally (Health); Busteed, Mary Ann (Health); Castle-Burns, Lisa (Health); Spence, Jackie (Health); Austen, Lyn (Health); Elsaleh, Hany (Health); Lee, Andrew (Health); Lee, Isabel (Health); Nguyen, Brandon (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Cooper, Ben (Health); Freeman, Nigel (Health); Gustafsson, Helen (Health); Lee, Jonathon (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health); Sutton, Julie Ann (Health)
Subject: New Linac Naming Survey [SEC=UNCLASSIFIED]

Thank you to everyone who submitted ideas for the new Linac naming competition. I now invite you all to vote on your favourite theme. We have narrowed it down to the top 3 entries. So in the survey there are 3 themes with suggested linac names under each one. Please select your favourite name (one only) or add one of your own choice under your favourite theme if you don't like the suggested ones.

At this stage we just need the name for the new LA2.

Please use the link below and good luck everyone 😊

<https://www.surveymonkey.com/r/J5FRTKM>

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Thursday, 14 February 2019 11:24 PM
To: Freeman, Nigel (Health); Leeper, Verity
Cc: Ravi, Thura (Health); Gustafsson, Helen (Health); Legge, Kim (Health); Cooper, Ben (Health); Basaula, Deepak (Health); Harwood, Jeff (Health)
Subject: RE: Radiation protection - Codes for compliance & building 19 [SEC=UNCLASSIFIED]

Thank you for putting this comprehensive list together Nigel.

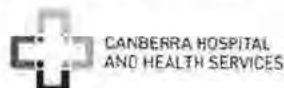
Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Freeman, Nigel (Health)
Sent: Thursday, 14 February 2019 2:56 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Cc: Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Harwood, Jeff (Health) <Jeff.R.Harwood@act.gov.au>
Subject: Radiation protection - Codes for compliance & building 19 [SEC=UNCLASSIFIED]

Hi Verity,

Re safety of bunker design and building 19 discussion at the RO-MP meeting today.

Following on from my advice on the question of safety of bunker design for Facilities WH&S, one of the codes we will be checking compliance with as part of the Radiation Protection programme is AS/NZS 3824:1998 (IEC/TR3 61859-1997), Guidelines for radiotherapy treatment rooms design. This may be of relevance to some of the WH&S aspects.

As noted I drafted up a minute for circulation to the executive and that has been sent off. Once it is clear it has been circulated we will work on the building 19 survey schedule.

Also below is a very draft list of relevant codes and guidelines that we will be auditing to check compliance, some of which may have relevance to the questions from Facilities, but I suspect AS/NZS 3824 is the most relevant.

Category	Relevant Legislation, Codes, Standards & Guidelines
Supplier:	Any radiation safety requirements/actions issued by the supplier.
Departmental:	Radiation Oncology Radiation Management Plan
Hospital:	ACT Radiation Council Licence & Registration Conditions
Territory:	Radiation Protection Act 2006 (ACT)
Territory:	Radiation Protection Regulations 2007 (ACT)
	AS/NZS 3824:1998 (IEC/TR3 61859-1997). Guidelines for radiotherapy treatment rooms design.
National:	ARPANSA National Directory for Radiation Protection (RPS 6)
National:	APRANSA Code of Practice: Radiation Protection in the Medical Applications of Ionising Radiation (RPS 14)
National:	APRANSA C1 Radiation protection in Planned Exposure Situations (RPS1 - National standard for limiting occupational exposure to ionising radiation. 2002
National:	APRANSA Safety Guide: Radiation Protection in the Radiotherapy (Radiation Protection Series 14.3)
National:	Radiation Oncology Practice Standards Part A – Guidelines
National:	Radiation Oncology Practice Standards Part B – Fundamentals
National:	Therapeutic Goods Administration requirements & register evidence.
National:	AS/NZS(IEC) 60601.2.1:2015. Medical electrical equipment – Particular requirements for the basic safety and essential performance of electron accelerators in the range 1 MeV to 50 MeV. 2015
National:	ACPSEM Australasian College of Physical Scientists and Engineers in Medicine 1997 - Recommendations for the Safe Use of External Beams and Sealed Brachytherapy Sources in Radiation Oncology, <i>ACPSEM 20</i> (3), Supplement.
National:	AS/NZS IEC 60601.2.1:2015. Medical electrical equipment – Particular requirements for the basic safety and essential performance of electron accelerators in the range 1 MeV to 50 MeV. 2015
National:	AS/NZS IEC 60601.2.1:2015. Medical electrical equipment – Particular requirements for the basic safety and essential performance of electron accelerators in the range 1 MeV to 50 MeV. 2015
International:	AAPM Report 56 Medical Accelerator Safety Considerations. Task Group 35. 1993.
International:	IAEA International Atomic Energy Agency - Radiation Protection and Safety of Radiation Sources: International Basic Safety Standards. General Safety Requirements Part 3, Number GSR Part 3. 2014
International:	ISO 16645:2016 Radiological protection — Medical electron accelerators — Requirements and recommendations for shielding design and evaluation
International:	IAEA Safety Report 47, Radiation Protection in the Design of Radiotherapy Facilities (2006)
International:	National Council on Radiation Protection and Measurements Report No. 151 – Structural Shielding Design and Evaluation for Megavoltage X and Gamma-Ray Radiotherapy Facilities
International	IPEM Report 75

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Thursday, 14 February 2019 4:31 PM
To: Freeman, Nigel (Health); Leeper, Verity; Mogford, Sarah (Health)
Cc: Ravi, Thura (Health); Gustafsson, Helen (Health); Legge, Kim (Health); Basaula, Deepak (Health); Harwood, Jeff (Health)
Subject: RE: Radiation protection - Codes for compliance & building 19 [SEC=UNCLASSIFIED]

Hi Nigel and All,

Thanks Nigel for the draft list. I highly value your diligence and work in auditing these codes and documents as they relate to the linac replacement project and our compliance with them.

It's a pretty big job – do you need a hand to share the load (getting through the documents)? I'm familiar with a number of them, but certainly not all.

Let me know what you think.

Please keep me updated with findings.

Best
Ben

From: Freeman, Nigel (Health)
Sent: Thursday, 14 February 2019 2:56 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Cc: Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Harwood, Jeff (Health) <Jeff.R.Harwood@act.gov.au>
Subject: Radiation protection - Codes for compliance & building 19 [SEC=UNCLASSIFIED]

Hi Verity,

Re safety of bunker design and building 19 discussion at the RO-MP meeting today.

Following on from my advice on the question of safety of bunker design for Facilities WH&S, one of the codes we will be checking compliance with as part of the Radiation Protection programme is AS/NZS 3824:1998 (IEC/TR3 61859-1997), Guidelines for radiotherapy treatment rooms design. This may be of relevance to some of the WH&S aspects.

As noted I drafted up a minute for circulation to the executive and that has been sent off. Once it is clear it has been circulated we will work on the building 19 survey schedule.

Also below is a very draft list of relevant codes and guidelines that we will be auditing to check compliance, some of which may have relevance to the questions from Facilities, but I suspect AS/NZS 3824 is the most relevant.

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Departmental:	Radiation Oncology Radiation Management Plan
Hospital:	ACT Radiation Council Licence & Registration Conditions
Territory:	Radiation Protection Act 2006 (ACT)
Territory:	Radiation Protection Regulations 2007 (ACT)

	AS/NZS 3824:1998 (IEC/TR3 61859-1997). Guidelines for radiotherapy treatment rooms design.
National:	ARPANSA National Directory for Radiation Protection (RPS 6)
National:	APRANSA Code of Practice: Radiation Protection in the Medical Applications of Ionising Radiation (RPS 14)
National:	APRANSA C1 Radiation protection in Planned Exposure Situations (RPS1 - National standard for limiting occupational exposure to ionising radiation. 2002
National:	APRANSA Safety Guide: Radiation Protection in the Radiotherapy (Radiation Protection Series 14.3)
National:	Radiation Oncology Practice Standards Part A – Guidelines
National:	Radiation Oncology Practice Standards Part B – Fundamentals
National:	Therapeutic Goods Administration requirements & register evidence.
National:	AS/NZS(IEC) 60601.2.1:2015. Medical electrical equipment – Particular requirements for the basic safety and essential performance of electron accelerators in the range 1 MeV to 50 MeV. 2015
National:	ACPSEM Australasian College of Physical Scientists and Engineers in Medicine 1997 - Recommendations for the Safe Use of External Beams and Sealed Brachytherapy Sources in Radiation Oncology, <i>ACPSEM 20</i> (3), Supplement.
National:	AS/NZS IEC 60601.2.1:2015. Medical electrical equipment – Particular requirements for the basic safety and essential performance of electron accelerators in the range 1 MeV to 50 MeV. 2015
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International:	AAPM Report 56 Medical Accelerator Safety Considerations. Task Group 35. 1993.
International:	IAEA International Atomic Energy Agency - Radiation Protection and Safety of Radiation Sources: International Basic Safety Standards. General Safety Requirements Part 3, Number GSR Part 3. 2014
International:	ISO 16645:2016 Radiological protection — Medical electron accelerators — Requirements and recommendations for shielding design and evaluation
International:	IAEA Safety Report 47, Radiation Protection in the Design of Radiotherapy Facilities (2006)
International:	National Council on Radiation Protection and Measurements Report No. 151 – Structural Shielding Design and Evaluation for Megavoltage X and Gamma-Ray Radiotherapy Facilities
International	IPEM Report 75

Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Wednesday, 20 February 2019 11:24 AM
To: Leeper, Verity; Fittler, Brett (Health); Cooper, Ben (Health)
Subject: RE: Upcoming External Scaffolding - Planned B3 entrance closure [SEC=UNCLASSIFIED]

Categories: ONTRAC - Linac - TPS

No nothing yet.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Leeper, Verity
Sent: Wednesday, 20 February 2019 10:22 AM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: FW: Upcoming External Scaffolding - Planned B3 entrance closure [SEC=UNCLASSIFIED]

Fyi – not sure if you've had other advice

From: Hughes, DavidH
Sent: Wednesday, 20 February 2019 10:14 AM
To: El Husseini, Susu <Susu.ElHusseini@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>
Subject: FW: Upcoming External Scaffolding - Planned B3 entrance closure [SEC=UNCLASSIFIED]

It may be worth checking our contractors will be wanting access through that building 3 entry over the weekend nominated below.

David Hughes | Project Director | Infrastructure Finance and Capital Works

[REDACTED] davidh.hughes@act.gov.au

Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Level 1, Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT, 2605 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Corich, Luigina

Sent: Tuesday, 19 February 2019 8:29 AM

To: Gray, Sophie <Sophie.Gray@act.gov.au>

Cc: Hughes, DavidH <DavidH.Hughes@act.gov.au>; Donaldson, Ben <Ben.Donaldson@act.gov.au>; Catanzariti, John <John.Catanzariti@act.gov.au>; Keevers, Shannon (Health) <Shannon.Keevers@act.gov.au>

Subject: FW: Upcoming External Scaffolding - Planned B3 entrance closure [SEC=UNCLASSIFIED]

Hi Sophie

Keeping you informed. Please refer below.

Regards

Lui

From: Yong, Irene

Sent: Monday, 18 February 2019 6:00 PM

To: O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Wakefield, Katherine (Health) <Katherine.Wakefield@act.gov.au>; Pace, Mark (Health) <Mark.Pace@act.gov.au>

Cc: Corich, Luigina <Luigina.Corich@act.gov.au>; Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>; Langdon, Sue (Health) <Susan.Langdon@act.gov.au>

Subject: Upcoming External Scaffolding - Planned B3 entrance closure

Hi all,

I would like to provide further update from our discussion in the PCG last Tuesday (12/2).

Friday 1st March 2019 (from 6:30pm onwards) to Sunday 3rd March (9pm)

SHAPE (the contractor) propose to commence scaffolding and pedestrian protection tunnel setup. Building 3 Southern Entrance (yellow arrow between Building 3 and Building 19) will be closed at this duration.

I have requested Mark to prepare some flyers so that we can pass the flyers to visitors in W14B on Thursday/ Friday.

Canberra Hospital Campus Map

Normal opening hours for all buildings are 6am to 9pm.
For access after hours, please use the Emergency Department or
Maternity presentations
At all hours present to the Centenary Hospital for Women and Children (Building 11) entry. After hours please use the intercom to gain access.
Contact
Canberra Hospital switch: 02 6244 2222



Monday 4th March to Friday 8th March (6:30pm)

Visitors/ patients will have access into Building 3 through the protection tunnel setup over the weekend. No interruption to the hospital operation.

Friday 8th March (from 6:30pm onwards) to Monday 11th March (9pm)

Access to Building 3 Southern Entrance (yellow arrow between Building 3 and Building 19) will be closed at this duration.

Again flyers to visitors in W14B will be handed out on Thursday/ Friday.

SHAPE will setup a material hoist and internal staircase attached to the scaffolding.

Tuesday 12th March (the day after public holiday) onwards

Visitors/ patients will have access into Building 3 through protection tunnel. No interruption to the hospital operation.

Kath – I would like to provide this update to CRCC volunteer coordinator. Could I please have her contact details?
Rubbish chute will not be required in this location as most of the demolished materials will be removed via external roof side rubbish chute.

Regards,

Irene Yong | Senior Project Manager – Social Infrastructure Branch

Phone 02 5124 8031 | Email: irene.yong@act.gov.au

Infrastructure Finance and Capital Works | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | GPO Box 158, Canberra City ACT 2601 | www.act.gov.au



CHIEF EXECUTIVE OFFICER - MINUTE

TRIM Reference No. _____

SUBJECT:	Approval of funding for the refurbishment of linear accelerator #2 & #3 treatment bunker and control rooms
From:	<i>Colm Mooney, Executive Director Infrastructure Management and Maintenance</i>
Critical Date:	<i>1st March 2019</i>
Reason:	<i>Engagement of contractors for completion of refurbishment works in line with the required program timeframes</i>

Recommendations

That you:

Approve budget for refurbishment	AGREED NOT AGREED PLEASE DISCUSS
Note the risk detailed	NOTED PLEASE DISCUSS

.....
Bernadette McDonald
Chief Executive Officer
 ACT Health

Month Year

Purpose

To seek approval of quote and service contract for the refurbishment of the treatment bunker and control rooms for linear accelerator 2 & 3 in Radiation Oncology from the allocated UMAHA budget for this project.

Background

1. Radiation Oncology is undertaking a program of works including replacement of two linear accelerators, replacement of the treatment planning system, and migration to vendor application hosting.
2. Procurement for the supply and installation of two new linear accelerators from Varian Medical Systems was approved in September 2018 in DGC18/1203. Approval to undertake further negotiations for the refurbishment of the treatment bunkers and console rooms was also granted and Varian were contracted as the main supplier for the refurbishment.
3. The Linac #2 bunker has not been refurbished in more than 20 years. Whilst Linac #3 Bunker has undergone some refurbishment it does not meet the requirements to optimise the use of the new equipment. There are extensive infrastructure issues (particularly electrical) within the bunker and control room which have impacted clinical operations to date and need to be addressed through this process.
4. An extensive analysis and design process has been undertaken with Infrastructure Management and Maintenance, Infrastructure Finance and Capital Works, Radiation Oncology, and Varian Medical Systems to address infrastructure issues and agree a scope of works for the refurbishment.

Issues

1. Refurbishment of treatment bunker must be completed before the linear accelerator can be installed. The first Linac will be delivered on the 26th of April, with installation starting on the 29th April. This is a fixed date with significant implications if installation cannot be met on this date.
2. The cost of the refurbishment is higher than expected at [REDACTED]. This is due to the design process and the number of contractor resources required to meet the prescribed refurbishment timeframes. Significant negotiation has occurred with the vendor and sub-contractor to value manage the quote.

Financial

1. Funding for the refurbishment of the treatment bunkers and console rooms is available through the 2018/2019 UMAHA fund. [REDACTED] has been allocated to the project and refurbishment costs for this project.

Signed off by:	Colm Mooney	Phone:	
Title:	Executive Director		
Branch/Division	Infrastructure Management and Maintenance		
Action Officer:	Verity Leeper	Phone:	5124 8372
Unit:	Radiation Oncology		

Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Friday, 1 March 2019 8:51 AM
To: Kalla Veettil, Harilal (Health); Basaula, Deepak (Health); Cooper, Ben (Health); Freeman, Nigel (Health); Gustafsson, Helen (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health); Harwood, Jeff (Health); Fittler, Brett (Health); Morgan, Fiona (Health); Sutton, Julie Ann (Health)
Cc: Gromek, Zenon (Health); Hallberg, Erik (Health); Stanton, Stephen (Health)
Subject: RE: LA4 SRS update [SEC=UNCLASSIFIED]

Categories: ForNoting

Thanks Harilal. Being able to treat the SRS patient last night made a huge difference to their outcome.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Kalla Veettil, Harilal (Health)

Sent: Friday, 1 March 2019 8:44 AM

To: Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Selvaraj, Jothy (Health) <Jothy.Selvaraj@act.gov.au>; Harwood, Jeff (Health) <Jeff.R.Harwood@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Morgan, Fiona (Health) <Fiona.Morgan@act.gov.au>; Sutton, Julie Ann (Health) <JulieAnn.Sutton@act.gov.au>

Cc: Gromek, Zenon (Health) <Zenon.Gromek@act.gov.au>; Hallberg, Erik (Health) <Erik.Hallberg@act.gov.au>; Stanton, Stephen (Health) <Stephen.Stanton@act.gov.au>

Subject: LA4 SRS update [SEC=UNCLASSIFIED]

Hi All,

Yesterday evening the SRS treatment got delayed due to intermittent ACC and COLL interlock on the linac. After a few hours of troubleshooting found the Accessory optical reader was causing the issue and same has been replaced with a new one.

The ongoing SRS treatment has completed without any interruption. And the system is back into normal operation.

Thanks and regards,

Harilal KV

Senior Radiation Engineer
Medical Physics and Radiation Engineering
Canberra Hospital and Health Services

Phone: (02) 5124 4583 [REDACTED]

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**Canberra Health
Services**

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Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Friday, 1 March 2019 2:55 PM
To: Mogford, Sarah (Health); Howard, Belinda (Health)
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Hi Sarah,

When's a good time?

Best
 Ben

From: Mogford, Sarah (Health)
Sent: Saturday, 16 February 2019 6:20 PM
To: Howard, Belinda (Health) <Belinda.Howard@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Hi Ben

We will need to meet and discuss this.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Howard, Belinda (Health)
Sent: Friday, 15 February 2019 2:54 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Good afternoon All

For your information this will expire 12th June 2020, so we have time but process is taking a while and I would like a idea of what we plan so we can progress when the time is right.

Thank you for your consideration on this.

Thank you

Kind Regards

Belinda Howard

Contracts Coordinator

Medical Imaging
Building 12, Level 2
Phone: 02 512 48714

Fax: 02 512 44909
E-mail: belinda.howard@act.gov.au

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ACT
Government

**Canberra Health
Services**

From: Cooper, Ben (Health)
Sent: Friday, 15 February 2019 12:36 PM
To: Howard, Belinda (Health) <Belinda.Howard@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Hi Belinda,

Let me CC Sarah Mogford to see where we want to go with continuation for this clinical service.

Sarah, what is the position for RO for SRS into the future?

Best
Ben

From: Howard, Belinda (Health)
Sent: Tuesday, 5 February 2019 1:47 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: FW: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]
Importance: High

Hi Ben

Is this something that we should have on the radar as completing soon and need to replace or negotiate a new service agreement?

Thanks

Kind Regards

Belinda Howard

Contracts Coordinator

Medical Imaging
Building 12, Level 2
Phone: 02 512 48714

Fax: 02 512 44909
E-mail: belinda.howard@act.gov.au

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From: McClymont, Geoff (Health)
Sent: Monday, 21 January 2019 11:41 AM
To: Howard, Belinda (Health) <Belinda.Howard@act.gov.au>
Cc: Kingston, Danielle (Health) <Danielle.Kingston@act.gov.au>
Subject: FW: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]
Importance: High

Hi Belinda,
Please see email below, as this belongs to Medical Imaging.
Regards

Geoff McClymont | Administration and System Manager
Phone: 02 5124 3043 | Email: geoff.mcclymont@act.gov.au
Biomedical Engineering | Canberra Health Services | ACT Government

From: Kingston, Danielle (Health)
Sent: Monday, 21 January 2019 11:27 AM
To: Sommariva, Maurice (Health) <Maurice.Sommariva@act.gov.au>; McClymont, Geoff (Health) <Geoff.McClymont@act.gov.au>
Subject: FW: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]
Importance: High

Good morning,

Please approve invoice and return to acthealthsupply@act.gov.au for payment and processing.

Thank you

Kind Regards

Danielle Kingston | Team Leader – Cataloguing
Phone: 02 620 50801 | danielle.kingston@act.gov.au |
Supply Services | Clinical Support Services
Canberra Health Services | ACT Government
Building 3, 9 Sandford Street, Mitchell, ACT 2911

From: [REDACTED]
Sent: Tuesday, 15 January 2019 10:17 AM
To: Kingston, Danielle (Health) <Danielle.Kingston@act.gov.au>
Cc: ACTHealthSupply <ACTHealthSupply@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376
Importance: High

Hi Danielle

Hope you had a great holiday.

Just wondering if you have any updates about this invoice.

It has been overdue for more than 3 months. Would be much appreciated if we could have this settled asap.

Your early reply will be highly appreciated.

Best regards
[REDACTED]

From: [REDACTED]
Sent: Tuesday, September 18, 2018 12:13 PM
To: 'danielle.kingston@act.gov.au' <danielle.kingston@act.gov.au>
Subject: Brainlab Invoice - PO H1604376

Hi Danielle

Nice talking to you ☺

As discussed, please kindly find attached Invoice 716000137 for your PO H1604376, period of 2018 – 2019.
Please feel free to let me know should you have any queries.

Thanks & best regards
[REDACTED]

From: [REDACTED]
Sent: Wednesday, August 22, 2018 3:57 PM
To: 'acthealthsupply@act.gov.au' <acthealthsupply@act.gov.au>
Subject: Brainlab Invoice - PO H1604376

Dear accounts

Please kindly find attached Invoice 716000137 to your PO H1604376.
This is for service period 2018-2019.

Thanks & regards
[REDACTED]

Sales & Operation Associate
Brainlab Australia Pty Ltd

[REDACTED]

www.brainlab.com

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)

Suite 1, Building 1, 14 Aquatic Drive Frenchs Forest, NSW, 2086 Australia

O'Neill, Cathie (Health)

From: Leeper, Verity
Sent: Friday, 1 March 2019 5:17 PM
To: Walsh, James (Health)
Cc: El Hussein, Susu; Gilbert, Dave (Health); Hughes, DavidH; Mogford, Sarah (Health); O'Neill, Cathie (Health)
Subject: RE: COR19/4868- for Colm's clearance- Approval of funding for the refurb of linear accelerator 2&3 treatment bunker and control rooms [SEC=UNCLASSIFIED]
Attachments: Canberra Build quote separate sections 2019-192401.pdf; 190228 CRCC LA2 Refurbishment Schedule.pdf

Hi James,

I have additional information from Varian and Cornerstone regarding the project costs. The costs in the quote relate directly to the standards requested from ACT Health of Varian/Cornerstone and the timeframes in which the work must be completed. Short of reducing the works to be carried out in LA3, which is in not in as desperate a state as LA2 but still needs work, I cannot see that there is much that can be reduced.

Is there value if the expenditure is perceived as a long term investment? LA2 was last refurbished over 20 years ago, and LA3 when the RadOnc extension occurred in 2008. Very little is done to either space bar break/fix between major refurbishments.

I've attached the current program for you. SHAPE needs to add their activities too. Cornerstone will be attempting to deliver the site earlier if possible to avoid the Easter/ANZAC Day public holidays.

I'm on leave on Monday but am happy to discuss this if it means progressing the approval. I'm on [REDACTED]

The quote includes a 5% overhead which covers both Varian's time/effort and is also used as a contingency for unplanned works.

LA3 data costs are higher due to the higher number of data points in the larger control room. The length of the run is apparently also further. MRB were engaged to quote for the works to ACT Health standards.

Price increase of \$22k per bunker for inclusion of Dali lighting and ACT Health specification for switchboards.

LA2 – Data - \$10,450 / Power [REDACTED]

LA3 – Data - \$20,130 / Power [REDACTED]

The design costs are approximately [REDACTED]

Preliminary costs include flights, accommodation, people, tools, insurance, hoarding, bin hire, etc. These costs are higher than the initial quote as a result the LA2 and LA3 works being 12 months apart, and that works are occurring after the completion of the [REDACTED] bunker. Costs which were covered by that the private [REDACTED] centre project in the initial quote are now included.

Use of accelerated joinery in both bunkers is required to meet the 4 week turn around. Once demolition is complete, the cabinet makers do a final site measure, go back to the factory and update all the dimensions. Cabinetry construction is then given priority as well as been done during overtime and on weekends. The joinery is driven to Canberra in a dedicated truck in order to meet the time lines. The entire process is done in 2 weeks – start to finish. Usual turnaround time for joinery that isn't accelerated is at a minimum 6 weeks depending on what is in the production schedule. The requirement to complete the bunkers in 4 weeks removes this option.

Scope of works**Site Setup**

- Allowance to supply Architectural and Electrical Plans, plus shop drawings for Distribution Board and Joinery prior to fabrication
- Preparation of HSEQ, Construction Management and Infection Control Management Plans
- Setup Dust Hoarding and Construction Exclusion Zone

Demolition

- Removal of all fixed joinery
- Removal of suspended grid ceiling
- Removal of sundry hardware, handrails, etc
- Removal of vinyl flooring and coving (bunker and bunker corridor)

Building Works

- Partitions & Wall Linings – Allowance for all new batten and frames, impact resistance plasterboard sheeting in accordance with latest plans
- Bulkheads – to surround feature ceiling. Steel frame with square set finish
- Wall finishes – Paint and patch all walls in bunker and control room
- Floor finishes - Sheet floor Vinyl provided to the bunker and commercial grade carpet to the control room only. Allowance for minor floor preparation.
- Skirting – vinyl in bunker and aluminum in carpet area
- Ceiling – new suspended grid ceiling, 600x600 white, standard acoustic tiles to complement feature backlit image selection. Flushet plasterboard as per latest plans
- Joinery – as per latest plans

Electrical and Communication Provisions

- Isolation and safe disconnections of existing Circuit Breaker Control Panel, and Linac machine, and all services associated to the control cabinets ready for removal by others.
- Isolation and disconnections of lighting and power circuits within the control room and the bunker in preparation for demolition works.
- Removal of old Main Circuit Breaker Panel. (MCBP).
- Clean-up of existing cable pathways between bunker and control room once old control cables have been removed by others. (Ready for new cabling install).
- Supply and Install New Switchboard (as per Bunker DB's specs. Colour TBC), connect to supplied three phase submain provided by the hospital.
- Installation of Varian supplied MCBP and Relay Junction Box. (RJB).
- Supply and install new three phase submain from new Bunker DB to new MCBP. (Approx. 10m).
- Supply and install new three phase submain from MCBP to new modulator panel.(Approx. 25m).
- Supply and install new single phase submain from MCBP to new control cabinet. (Terminated in Varian supplied IEC socket outlet).
- Re-installation of existing door controls as required.
- Supply and installation of control cables between RJB, & new Emergency Stops, (Dual circuit; N/C & N/O), Beam On/Off warning lights, and control console, Including installation of Varian supplied cables. (Utilizing any existing cabling within the bunker where possible E/stops, Beam Lights, Door switches etc.).
- Supply and install Last Man Out (LMO) control panel, interlink cables, speakers, Beam Warning lights, and 3 new Emergency stops with bump guards. (Re-location of existing button positions where possible).
- Supply and install new lighting to Bunker to include; 6 lengths of 5m dimmable LED strip 4K, (15w/m & 660lumens/m) to be mounted behind acrylic panels, 16 x dimmable LED downlights, on new lighting circuits, and having control via local switches and machine over-ride.
- Supply install 3 new local light switches and dimmers in bunker. (3 separate zone areas).
- Supply and install new medical gpo's within the bunker as indicated on the drawings with 10mA LPD's mounted near light switches for local protection for compliance to AS3003.
- Supply and install gpo's in/near ceiling for new CCTV camera positions, 3 off, final positions TBC.
- Supply and install 413 plug bases in ceiling for monitors, and in laser enclosures, linked via RJB. (As per Varian requirements).
- Supply and installation of 3 x new LED light panels(1200x300) to new control room area.
- Supply and install standard gpo's in control room area as per received drawings.

- Testing and identification of all cables to be terminated by others. Isolation and safe disconnections of existing Circuit Breaker Control Panel, and Linear Accelerator, and all services (lighting & power) in preparation for demolition.
- Data install by nominated contractor (MRB Communications) as per provided drawings.
- Testing and commissioning of all submain cables, inc. setting of circuit breaker trip currents.
- Liaising with Varian engineer's on site for requirements and cross-over works

Hydraulics Provisions

- New Fixture and Fittings to be installed.
- Minor alterations to existing hydraulic services as required.

Verity

From: Walsh, James (Health)

Sent: Thursday, 28 February 2019 9:16 AM

To: Leeper, Verity <Verity.Leeper@act.gov.au>

Subject: FW: COR19/4868- for Colm's clearance- Approval of funding for the refurb of linear accelerator 2&3 treatment bunker and control rooms [SEC=UNCLASSIFIED]

Importance: High

Hi Verity,

Dave Gilbert and Colm Mooney have asked me to touch base with you to discuss the attached documents and the scope of works for the fit out of the bunkers associated with the Linac Upgrades.

Before Colm can sign the attached engagement request he needs to make sure the works are value for money. I have received the following breakdown of the contractors quote:



I understand you have had initial conversations with Susu and Dave Hughes regarding the quote from the contractor, and potential areas within the quote that seem high, e.g. preliminaries, joinery and electrical services.

Have you been able to get a further break down or explanation from the contractor to justify those prices? Do you also have a program from the contractor that shows timelines for completion of activity?

I am happy to meet with you and discuss, but until we see a further breakdown from the contractor and justification for those elements of the quote we cannot proceed with the engagement of the contractor.

Please call me at your earliest convenience to discuss.

Regards,

James Walsh

Senior Manager | Capital Project Delivery

Infrastructure Management and Maintenance

T: (02) 51247783 | [REDACTED] E: james.walsh@act.gov.au

Level 1, Bld 3, The Canberra Hospital | GPO Box 825 Canberra ACT 2601



ACT
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**Canberra Health
Services**

From: Mogford, Sarah (Health)

Sent: Wednesday, 27 February 2019 5:31 PM

To: Hughes, DavidH <DavidH.Hughes@act.gov.au>; Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>

Subject: FW: COR19/4868- for Colm's clearance- Approval of funding for the refurb of linear accelerator 2&3 treatment bunker and control rooms [SEC=UNCLASSIFIED]

Importance: High

Hi Guys

This is what was sent through to Colm today via Cathie O'Neill.

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy

Canberra Regional Cancer Centre

Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]

sarah.mogford@act.gov.au

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From: Van Diemen, Rebecca (Health)
Sent: Wednesday, 27 February 2019 1:36 PM
To: Wells, Rebecca (Health) <Rebecca.Wells@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: COR19/4868- for Colm's clearance- Approval of funding for the refurb of linear accelerator 2&3 treatment bunker and control rooms [SEC=UNCLASSIFIED]
Importance: High

Hi Rebecca,

Please see attached corro I have loaded into TRIM Cathie has cleared already it now requires Colm's signature before progression to the CEO, please note critical date of 1 March.

Regards,
 Rebecca Van Diemen (nee Kibedi)
 Executive Assistant to
 Executive Director Cancer, Ambulatory and Community Health Support | Cathie O'Neill
 T: (02) 512 42738 | E: Rebecca.VanDiemen@act.gov.au
 Building 19, Level 5, Canberra Hospital

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**Canberra Health
Services**

O'Neill, Cathie (Health)

From: Fittler, Brett (Health)
Sent: Wednesday, 6 March 2019 12:16 PM
To: Allen, Kym (Health); Barker, Teri (Health); Bower, Dayle (Health); Carr, Elyse (Health); Cartwright-Mpofu, Roy (Health); Chantawannop, Sai (Health); Chu, Bonnie (Health); Couper, Mecaela (Health); Dean, Kerryn (Health); Deaves, Lauren (Health); Disanayake, Saki (Health); Drodge, Sophie (Health); DuToit, Theresa (Health); Hall, Julie (Health); Hambley, Julia (Health); Hindi, Rachel (Health); Ho, Catherine (Health); Hopley, Belinda (Health); Hunter, Monica (Health); Hyde, Nathan (Health); Karunagarar, Vishnu (Health); Laxman, Devika (Health); Le, Philena (Health); McPherson, Glen (Health); Medipally, Victoria (Health); Mogford, Sarah (Health); Morgan, Fiona (Health); Myat, Hayley (Health); Nafei, Noha (Health); O'Connor, Mary (Health); Oliver, Leah (Health); Panada, Dean (Health); Park, Thomas (Health); Phan, Andrew (Health); Phillips, Juliette (Health); Ramritu, Praneesha (Health); Reynolds-Smith, Regina (Health); Seng, Martin (Health); Smith, Brittney (Health); Starkey, Katia (Health); Stevens, Claire (Health); Su, Diana (Health); Thom, Wesley (Health); Ting, Crystal (Health); Tiong, Ling (Health); Tran, Michelle (Health); Truong, Helen (Health); WernerGibbins, Libby (Health); Basaula, Deepak (Health); Cooper, Ben (Health); Freeman, Nigel (Health); Gromek, Zenon (Health); Gustafsson, Helen (Health); Hallberg, Erik (Health); Kalla Veettil, Harilal (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Salehzahi, Farshid (Health); Selvaraj, Jothy (Health); Stanton, Stephen (Health); Sutton, Julie Ann (Health); Bray, Sally (Health); Burnell, Maureen (Health); Busteed, Mary Ann (Health); Castle-Burns, Lisa (Health); Coleman, Verity (Health); Davis, Nicola (Health); Langdon, Peter (Health); Niemi, Ulpu (Health); ORourke, Julie (Health); Reid, Kathryn (Health); Spence, Jackie (Health); Austen, Lyn (Health); Elsaleh, Hany (Health); Kleiven, Hilde (Health); Lee, Andrew (Health); Lee, Isabel (Health); Nguyen, Brandon (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Syed, Farhan (Health); Buchanan, Grant (Health); Lutalo Bossa, Samuel (Health); McKean, Annie (Health); Squire, Timothy (Health); Knox, Matthew (Health); Fong, Eric (Health); Low, Chia (Health)
Cc: O'Neill, Cathie (Health)
Subject: Linac 2 Update [DLM=For-Official-Use-Only]

LINAC 2 UPDATE

- The demolition works in the Linac2 bunker are now complete and Linac2 has been removed from the building but is still onsite. You may notice parts of Linac2 being stored behind the locked, gated area between Buildings 19 and 20. The plan is for Linac2 to be taken away at the time the new TrueBeam Linac is delivered.
- In the next few days, we are expecting the electrical contractors to commence the works required for electrical wiring, cabling, heating and ventilation.
- In around two weeks the bunker and control room fitout (cabinets, flooring, ceiling, paint etc.) is scheduled to commence. The final bunker and control room drawings are available for you to see on the noticeboard opposite the Imp Store.
- The TrueBeam is on its way and on track for delivery to us on 26th April 2019
- The Medical Physicists have been scheduled to attend TrueBeam Training

Regards,

Brett Fittler
Deputy Chief Radiation Therapist
Radiation Oncology Department
Canberra Region Cancer Centre

02-62442218

Hutchins, Tracy (Health)

From: O'Neill, Cathie (Health)
Sent: Thursday, 7 March 2019 11:42 AM
To: Mogford, Sarah (Health)
Subject: RE: Engagement of Varian for LA2/LA3 [SEC=UNCLASSIFIED]

Colm rang me about this today. Have you had any further feedback?

C

From: Mogford, Sarah (Health)
Sent: Wednesday, 6 March 2019 4:11 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>; Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>; Hughes, DavidH <DavidH.Hughes@act.gov.au>; El Husseini, Susu <Susu.ElHusseini@act.gov.au>
Cc: O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>
Subject: RE: Engagement of Varian for LA2/LA3 [SEC=UNCLASSIFIED]

Dave

Could you please contact me at your earliest convenience to discuss the infrastructure funding approval please?

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Leeper, Verity
Sent: Wednesday, 6 March 2019 3:40 PM
To: Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>; Hughes, DavidH <DavidH.Hughes@act.gov.au>; El Husseini, Susu <Susu.ElHusseini@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>
Subject: Engagement of Varian for LA2/LA3 [SEC=UNCLASSIFIED]
Importance: High

Hi all

I received the email below from [REDACTED] regarding the need to provide commitment to Varian and their subcontractors regarding the works in LA2 and LA3. Where are we at with the engagement?

Verity

From [REDACTED]
Sent: Wednesday, 6 March 2019 1:44 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: CBR RadOnc Infrastructure Working Group - Actions/Issues/Risks/Decisions [SEC=UNCLASSIFIED]

Hi Verity,

Not sure if Sarah got in touch with you this morning regarding the PO for the building works.

We are at risk of having to pull the team off site and stop works if that PO isn't provided this week. There are a lot of nervous contractors and my good will with them is starting to run out.

[REDACTED]

Hutchins, Tracy (Health)

From: O'Neill, Cathie (Health)
Sent: Friday, 8 March 2019 12:04 PM
To: Mogford, Sarah (Health); Elsaleh, Hany (Health)
Subject: RE: RT Weekly Waiting List Report [SEC=UNCLASSIFIED]

Sarah

That is great work – do we have a distribution list for the broader rad onc team including nurses and admin? I'd like to send out a thank you

C

From: Mogford, Sarah (Health)
Sent: Friday, 8 March 2019 11:55 AM
To: O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Elsaleh, Hany (Health) <Hany.Elsaleh@act.gov.au>
Subject: RT Weekly Waiting List Report [SEC=UNCLASSIFIED]

This week we have absolutely smashed it. We have gained 100% compliance for Urgent and semi-urgent. We had a few cancellations and as the docs were onto their tumour volumes we managed to bring patients forward. I'm really proud of the team at the moment going the extra mile to keep on top of the waiting list as much as we can. It's probably the threat of shiftwork that's doing it 😊

In summary the waiting list has not got any worse. I have managed to ring a couple of patients before triage and they opted to go to [REDACTED] as it was nearer home.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Friday, 8 March 2019 5:05 PM
To: Freeman, Nigel (Health); Leeper, Verity; Mogford, Sarah (Health); Ravi, Thura (Health)
Cc: Legge, Kim (Health)
Subject: RE: LA2 plan & elevation with scale [SEC=UNCLASSIFIED]

Hi All,

I had an informal discussion with HPS yesterday relating to the incomplete shielding designs for LA2.

I specifically asked what might be the options if the shielding plans cannot be found. There was no specific answer. After some discussion, the suggestion was to submit all the supporting material we had managed to collect, including any preliminary radiation surveying work, and that it would be referred to the Radiation Council once the application had been put in.

Ben was strongly advised that we put in an application to meet the next Radiation Council deadline (13 March). Ravi as you are the RPA for Radiation Oncology, could I ask you please to prepare this and I will be happy to assist you to meet the 13 March deadline.

Best
Ben

From: Freeman, Nigel (Health)
Sent: Wednesday, 6 March 2019 1:35 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Cc: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>
Subject: RE: LA2 plan & elevation with scale [SEC=UNCLASSIFIED]

Hi Verity,

Ravi has been verbally advised by HPS that the original shielding design plans must be included with the registration application. If those plans can be located (we have not had any success so far) it will include the architects dimensions.

For our own purposes we are working off the floor plan drawings that you have provided from the current project and part of the site inspection is to verify these values. As noted before those plans don't help with the roof dimensions, but again for our purposes we will attempt to physically measure those dimensions.

In relation the contracted independent validation expert that HPS requires– it will depend on what will satisfy their requirements under the contract.

Regards, Nigel

From: Leeper, Verity
Sent: Wednesday, 6 March 2019 11:56 AM
To: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Cc: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: RE: LA2 plan & elevation with scale [SEC=UNCLASSIFIED]

Hi Nigel

What's the plan if HPS demand accurate site plans? Does an architect need to be engaged to measure and draw the plans?

Verity

From: Freeman, Nigel (Health)
Sent: Tuesday, 5 March 2019 3:29 PM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Cc: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: RE: LA2 plan & elevation with scale [SEC=UNCLASSIFIED]

Much appreciated, but unfortunately doesn't show primary barrier in elevation.
 We have several version of the floor plan, but it is the front & end elevations that will give us the information about the roof.

Regards, Nigel

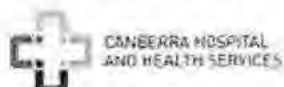
From: Mogford, Sarah (Health)
Sent: Tuesday, 5 March 2019 3:10 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>
Cc: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: RE: LA2 plan & elevation with scale [SEC=UNCLASSIFIED]

Thanks Verity.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)
 Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Leeper, Verity
Sent: Tuesday, 5 March 2019 2:42 PM
To: Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>
Cc: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: LA2 plan & elevation with scale [SEC=UNCLASSIFIED]

Hi all

The attached plans have a scale which could be used to calculate the thickness of the barriers in LA2.

Regards

Verity Leeper | System Development and Change Manager

Phone 02 512 48372 | Email: Verity.Leeper@act.gov.au

Radiation Oncology | Health Directorate | ACT Government

Canberra Region Cancer Centre, The Canberra Hospital | GPO Box 825, Canberra ACT 2601

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Wednesday, 13 March 2019 9:33 AM
To: Mogford, Sarah (Health)
Subject: FW: Brainlab Support for Exactrac system [SEC=UNCLASSIFIED]

Hi Sarah,

Following our meeting the other day, Ravi has got advice from Brainlab that Exactrac will be clinically serviceable until 2027 – see below.

Best
 Ben

From: Ravi, Thura (Health)
Sent: Tuesday, 12 March 2019 4:11 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: FW: Brainlab Support for Exactrac system [SEC=UNCLASSIFIED]

Hi Ben

I am forwarding Brainlab's response to existing Exactrac system support as you requested.

Regards
 Ravi

Thura Ravi

Principal Medical Physicist Medical Physics and Radiation Engineering

Phone: 6244 3512 | [REDACTED] Fax: 6244 3819 | Email: thura.ravi@act.gov.au



From: [REDACTED]
Sent: Tuesday, 12 March 2019 3:44 PM
To: Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Subject: RE: Brainlab Support for Exactrac system [SEC=UNCLASSIFIED]

Dear Ravi,

Your Exactrac 6.x was upgraded in Nov 2015 and it is under service contract until 12/06/2020. Its lifecycle is for 12 years. So yours will be serviced until 2027.

I hope this helps.

Best regards,
 [REDACTED]

From: Ravi, Thura (Health) [<mailto:Thura.Ravi@act.gov.au>]
Sent: Tuesday, March 12, 2019 12:41 PM
To: [REDACTED]
Subject: Brainlab Support for Exactrac system [SEC=UNCLASSIFIED]

Hi [REDACTED]

Thanks for organising Exactrac PMI.

Would you please let me know how long you can provide service and maintenance support for our existing Exactrac system. This information is crucial for us to plan future SRS treatment delivery.

Regards
Ravi

Thura Ravi

Principal Medical Physicist Medical Physics and Radiation Engineering

Phone: 6244 3512 | [REDACTED] Fax: 6244 3819 | Email: thura.ravi@act.gov.au



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O'Neill, Cathie (Health)

From: Mogford, Sarah (Health)
Sent: Wednesday, 13 March 2019 6:33 PM
To: Austen, Lyn (Health); Barton, Cate (Health); Craft, Paul (Health); Elsaleh, Hany (Health); Fittler, Brett (Health); Kleiven, Hilde (Health); Lee, Andrew (Health); Lee, Isabel (Health); McLaren, Trish (Health); Morgan, Fiona (Health); Nguyen, Brandon (Health); O'Neill, Cathie (Health); ORourke, Julie (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Seng, Martin (Health); Senga, Esther (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Syed, Farhan (Health); Van Diemen, Rebecca (Health); Wakefield, Katherine (Health)
Subject: RT Weekly Waiting List Report [SEC=UNCLASSIFIED]
Attachments: 19-0307 Weekly Waiting Time and Activity Report- Radiation Oncology_copy.docx

Please find attached last week's report. I'm really delighted to point out we achieved 100% compliance in starting Urgent and Semi-Urgent patients on time. We also managed to bring patients forward in planning so I want to send out a huge thank you to everyone for getting volumes done, planning done, checking done and to the machines for keeping the daily numbers above 30.

The waiting list at present is stable thanks to everyone's amazing efforts. Thank you everyone😊

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Thursday, 14 March 2019 4:21 PM
To: Mogford, Sarah (Health); Howard, Belinda (Health)
Cc: Ravi, Thura (Health)
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Hi Sarah,

Following the meeting today, is it reasonable to plan for continuation of the BrainLab contract work for the SRS components Elements and ExacTrac going forwards to 2027? Assuming this is the case, we should chat to Belinda about how that contract can be set up going into the future.

Ravi, I've cc'd you as the main SRS physics rep and I'm more than happy to assist you with any future service contract arrangements.

Best

Ben

From: Cooper, Ben (Health)
Sent: Friday, 1 March 2019 2:55 PM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Howard, Belinda (Health) <Belinda.Howard@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Hi Sarah,

When's a good time?

Best

Ben

From: Mogford, Sarah (Health)
Sent: Saturday, 16 February 2019 6:20 PM
To: Howard, Belinda (Health) <Belinda.Howard@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Hi Ben

We will need to meet and discuss this.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Canberra Hospital and Health Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Howard, Belinda (Health)
Sent: Friday, 15 February 2019 2:54 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Good afternoon All

For your information this will expire 12th June 2020, so we have time but process is taking a while and I would like a idea of what we plan so we can progress when the time is right.

Thank you for your consideration on this.

Thank you

Kind Regards

Belinda Howard
 Contracts Coordinator

Medical Imaging
 Building 12, Level 2
 Phone: 02 512 48714

Fax: 02 512 44909
 E-mail: belinda.howard@act.gov.au

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From: Cooper, Ben (Health)
Sent: Friday, 15 February 2019 12:36 PM
To: Howard, Belinda (Health) <Belinda.Howard@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Hi Belinda,

Let me CC Sarah Mogford to see where we want to go with continuation for this clinical service.

Sarah, what is the position for RO for SRS into the future?

Best
 Ben

From: Howard, Belinda (Health)
Sent: Tuesday, 5 February 2019 1:47 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>

Subject: FW: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Importance: High

Hi Ben

Is this something that we should have on the radar as completing soon and need to replace or negotiate a new service agreement?

Thanks

Kind Regards

Belinda Howard

Contracts Coordinator

Medical Imaging
Building 12, Level 2
Phone: 02 512 48714

Fax: 02 512 44909

E-mail: belinda.howard@act.gov.au

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**Canberra Health
Services**

From: McClymont, Geoff (Health)

Sent: Monday, 21 January 2019 11:41 AM

To: Howard, Belinda (Health) <Belinda.Howard@act.gov.au>

Cc: Kingston, Danielle (Health) <Danielle.Kingston@act.gov.au>

Subject: FW: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Importance: High

Hi Belinda,

Please see email below, as this belongs to Medical Imaging.

Regards

Geoff McClymont | Administration and System Manager

Phone: 02 5124 3043 | Email: geoff.mcclymont@act.gov.au

Biomedical Engineering | Canberra Health Services | ACT Government

From: Kingston, Danielle (Health)

Sent: Monday, 21 January 2019 11:27 AM

To: Sommariva, Maurice (Health) <Maurice.Sommariva@act.gov.au>; McClymont, Geoff (Health) <Geoff.McClymont@act.gov.au>

Subject: FW: Brainlab Invoice - PO H1604376 [SEC=UNCLASSIFIED]

Importance: High

Good morning,

Please approve invoice and return to acthealthsupply@act.gov.au for payment and processing.

Thank you

Kind Regards

Danielle Kingston | Team Leader – Cataloguing
Phone: 02 620 50801 | danielle.kingston@act.gov.au |
Supply Services | Clinical Support Services
Canberra Health Services | ACT Government
Building 3, 9 Sandford Street, Mitchell, ACT 2911

From: [REDACTED]
Sent: Tuesday, 15 January 2019 10:17 AM
To: Kingston, Danielle (Health) <Danielle.Kingston@act.gov.au>
Cc: ACTHealthSupply <ACTHealthSupply@act.gov.au>
Subject: RE: Brainlab Invoice - PO H1604376
Importance: High

Hi Danielle

Hope you had a great holiday.

Just wondering if you have any updates about this invoice.
It has been overdue for more than 3 months. Would be much appreciated if we could have this settled asap.

Your early reply will be highly appreciated.

Best regards
[REDACTED]

From: [REDACTED]
Sent: Tuesday, September 18, 2018 12:13 PM
To: 'danielle.kingston@act.gov.au' <danielle.kingston@act.gov.au>
Subject: Brainlab Invoice - PO H1604376

Hi Danielle

Nice talking to you ☺

As discussed, please kindly find attached Invoice 716000137 for your PO H1604376, period of 2018 – 2019.
Please feel free to let me know should you have any queries.


Thanks & best regards
[REDACTED]

From: [REDACTED]
Sent: Wednesday, August 22, 2018 3:57 PM
To: 'acthealthsupply@act.gov.au' <acthealthsupply@act.gov.au>
Subject: Brainlab Invoice - PO H1604376

Dear accounts

Please kindly find attached Invoice 716000137 to your PO H1604376.
This is for service period 2018-2019.

Thanks & regards


Sales & Operation Associate
Brainlab Australia Pty Ltd



www.brainlab.com

[Facebook](#) | [LinkedIn](#) | [Twitter](#) | [YouTube](#)

Suite 1, Building 1, 14 Aquatic Drive Frenchs Forest, NSW, 2086 Australia

O'Neill, Cathie (Health)

From: Fittler, Brett (Health)
Sent: Friday, 15 March 2019 6:07 PM
To: Groves, Simmone (Health); Hawke, Ian (Health); Lam, Hiu (Health); Lazic, Diana (Health); Manatunga Arachchige Dona, Malie (Health); McIntyre, Caroline (Health); Qashaa, Aymen (Health); Willingham, Mandy (Health); Wind, Roxy (Health); Basaula, Deepak (Health); Cooper, Ben (Health); Freeman, Nigel (Health); Gromek, Zenon (Health); Gustafsson, Helen (Health); Hallberg, Erik (Health); Kalla Veetil, Harilal (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Salehzahi, Farshid (Health); Selvaraj, Jothy (Health); Stanton, Stephen (Health); Sutton, Julie Ann (Health); Bray, Sally (Health); Burnell, Maureen (Health); Busted, Mary Ann (Health); Castle-Burns, Lisa (Health); Coleman, Verity (Health); Davis, Nicola (Health); Langdon, Peter (Health); Niemi, Ulpu (Health); ORourke, Julie (Health); Reid, Kathryn (Health); Spence, Jackie (Health); Austen, Lyn (Health); Elsaleh, Hany (Health); Kleiven, Hilde (Health); Lee, Andrew (Health); Lee, Isabel (Health); Nguyen, Brandon (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Syed, Farhan (Health); Buchanan, Grant (Health); Currie, Lea (Health); Lutalo Bossa, Samuel (Health); McKean, Annie (Health); Newsome, David (Health); Squire, Timothy (Health)
Cc: O'Neill, Cathie (Health)
Subject: Linac 2 Update [DLM=For-Official-Use-Only]

LINAC 2 UPDATE

SEPTEMBER

12

- The Linac 2 Bunker and Control Room have officially been handed over to the new group of Contractors, SHAPE. We are no longer permitted to enter the bunker or control room without express authorisation from SHAPE.
- Over the past week, the wall framing inside the Linac 2 bunker has been installed. The picture below shows you a sneak peak of what it now looks like, ready to be sheeted.
- The cabinetry drawings for the bunker are nearing completion. We're just making some final tweaks to measurements. Some 3D drawings are on the noticeboard near the Radiation Oncology Imprest Store for you to see. The colours are indicative only.
- The TrueBeam Project Team RT's are planning to head to St. George Hospital to look at their equipment, workflows and integrated practices. This will give them some exposure to the TrueBeam Platform before they go to Vegas for their training.
- Vegas TrueBeam training for the RT's is being finalised. It looks like our team will receive official factory training sometime in June 2019.
- We are still currently on target for treating our first patient on the TrueBeam Linac on 12th September 2019!
- If there are issues or concerns during this stage of the works, please contact Verity, Sarah or myself.



Regards,

Brett Fittler
Deputy Chief Radiation Therapist
Radiation Oncology Department
Canberra Region Cancer Centre

02-62442218

Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Tuesday, 19 March 2019 12:52 PM
To: Cooper, Ben (Health)
Cc: Fittler, Brett (Health)
Subject: Re: linac 4 - unplanned outage affecting treatment (Radiation Oncology) [SEC=UNCLASSIFIED]

I've been in meetings all morning but have started the draft to Cathie.

Thanks Ben

Regards
 Sarah

Sent from my iPhone

On 19 Mar 2019, at 11:58 am, Cooper, Ben (Health) <Ben.Cooper@act.gov.au> wrote:

Hi Sarah and Brett,

See below for what I've sent to Lisa Gilmore (CSS ED) who said thanks and did Cathie know? Have you guys briefed Cathie (I'm sure you have)?

Best
 Ben

From: Cooper, Ben (Health)
Sent: Tuesday, 19 March 2019 11:49 AM
To: Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>
Cc: Ashhurst, Pip (Health) <Pip.Ashhurst@act.gov.au>; Rucinski, Gul (Health) <Gul.Rucinski@act.gov.au>
Subject: linac 4 - unplanned outage affecting treatment (Radiation Oncology) [SEC=UNCLASSIFIED]
Importance: High

Hi Lisa,

This is to inform you that linear accelerator 4 (LA4) is currently out of clinical service due to a part failure (an RF driver).

This is affecting scheduled patient treatment today (19 March 2019) with some patients rebooked on other treatment machines today with others treatments postponed.

Radiation Engineering have contacted the vendor for a replacement part which is expected to be dispatched today.

I will keep you updated as new information comes to hand.

Best wishes
 Ben

Ben Cooper, QMPS *Qualified Medical Physics Specialist*
 A/g Chief Medical Physics Specialist - Medical Physics and Radiation Engineering
 Phone: +61 2 5124 5300 | Fax: 5124 2977 | Email: ben.cooper@act.gov.au

<image001.png>

O'Neill, Cathie (Health)

From: Mogford, Sarah (Health)
Sent: Tuesday, 19 March 2019 1:18 PM
To: O'Neill, Cathie (Health)
Subject: FW: linac 4 - unplanned outage affecting treatment (Radiation Oncology) [SEC=UNCLASSIFIED]

Importance: High

Hi Cathie

Please see below a communication from Ben Cooper around LA4 being down for today.

As an addition to his note I can confirm we had to put of 6 new starts from today until Thursday and we had to cancel 9 other appointments for the day. All other patients have been relocated to the other machines.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Cooper, Ben (Health)
Sent: Tuesday, 19 March 2019 11:58 AM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>
Subject: FW: linac 4 - unplanned outage affecting treatment (Radiation Oncology) [SEC=UNCLASSIFIED]
Importance: High

Hi Sarah and Brett,

See below for what I've sent to Lisa Gilmore (CSS ED) who said thanks and did Cathie know? Have you guys briefed Cathie (I'm sure you have)?

Best
 Ben

From: Cooper, Ben (Health)
Sent: Tuesday, 19 March 2019 11:49 AM
To: Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>
Cc: Ashhurst, Pip (Health) <Pip.Ashhurst@act.gov.au>; Rucinski, Gul (Health) <Gul.Rucinski@act.gov.au>
Subject: linac 4 - unplanned outage affecting treatment (Radiation Oncology) [SEC=UNCLASSIFIED]
Importance: High

Hi Lisa,

This is to inform you that linear accelerator 4 (LA4) is currently out of clinical service due to a part failure (an RF driver).

This is affecting scheduled patient treatment today (19 March 2019) with some patients rebooked on other treatment machines today with others treatments postponed.

Radiation Engineering have contacted the vendor for a replacement part which is expected to be dispatched today.

I will keep you updated as new information comes to hand.

Best wishes

Ben

Ben Cooper, QMPS *Qualified Medical Physics Specialist*

A/g Chief Medical Physics Specialist - Medical Physics and Radiation Engineering

Phone: +61 2 5124 5300 | Fax: 5124 2977 | Email: ben.cooper@act.gov.au



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Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Tuesday, 19 March 2019 5:01 PM
To: Kalla Veettil, Harilal (Health)
Cc: Cooper, Ben (Health); Sutton, Julie Ann (Health); Fittler, Brett (Health); Morgan, Fiona (Health); Gustafsson, Helen (Health); Ravi, Thura (Health); Gromek, Zenon (Health); Hallberg, Erik (Health); Stanton, Stephen (Health)
Subject: Re: LA4 status [SEC=UNCLASSIFIED]

Thanks Harilal, I will make sure patients are cleared until 12pm.

Regards
Sarah

Sent from my iPhone

On 19 Mar 2019, at 4:56 pm, Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au> wrote:

Hi Ben /Sarah,

LA4 is having an RF driver issue. The old one from LA2 is not providing a stable dose rate at 6X, So following arrangements have made to repair the unit.


The emergency PO has issued for the new RF driver, I spoke to Paul and he confirmed me that Bill Morrison and the new part will be here by tomorrow morning.

Hope we will have the machine operational by tomorrow noon.

Thanks and best regards,

Harilal KV

Senior Radiation Engineer
Medical Physics and Radiation Engineering
Canberra Hospital and Health Services

Phone: (02) 5124 4583 

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<image001.png>

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<image002.png><image003.png>

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Tuesday, 19 March 2019 5:30 PM
To: Mogford, Sarah (Health); Kalla Veettil, Harilal (Health)
Cc: Sutton, Julie Ann (Health); Fittler, Brett (Health); Morgan, Fiona (Health); Gustafsson, Helen (Health); Ravi, Thura (Health); Gromek, Zenon (Health); Hallberg, Erik (Health); Stanton, Stephen (Health)
Subject: RE: LA4 status [SEC=UNCLASSIFIED]

Hi Harilal,

Many thanks for your work on the problem. I can sign the PO tomorrow – glad that Varian are going to process the order now and are coming tomorrow morning.

Best
 Ben

From: Mogford, Sarah (Health)
Sent: Tuesday, 19 March 2019 5:01 PM
To: Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>
Cc: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Sutton, Julie Ann (Health) <JulieAnn.Sutton@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Morgan, Fiona (Health) <Fiona.Morgan@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Gromek, Zenon (Health) <Zenon.Gromek@act.gov.au>; Hallberg, Erik (Health) <Erik.Hallberg@act.gov.au>; Stanton, Stephen (Health) <Stephen.Stanton@act.gov.au>
Subject: Re: LA4 status [SEC=UNCLASSIFIED]

Thanks Harilal, I will make sure patients are cleared until 12pm.

Regards
 Sarah

Sent from my iPhone

On 19 Mar 2019, at 4:56 pm, Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au> wrote:

Hi Ben /Sarah,
 LA4 is having an RF driver issue. The old one from LA2 is not providing a stable dose rate at 6X, So following arrangements have made to repair the unit.

The emergency PO has issued for the new RF driver, I spoke to Paul and he confirmed me that Bill Morrison and the new part will be here by tomorrow morning.
 Hope we will have the machine operational by tomorrow noon.

Thanks and best regards,

Harilal KV

Senior Radiation Engineer
 Medical Physics and Radiation Engineering
 Canberra Hospital and Health Services
 Phone: (02) 5124 4583
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 <image001.png>

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<image002.png><image003.png>

Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Wednesday, 20 March 2019 2:45 PM
To: Kalla Veettil, Harilal (Health); Fittler, Brett (Health); Morgan, Fiona (Health); Basaula, Deepak (Health); Cooper, Ben (Health); Freeman, Nigel (Health); Gustafsson, Helen (Health); Harwood, Jeff (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health)
Cc: Sutton, Julie Ann (Health); Gromek, Zenon (Health); Hallberg, Erik (Health); Stanton, Stephen (Health)
Subject: RE: LA4 back to Clinical [SEC=UNCLASSIFIED]

Thank you to all involved in getting us clinical again, very much appreciated.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Kalla Veettil, Harilal (Health)
Sent: Wednesday, 20 March 2019 2:38 PM
To: Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Morgan, Fiona (Health) <Fiona.Morgan@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Harwood, Jeff (Health) <Jeff.R.Harwood@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Selvaraj, Jothy (Health) <Jothy.Selvaraj@act.gov.au>
Cc: Sutton, Julie Ann (Health) <JulieAnn.Sutton@act.gov.au>; Gromek, Zenon (Health) <Zenon.Gromek@act.gov.au>; Hallberg, Erik (Health) <Erik.Hallberg@act.gov.au>; Stanton, Stephen (Health) <Stephen.Stanton@act.gov.au>
Subject: LA4 back to Clinical [SEC=UNCLASSIFIED]

Hi All,

New RF driver has installed in LA4 and all necessary configuration and alignment have carried out. Physics QA and clinical handed over has carried out by Jon, LA4 is back to its normal operation.

Thanks and regards,

Harilal KV

Senior Radiation Engineer
 Medical Physics and Radiation Engineering
 Canberra Hospital and Health Services

Phone: (02) 5124 4583 [REDACTED]

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Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Thursday, 21 March 2019 7:38 AM
To: Gustafsson, Helen (Health); McPherson, Glen (Health); Couper, Mecaela (Health); Morgan, Fiona (Health); Fittler, Brett (Health); Cooper, Ben (Health)
Subject: RE: Exactrac calibration [SEC=UNCLASSIFIED]

Thanks Helen and sorry for the late night.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
 Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Gustafsson, Helen (Health)
Sent: Wednesday, 20 March 2019 9:39 PM
To: McPherson, Glen (Health) <Glen.McPherson@act.gov.au>; Couper, Mecaela (Health) <Mecaela.Couper@act.gov.au>; Morgan, Fiona (Health) <Fiona.Morgan@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: Exactrac calibration

Hi All,

Just a heads up that we might be required to do the Exactrac calibration on LA4 before the stereo patient tomorrow (Thursday). It should have been done yesterday but was cancelled due to LA4 being down. I was then hoping to do it tonight but have just finished with VMAT QA and a couple of other urgent things that have come up tonight.

It might be possible to treat tomorrow without the re-calibration as we are unsure of exactly when the calibration expires (it was done on the 21st Feb, not sure if it expires on the 20th or 21st March). I will look into it tomorrow but for now I have booked the calibration after the last non-stereo patient.

Cheers,
 Helen

O'Neill, Cathie (Health)

From: O'Neill, Cathie (Health)
Sent: Thursday, 21 March 2019 10:58 AM
To: Noffke, Kellie (Health)
Cc: Mogford, Sarah (Health); Leeper, Verity
Subject: Availability of Emergency Rad Onc on W/E - exec On Call [SEC=UNCLASSIFIED]

Hi Kellie

We just wanted to give you, as Exec on call, the heads up that as part of the Lin Acc replacement program we will be having the electricity cut to Blg 20 this weekend which means we will not be able to provide any emergency Radiation Therapy for a short period.

The oncology teams have been forewarned and have been asked to identify any potential patients by midday Friday so that if required they could be treated first thing Sat am before the electricity is turned off.

At this stage the electricity should only be off for about 4 hours, so there should be no real impact.

Blg 19 will be unaffected but we have ensured that the weekend staff know they will not be able to transport any patients via Blg 20 whilst the power is off as the swipe access from Blg 3 won't work, patients will need to be brought around through the external doors if required.

Regards

Cathie O'Neill

Executive Director
Cancer and Ambulatory Support

Phone: 61 (02) 6244 2738
E-mail: Cathie.O'Neill@act.gov.au

PA: Rebecca Van Dieman

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O'Neill, Cathie (Health)

From: O'Neill, Cathie (Health)
Sent: Thursday, 21 March 2019 2:02 PM
To: Mogford, Sarah (Health)
Subject: RE: Risk Register Risk Allocation [SEC=UNCLASSIFIED]

Sarah

Can you contact the risk man help desk and get your profile changed so that you do going forward?

As it happens I had some spare time this morning and have gone through and updated a number of Divisional risks including that one

So unless you have something specific you want to add we can probably leave til the next reminder

C

From: Mogford, Sarah (Health)
Sent: Thursday, 21 March 2019 2:00 PM
To: O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Wells, Rebecca (Health) <Rebecca.Wells@act.gov.au>
Subject: FW: Risk Register Risk Allocation [SEC=UNCLASSIFIED]

Hi Cathie

Who is responsible for the risk register stuff now that Paul is not here? I do not have permission to enter and respond to the request below.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services

Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: ACT Health Riskman Notification [<mailto:RiskmanHelpdesk@act.gov.au>]
Sent: Thursday, 21 March 2019 10:36 AM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: Risk Register Risk Allocation

Risk ID: 601

Risk Name: Demand for radiation oncology services exceeds capacity, some patients not being provided clinically appropriate treatment within the recommended time frame.

You have received this notification because you have been allocated as the Accountable Executive or the Responsible Manager for this risk.

For further information or assistance, please contact the Quality, Safety and Governance Director, Clinical Risk

To review this item please click [**HERE**](#)

RiskMan.NET Mail ID: 907640

O'Neill, Cathie (Health)

From: Leeper, Verity
Sent: Thursday, 21 March 2019 10:21 PM
To: Gustafsson, Helen (Health); Mogford, Sarah (Health); Morgan, Fiona (Health); Rezo, Angela (Health); Fittler, Brett (Health); Ramos, Alvin (Health); Kalla Veettil, Harilal (Health); ORourke, Julie (Health); McIntyre, Caroline (Health); Soundararajan, Renga (Health); Nguyen, Brandon (Health); Lee, Jonathon (Health); Seng, Martin (Health); Hunter, Monica (Health); Le, Philena (Health); Elsaleh, Hany (Health)
Cc: O'Neill, Cathie (Health)
Subject: Electrical shutdown 23rd March - Run sheet & contacts [SEC=UNCLASSIFIED]
Attachments: RadOnc Clinical Sysetms Shutdown Run Sheet.xlsx; RadOnc March 23 Emergency Contact List.docx

Hi all,

Please find attached the run sheet for the electrical outage and contacts.

Alvin/Harilal – I'll see you at 10:30 at the patient waiting area near the linacs.

Alvin/Harilal/Jon/Monica/Phil – I'll try to keep you up to date with progress and let you know as soon as I can when it's time to come in.

I am not onsite tomorrow but am available on the phone if there are any issues or questions.

Regards,

Verity Leeper | System Development and Change Manager

Phone 02 512 48372 | Email: Verity.Leeper@act.gov.au

Radiation Oncology | Health Directorate | ACT Government

Canberra Region Cancer Centre, The Canberra Hospital | GPO Box 825, Canberra ACT 2601

Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Friday, 22 March 2019 3:47 PM
To: [REDACTED] Cooper, Ben (Health); Leeper, Verity
Cc: [REDACTED]
Subject: RE: Varian Account Meeting [SEC=UNCLASSIFIED]

Categories: VarianStuff

Hi [REDACTED]

I'll chat to everyone next week and let you know. Have a great weekend.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: [REDACTED]
Sent: Friday, 22 March 2019 3:18 PM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>
Cc: [REDACTED]
Subject: Varian Account Meeting

Hello Canberra Team,

Just a quick email to check in what dates you all may be available for the next Varian account meeting, also to intro/re-intro our new Director of Sales- [REDACTED]

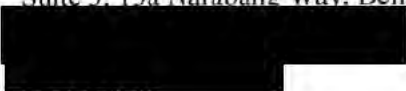
Please let me know availabilities for mid April. Also I hear that Hany will be leaving/has left for the Alfred? Who will be replacing him? if they are around, would be great to have them included on the meeting

Kind regards,

[REDACTED]

[REDACTED]
 Account Manager

Varian Medical Systems
Suite 3, 13a Narabang Way, Belrose 2085 Australia


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Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Friday, 22 March 2019 4:29 PM
To: Freeman, Nigel (Health); Ravi, Thura (Health)
Cc: Mogford, Sarah (Health)
Subject: RE: radiation Protection - CT regsitration "Use" [SEC=UNCLASSIFIED]

Hi Nigel,

Many thanks for bringing this to our attention. Yes, I agree that the "Permitted Use" ought to be clarified as the CT is not for diagnostic use.

Ravi, can you please liaise with HPS on this matter?

Best
Ben

From: Freeman, Nigel (Health)
Sent: Tuesday, 19 March 2019 3:05 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: radiation Protection - CT regsitration "Use" [SEC=UNCLASSIFIED]

Hi Ben & Ravi

As I suggested, it would make sense to have the CT-sim registered for "Permitted Use" in a category other than "Medical; diagnostic" or have clear conditions of "use" defined.

Currently it is registered as "Medical; diagnostic" which is inconsistent with it's actual use as equipment used to obtain anatomical and tissue density information for the therapy process. The CT is not operated or maintained to a performance standard suitable for radiological diagnosis. In discussion with a senior RT, they would also like the "use" category changed as they are not authorised by licence or by the AIR to carry out diagnostic scanning.

Perhaps this can be addressed at the next registration of the CT scanner.

Regards, Nigel

Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Monday, 25 March 2019 8:48 PM
To: Leeper, Verity; O'Neill, Cathie (Health); Fittler, Brett (Health); ORourke, Julie (Health); Cooper, Ben (Health); Gustafsson, Helen (Health); Elsaleh, Hany (Health); Hunter, Monica (Health); Le, Philena (Health); Kalla Veettil, Harilal (Health); Lee, Jonathon (Health); Ramos, Alvin (Health)
Cc: El Husseini, Susu; Hughes, DavidH
Subject: RE: RadOnc Electrical Outage 23rd March- Update [SEC=UNCLASSIFIED]
Categories: ForNoting

I'd like to add my sincere thanks to all involved in the coordination and onsite work done on Saturday. Whilst disappointing to find out not all the work was completed I hope we can learn from the event and be better prepared for the next one.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
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From: Leeper, Verity
Sent: Sunday, 24 March 2019 10:44 AM
To: O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; ORourke, Julie (Health) <Julie.ORourke@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Elsaleh, Hany (Health) <Hany.Elsaleh@act.gov.au>; Hunter, Monica (Health) <Monica.Hunter@act.gov.au>; Le, Philena (Health) <Philena.Le@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Ramos, Alvin (Health) <Alvin.Ramos@act.gov.au>
Cc: El Husseini, Susu <Susu.ElHusseini@act.gov.au>; Hughes, DavidH <DavidH.Hughes@act.gov.au>
Subject: RadOnc Electrical Outage 23rd March- Update [SEC=UNCLASSIFIED]

Hi all,

An update on the electrical outage completed on Saturday 23rd March.

All systems and devices were shutdown safely. There was a delay to the shutdown of the large UPS in the main RadOnc Comms room while an SSICT Facilities representative arrived onsite. This was completed by 12:45pm.

The electrical works took longer than expected and as a result clinical service checks didn't start until 7:45. The time allocated for the electrical works was far too short and restoration of power to RadOnc only occurred at 7:30pm.

Verification of linac clinical function was delayed due to a fault with the chiller. This error was resolved around 9pm. Checks on the linacs which didn't require beam on were completed prior to this.

There was/is an issue with the LAP lasers in CT. These were not registering last night. Jon is investigating.

All ICT systems were restored without issue. Phones and computer access were restored without issue.

The electrical works have not been completed and another electrical outage will be required. LA3 and LA4 are still running on the old submains, and there is another safety component that needs to be installed to the main switch board (MSB). Facilities Management will assess the MSB works and advise whether it can be delayed or needs to be done in the short term. Given the project works underway in the next few months the outage either needs to occur on the 13th of April or after September. I'll let you know when a decision has been made.

If you notice any issues related to the outage please let me know.

My thanks to Harilal, Alvin, Monica, Phil, Brett and Jon for coming in on the weekend to shut down the Department and ensure services were restored. It was a long day and I appreciate your patience waiting for the power to be restored.

Regards,

Verity Leeper | System Development and Change Manager

Phone 02 512 48372 | Email: Verity.Leeper@act.gov.au

Radiation Oncology | Health Directorate | ACT Government

Canberra Region Cancer Centre, The Canberra Hospital | GPO Box 825, Canberra ACT 2601

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Tuesday, 26 March 2019 2:34 PM
To: Fittler, Brett (Health); Mogford, Sarah (Health); Freeman, Nigel (Health); Gustafsson, Helen (Health); Harwood, Jeff (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health); Morgan, Fiona (Health); Seng, Martin (Health); Leeper, Verity; Kalla Veettil, Harilal (Health)
Cc: Sutton, Julie Ann (Health); Gromek, Zenon (Health); Hallberg, Erik (Health); Stanton, Stephen (Health)
Subject: Re: CT2 moving laser has been repaired [SEC=UNCLASSIFIED]

Hi All,

Thanks Harilal and Jon and team for such a quick resolution!

Best
Ben

[Get Outlook for Android](#)

From: Kalla Veettil, Harilal (Health)
Sent: Tuesday, March 26, 2019 2:19:23 PM
To: Fittler, Brett (Health); Mogford, Sarah (Health); Cooper, Ben (Health); Freeman, Nigel (Health); Gustafsson, Helen (Health); Harwood, Jeff (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health); Morgan, Fiona (Health); Seng, Martin (Health); Leeper, Verity
Cc: Sutton, Julie Ann (Health); Gromek, Zenon (Health); Hallberg, Erik (Health); Stanton, Stephen (Health)
Subject: CT2 moving laser has been repaired [SEC=UNCLASSIFIED]

Hi All,

The LAP moving laser on CT2 has been repaired.
 The motor control module has failed and the same has been replaced by LAP tech personnel.
 Jon has verified its clinical functionality and found good.

Thanks and best regards

Harilal KV

Senior Radiation Engineer
 Medical Physics and Radiation Engineering
 Canberra Hospital and Health Services
 Phone: (02) 5124 4583 [REDACTED]
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O'Neill, Cathie (Health)

From: Fittler, Brett (Health)
Sent: Tuesday, 26 March 2019 2:58 PM
To: O'Neill, Cathie (Health)
Subject: FW: CT2 Laser System -Out of Service [DLM=For-Official-Use-Only]

Hi Cathie,

CT2 operation is now restored.
 The issue was a motor control module which failed. Parts have been replaced.

Regards,

Brett Fittler

Deputy Chief Radiation Therapist

Canberra Region Cancer Centre
 Radiation Oncology Department
 Bld 19, Level 1
 Canberra Hospital
 Canberra Drive,
 GARRAN, ACT, 2606

Phone: 02 5124 2218
 Fax: 02 5124 2272
 E-mail: brett.fittler@act.gov.au

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From: Fittler, Brett (Health)
Sent: Monday, 25 March 2019 12:17 PM
To: O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Elsaleh, Hany (Health) <Hany.Elsaleh@act.gov.au>
Subject: CT2 Laser System -Out of Service [DLM=For-Official-Use-Only]

Hi Cathie,

Following the planned power outage on the weekend, there is currently only one outstanding issue that has not been able to be resolved this morning. The issue is a failure in the laser alignment system in CT2 and it prohibits us from scanning a number of our patients as it is critical to patient alignment accuracy.

The Radiation Engineering (RE) team believe the failure to be related to the power supply of the laser unit itself and are unable to undertake the repair in-house. RE have contacted the vendor and identified a repair agent who is located in Brisbane. RE are currently negotiating with the repairer to attend tomorrow (to be confirmed).

Of the 8 patients scheduled for CT today, 4 have been rescheduled. The other 4 were completed as planned because their technique doesn't rely on the laser alignment system. There are 5 patients currently scheduled for CT tomorrow. The CT team will commence rescheduling those patients once we have had confirmation that the repairer is able to attend tomorrow.

I'll update you as things change/progress.

Regards,

Brett Fittler
Deputy Chief Radiation Therapist
Radiation Oncology Department
Canberra Region Cancer Centre

02-62442218

O'Neill, Cathie (Health)

From: Fittler, Brett (Health)
Sent: Wednesday, 27 March 2019 12:48 PM
To: Allen, Kym (Health); Barker, Teri (Health); Bower, Dayle (Health); Carr, Elyse (Health); Cartwright-Mpofu, Roy (Health); Chantawannop, Sai (Health); Chu, Bonnie (Health); Couper, Mecacla (Health); Dean, Kerryn (Health); Deaves, Lauren (Health); Disanayake, Saki (Health); Drodge, Sophie (Health); DuToit, Theresa (Health); Hall, Julie (Health); Hambley, Julia (Health); Hindi, Rachel (Health); Ho, Catherine (Health); Hopley, Belinda (Health); Hunter, Monica (Health); Hyde, Nathan (Health); Karunagaran, Vishnu (Health); Laxman, Devika (Health); Le, Philena (Health); McPherson, Glen (Health); Medipally, Victoria (Health); Mogford, Sarah (Health); Morgan, Fiona (Health); Myat, Hayley (Health); Nafei, Noha (Health); O'Connor, Mary (Health); Oliver, Leah (Health); Panada, Dean (Health); Phan, Andrew (Health); Phillips, Juliette (Health); Ramritu, Praneesha (Health); Reynolds-Smith, Regina (Health); Seng, Martin (Health); Smith, Brittney (Health); Starkey, Katia (Health); Stevens, Claire (Health); Su, Diana (Health); Thom, Wesley (Health); Ting, Crystal (Health); Tiong, Ling (Health); Tran, Michelle (Health); Truong, Helen (Health); WernerGibbins, Libby (Health); Buchanan, Grant (Health); Fong, Eric (Health); Knox, Matthew (Health); Low, Chia (Health); Lutalo Bossa, Samuel (Health); McKean, Annie (Health); Squire, Timothy (Health); Groves, Simmone (Health); Hawke, Ian (Health); Lam, Hiu (Health); Lazic, Diana (Health); Manatunga Arachchige Dona, Malie (Health); McIntyre, Caroline (Health); Qashaa, Aymen (Health); Willingham, Mandy (Health); Wind, Roxy (Health); Bray, Sally (Health); Burnell, Maureen (Health); Busted, Mary Ann (Health); Castle-Burns, Lisa (Health); Coleman, Verity (Health); Davis, Nicola (Health); Langdon, Peter (Health); Mason, Bridget (Health); Niemi, Ulpu (Health); ORourke, Julie (Health); Reid, Kathryn (Health); Slade, James (Health); Spence, Jackie (Health); Wolf, Timothy (Health); Austen, Lyn (Health); Elsah, Hany (Health); Kleiven, Hilde (Health); Lee, Andrew (Health); Lee, Isabel (Health); Nguyen, Brandon (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Syed, Farhan (Health); Barton, Cate (Health); Craft, Edward (Health); Fang, Yu-Yan (Health); Gunner, Dorothy (Health); Leeper, Verity; McLaren, Trish (Health); Narvekar, Prajakta (Health); Nolan, Michelle (Health)
Cc: O'Neill, Cathie (Health)
Subject: Eclipse/ARIA Update [SEC=UNCLASSIFIED]

ECLIPSE/ARIA CLOUD HOSTED SOLUTION

- In the near future, ARIA™ and ECLIPSE™ will both move to the Cloud
- This means that we will no longer need to manage our own servers, databases, patches, networking or software. These will all become the responsibility of VARIAN.
- There has been a significant amount of work from VARIAN, Shared S ICT and our team going on in the background, over several months, to create a Solution that meets both security and functionality requirements for all parties.
- With the cloud based solution, End Users we can expect better performance and increased speed. We are also expecting rapid resolution of issue failures as they will be managed by VARIAN experts in a data centre in Sydney.
- The current plan is for ARIA and Eclipse Test Environment to be available

Regards,

Brett Fittler

Deputy Chief Radiation Therapist

Canberra Region Cancer Centre
Radiation Oncology Department
Bld 19, Level 1
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E-mail: brett.fittler@act.gov.au

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O'Neill, Cathie (Health)

From: Fittler, Brett (Health)
Sent: Thursday, 28 March 2019 1:24 PM
To: Allen, Kym (Health); Barker, Teri (Health); Bower, Dayle (Health); Carr, Elyse (Health); Cartwright-Mpofu, Roy (Health); Chantawannop, Sai (Health); Chu, Bonnie (Health); Couper, Mecacla (Health); Dean, Kerryn (Health); Deaves, Lauren (Health); Disanayake, Saki (Health); Drodge, Sophie (Health); DuToit, Theresa (Health); Hall, Julie (Health); Hambley, Julia (Health); Hindi, Rachel (Health); Ho, Catherine (Health); Hopley, Belinda (Health); Hunter, Monica (Health); Hyde, Nathan (Health); Karunagaran, Vishnu (Health); Laxman, Devika (Health); Le, Philena (Health); McPherson, Glen (Health); Medipally, Victoria (Health); Mogford, Sarah (Health); Morgan, Fiona (Health); Myat, Hayley (Health); Nafei, Noha (Health); O'Connor, Mary (Health); Oliver, Leah (Health); Panada, Dean (Health); Phan, Andrew (Health); Phillips, Juliette (Health); Ramritu, Praneesha (Health); Reynolds-Smith, Regina (Health); Seng, Martin (Health); Smith, Brittney (Health); Starkey, Katia (Health); Stevens, Claire (Health); Su, Diana (Health); Thom, Wesley (Health); Ting, Crystal (Health); Tiong, Ling (Health); Tran, Michelle (Health); Truong, Helen (Health); WernerGibblings, Libby (Health); Buchanan, Grant (Health); Fong, Eric (Health); Knox, Matthew (Health); Low, Chia (Health); Lutalo Bossa, Samuel (Health); McKean, Annie (Health); Squire, Timothy (Health); Groves, Simmone (Health); Hawke, Ian (Health); Lam, Hiu (Health); Lazic, Diana (Health); Manatunga Arachchige Dona, Malie (Health); McIntyre, Caroline (Health); Qashaa, Aymen (Health); Willingham, Mandy (Health); Wind, Roxy (Health); Bray, Sally (Health); Burnell, Maureen (Health); Busted, Mary Ann (Health); Castle-Burns, Lisa (Health); Coleman, Verity (Health); Davis, Nicola (Health); Langdon, Peter (Health); Mason, Bridget (Health); Niemi, Ulpu (Health); ORourke, Julie (Health); Reid, Kathryn (Health); Slade, James (Health); Spence, Jackie (Health); Wolf, Timothy (Health); Austen, Lyn (Health); Elsaleh, Hany (Health); Kleiven, Hilde (Health); Lee, Andrew (Health); Lee, Isabel (Health); Nguyen, Brandon (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Syed, Farhan (Health); Barton, Cate (Health); Craft, Edward (Health); Fang, Yu-Yan (Health); Gunner, Dorothy (Health); Leeper, Verity; McLaren, Trish (Health); Narvekar, Prajakta (Health); Nolan, Michelle (Health)
Cc: O'Neill, Cathie (Health)
Subject: Eclipse Development Update [SEC=UNCLASSIFIED]

ECLIPSE TREATMENT PLANNING SYSTEM UPDA

The Radiation Therapist and Medical Physics Teams have completed their Eclipse Treatment Planning System Training. The completion of this training allows the teams to commence the required preparatory and development work for introducing a new planning system.

Below are some Eclipse functions, features or things to look out to the teams:

1. Eclipse has increased levels of automation compared to previous versions. There is a wizard that guides users through the plan creation process. The software even makes suggestions for

Regards,

Brett Fittler

Deputy Chief Radiation Therapist

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O'Neill, Cathie (Health)

From: Fittler, Brett (Health)
Sent: Thursday, 28 March 2019 5:30 PM
To: Barton, Cate (Health); Craft, Edward (Health); Fang, Yu-Yan (Health); Gunner, Dorothy (Health); Leeper, Verity; McLaren, Trish (Health); Narvekar, Prajakta (Health); Nolan, Michelle (Health); Allen, Kym (Health); Barker, Teri (Health); Bower, Dayle (Health); Carr, Elyse (Health); Cartwright-Mpofu, Roy (Health); Chantawannop, Sai (Health); Chu, Bonnie (Health); Couper, Mecacla (Health); Dean, Kerryn (Health); Deaves, Lauren (Health); Disanayake, Saki (Health); Drodge, Sophie (Health); DuToit, Theresa (Health); Hall, Julie (Health); Hambley, Julia (Health); Hindi, Rachel (Health); Ho, Catherine (Health); Hopley, Belinda (Health); Hunter, Monica (Health); Hyde, Nathan (Health); Karunagaran, Vishnu (Health); Laxman, Devika (Health); Le, Philena (Health); McPherson, Glen (Health); Medipally, Victoria (Health); Mogford, Sarah (Health); Morgan, Fiona (Health); Myat, Hayley (Health); Nafei, Noha (Health); O'Connor, Mary (Health); Oliver, Leah (Health); Panada, Dean (Health); Phan, Andrew (Health); Phillips, Juliette (Health); Ramritu, Praneesha (Health); Reynolds-Smith, Regina (Health); Seng, Martin (Health); Smith, Brittney (Health); Starkey, Katia (Health); Stevens, Claire (Health); Su, Diana (Health); Thom, Wesley (Health); Ting, Crystal (Health); Tiong, Ling (Health); Tran, Michelle (Health); Truong, Helen (Health); WernerGibblings, Libby (Health); Buchanan, Grant (Health); Fong, Eric (Health); Knox, Matthew (Health); Low, Chia (Health); Lutalo Bossa, Samuel (Health); McKean, Annie (Health); Squire, Timothy (Health); Groves, Simmone (Health); Hawke, Ian (Health); Lam, Hiu (Health); Lazic, Diana (Health); Manatunga Arachchige Dona, Malie (Health); McIntyre, Caroline (Health); Qashaa, Aymen (Health); Willingham, Mandy (Health); Wind, Roxy (Health); Bray, Sally (Health); Burnell, Maureen (Health); Busted, Mary Ann (Health); Castle-Burns, Lisa (Health); Coleman, Verity (Health); Davis, Nicola (Health); Langdon, Peter (Health); Mason, Bridget (Health); Niemi, Ulpu (Health); ORourke, Julie (Health); Reid, Kathryn (Health); Slade, James (Health); Spence, Jackie (Health); Wolf, Timothy (Health); Austen, Lyn (Health); Elsaleh, Hany (Health); Kleiven, Hilde (Health); Lee, Andrew (Health); Lee, Isabel (Health); Nguyen, Brandon (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Syed, Farhan (Health); Cooper, Ben (Health); Gromek, Zenon (Health); Gustafsson, Helen (Health); Hallberg, Erik (Health); Harwood, Jeff (Health); Kalla Veettil, Harilal (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health); Stanton, Stephen (Health); Sutton, Julie Ann (Health)
cc: O'Neill, Cathie (Health)
Subject: IMPORTANT DATES AND INFORMATION- RADIATION ONCOLOGY [DLM=For-Official-Use-Only]

IMPORTANT DATES AND INFORMATION

From 6am Saturday 30th March 2019 – 12:00pm Sunday 31st March 2019

- Plant room works affecting air-conditioning, compressed air and chillers is being undertaken.
- LA3 is not available for clinical use; LA4 is not available for clinical use
- LA1 available for emergencies; will be switched to town water.
- Department Closed to anyone not involved in treating an emergency patient

From 5pm Friday 5th April 2019 - 6pm Saturday 6th April 2019

- End to End Cloud Testing is being undertaken

Regards,

Brett Fittler

Deputy Chief Radiation Therapist

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Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Wednesday, 3 April 2019 10:38 AM
To: Cooper, Ben (Health); Kalla Veettil, Harilal (Health)
Cc: Leeper, Verity
Subject: Replacement MLC Controllers [SEC=UNCLASSIFIED]
Attachments: Q 322089891_1.pdf; Q 322089892.pdf

Hi Ben / Harilal

So the upshot into my investigations into the pricing of the new MLC controllers is that the old MLC controller that we purchased 2 years ago was incorrectly priced. So you had a bit of a win there 😊

We now have to purchase 2 new ones for LA3 and LA4, the quotes are attached. I am happy to do the paperwork but need to know which bucket of money this could come from. Does it fall under repairs and maintenance, or can you advise a suitable cost centre please?

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services

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O'Neill, Cathie (Health)

From: Mogford, Sarah (Health)
Sent: Thursday, 4 April 2019 8:41 AM
To: O'Neill, Cathie (Health)
Subject: FW: Medical Replacement Expenditure plan [SEC=UNCLASSIFIED]

FYI from James Walsh.

For discussion at our next meeting ☺

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services

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From: Walsh, James (Health)
Sent: Thursday, 4 April 2019 8:09 AM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Medical Replacement Expenditure plan [SEC=UNCLASSIFIED]

Hi Sarah,

Thank you for your email.

I am aware of the Linac Replacement project currently being undertaken and the funding being provided through UMAHA.

My understanding though is that the UMAHA business did initially request capital funding to cover four years of medical equipment replacement, however only the first year of funding was actually approved by Treasury.

In terms of tracking medical equipment replacement this falls outside of my remit and I am not exactly sure what is in place to track large future medical equipment purchases.

Whilst my area does manage the Plant & Equipment (P&E) funding budget, we only assess applications received by areas and work with key Executives to confirm priority. Therefore it is largely up to areas to track their equipment and lodge requests for funding to repair/replace existing items.

Given the cost of the Linac machines they would take up a large portion of the P&E funding and therefore a business case would be required to secure funding for these items.

I am also aware that a medical equipment asset management system is going to be developed, but I am unsure who is leading this activity and where it is up to.

I would suggest you raise this item with your Executive Director and that it is tabled for discussion at the Executive meeting (which I think happens weekly), so that they can determine the most appropriate way forward. My recommendation would be that a business case is developed, with appropriate costs identified for the machines and the required building works to support the installation.

Please give me a call if you would like to discuss further.

Regards,

James Walsh

Senior Manager | Capital Project Delivery
Infrastructure and Health Support Services

T: (02) 51247783 | [REDACTED] E: james.walsh@act.gov.au
Level 1, Bld 3, The Canberra Hospital | GPO Box 825 Canberra ACT 2601



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Services**

From: Mogford, Sarah (Health)
Sent: Wednesday, 3 April 2019 1:26 PM
To: Walsh, James (Health) <James.Walsh@act.gov.au>
Subject: Medical Replacement Expenditure plan [SEC=UNCLASSIFIED]

Hi James

About 15 months ago I took over as Director of Radiation Therapy from Wendy Amos, who retired. The radiation oncology department is currently doing major project works replacing 2 Linear Accelerators, LA2 and LA3. These were part of the UMAHA four year medical equipment replacement plan from 2017 to 2021.

I wanted to find out from you if there is a plan for equipment replacement from 2021 onwards. I have 2 other linear accelerators that are due for replacement in 2022 and want to make sure they are on the radar as I will have to begin the procurement process next year.

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)
Director of Radiation Therapy
Canberra Regional Cancer Centre
Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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Hutchins, Tracy (Health)

From: O'Neill, Cathie (Health)
Sent: Monday, 8 April 2019 4:41 PM
To: Nolan, Jessica (Health); Mogford, Sarah (Health)
Subject: FW: A message from the CEO - weekly wrap up 5 April [SEC=UNCLASSIFIED]

I think the feedback should be something like – Sarah can you make sure you are happy with this – anything to add?

Siva

Thank you for contacting me with your concerns. The wait times in radiation oncology have improved over the last 12 months from an average of 6 weeks or greater to 4 weeks. The weekly throughput of patients has improved greatly and has been sustained for a number of months now. The negative impact was referring to the 4 week waiting time being maintained despite being 1 machine down.

I have asked Sarah Mogford, Chief Radiation Therapist to contact you to ascertain any patients that you have been, or are concerned about so that we can see where the delays have occurred. Sarah will also be very happy for you to contact her regarding any delays you deem to be unacceptable for that client to see what can be done about escalating their treatment.

Thanks

From: Alexander, Tonia (Health) **On Behalf Of** DDGClinical
Sent: Monday, 8 April 2019 3:04 PM
To: O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>
Subject: FW: A message from the CEO - weekly wrap up 5 April [SEC=UNCLASSIFIED]

Hi Cathie,

FYI – this has already been sent to Jess for action.

Tonia

From: CEOHealth
Sent: Monday, 8 April 2019 11:40 AM
To: DDGClinical <DDGClinical@act.gov.au>; Nolan, Jessica (Health) <Jessica.J.Nolan@act.gov.au>
Subject: FW: A message from the CEO - weekly wrap up 5 April [SEC=UNCLASSIFIED]

Good morning

Please see below response received from Dr Gananadha in relation to Bernadette's bulletin that went out on Friday,

Are you able to provide further advice for a response to be prepared.

Thank you
 Christine

From: Gananadha, Sivakumar (Health)
Sent: Saturday, 6 April 2019 3:15 PM

To: CEOHealth <CEOHealth@act.gov.au>

Subject: RE: A message from the CEO - weekly wrap up 5 April [SEC=UNCLASSIFIED]

Hi

Thank you for the weekly wrap.

In this email you say that there has been no negative impact on wait times for patients needing radiotherapy. This is news to me. As an oncological surgeon who treats patients with oesophageal and pancreatic cancers I can say that there are significant delays in patients getting radiotherapy in a timely fashion. I have had patients sent to Sydney, Wollongong and sometimes Melbourne because there has been delays. This is a recurrent theme at our gastrointestinal cancer multidisciplinary meetings and has been for over a year.

Even though some patients are now being treated in the Private radiotherapy centre in Bruce it has not affected the wait times as TCH has one less machine.

Regards

Siva

Sivakumar Gananadha

Associate Professor of Surgery
Australian National University

Upper GI, Obesity and HPB Surgeon
The Canberra Hospital

From: CEOHealth

Sent: Friday, 5 April 2019 2:41 PM

To: ##All Staff ACT Health <##All_Staff_ACT_Health@act.gov.au>

Subject: A message from the CEO - weekly wrap up 5 April

UNCLASSIFIED



Good afternoon,

Welcome to the first weekly wrap up email for CHS. Each week I'll share some of the news and great staff achievements here at CHS. If there's someone you think deserves acknowledgement or there's something you're very proud of, please let me know, I'd love to hear from you.

Firstly, regarding the recent structural changes. In my message on 28 February I said the Acute Surgical Unit (ASU) would not move until we had held further discussions about

nursing governance. These discussions have taken place and I can now confirm that from 1 April, the CNC for ASU reports to DON Surgery, instead of DON Critical Care. The CNC will report directly to the DON at the moment, however, we are working on a proposed ADON governance structure for the future.

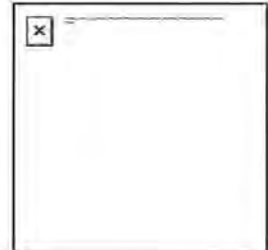


HEARD...

that despite being one Linear Accelerator Machine down in Radiation Oncology (as we decommissioned and replaced a machine) there was no negative impact on wait times.

This is all thanks to the hard-working team of doctors, nurses, radiation therapists, social workers and administrative support staff in Radiation Oncology who worked long hours to make sure our patients weren't impacted

Great work team!



LEARNT...

that Lesley Dickens from the Insights and Performance team was awarded a Health Roundtable Innovation Fellowship.

The Innovation Fellowship identifies outstanding and innovative members of the Health Roundtable. With only 10 people receiving the award from across 199 hospital memberships, this is an outstanding achievement.

Congratulations Lesley!



MET...

Maxine Jordan, Enrolled Nurse Coordinator / Diversity Training Facilitator in the Staff Development Unit and discussed the upcoming Enrolled Nurse Forum in September 2019. This Forum is an exciting opportunity for Enrolled nurses to come together with others from regional New South Wales public and private sectors and participate in learning and development activities.

I have met and continue to meet lots of staff during my visits to departments and am working hard to get around to all areas of CHS such as Pharmacy, Pathology and Walk-in Centres just to name a few. If there's a good time for me to come and visit your area then please let me know at CEOHealth@act.gov.au

I'm also happy for staff to drop in to talk one-on-one or make a time to meet up. Again, just email CEOHealth@act.gov.au

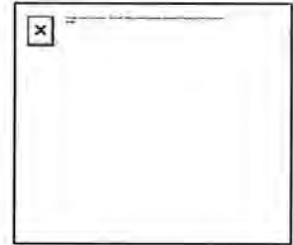


READ...

an inspiring social media post about Bonnie and Steve Carter. Bonnie and Steve showed extraordinary kindness and generosity when faced with heartbreak after the loss of their daughters – Matilda and Grace – to stillbirth in 2016 and 2017.

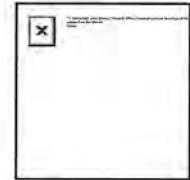
After a series of fundraising initiatives, Bonnie and Steve refurbished the family room in the Fetal Medicine Unit (FMU), a space in which parents often receive very sad news.

Make sure you follow the CHS Facebook page to view more posts like this.



PLANNED...

staff forums for after Easter at various CHS locations. During these forums I'll give you an update on work following the Culture Review and other key topics. Stay tuned for dates and locations.



ACKNOWLEDGE...

Liz Renton, Linden Chapman and Sue Duggan, who are all retiring from CHS after 40+ years in health care. On behalf of everyone at CHS, I would like to say thank you and good luck in your future endeavours.

We're currently looking in to new ways of celebrating and acknowledging our hard-working staff, including those who are retiring. Watch this space for more information.



FINAL NOTE

There has been media regarding CHS this week which doesn't seem unusual for Canberra, however I would like to take a moment to reassure everyone that my focus is on all staff and supporting you as we work together into the future.



O'Neill, Cathie (Health)

From: Gananadha, Sivakumar (Health)
Sent: Friday, 12 April 2019 3:57 PM
To: Mogford, Sarah (Health)
Cc: O'Neill, Cathie (Health)
Subject: RE: Waiting Times for Radiation Therapy [SEC=UNCLASSIFIED]

Hi Sarah

Thank you for the offer to facilitate optimal delivery of radiotherapy to the patients with oesophageal, gastric and pancreatic cancer.

I have had numerous complaints from patients regarding the delay to radiotherapy and the difficulty some patients had travelling interstate. We have had to modify some treatment as a result of this in the past. One of my colleagues' patient had to go to the gold coast for their radiotherapy.

I have also been told that the wait times in TCH will not change even though a significant number of patients will now be treated in the private cancer centre in Bruce as the number of machines in TCH will be down by one.

I am however satisfied by your assurance that this is no longer a problem and the wait times are in keeping with best standard of care. I will take up on your offer of being contacted if there are delays.

Regards
 Siva

Sivakumar Gananadha
 Associate Professor of Surgery
 Australian National University

Upper GI, Obesity and HPB Surgeon
 The Canberra Hospital

From: Mogford, Sarah (Health)
Sent: Wednesday, 10 April 2019 12:07 PM
To: Gananadha, Sivakumar (Health) <Sivakumar.Gananadha@act.gov.au>
 : O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>
Subject: Waiting Times for Radiation Therapy [SEC=UNCLASSIFIED]

Good Morning Dr Gananadha

Following your feedback to the CEO around her newsletter piece on radiation therapy, I wanted to give you the opportunity to offer any feedback directly to me. This could include any past, present or future patients that you are concerned are not getting access to radiation therapy in the optimal timeframe. I would be happy to investigate the causes of delays with past patients and get involved in future patient scheduling if need be to ensure the optimal standard of care.

Please don't hesitate to contact me should you have any other concerns regarding the radiation therapy service.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)
 Director of Radiation Therapy
 Canberra Regional Cancer Centre

Division of Cancer and Ambulatory Services

Phone: (02) 5124 2284 [REDACTED]

sarah.mogford@act.gov.au

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O'Neill, Cathie (Health)

From: O'Neill, Cathie (Health)
Sent: Tuesday, 9 April 2019 7:37 AM
To: Mogford, Sarah (Health)
Subject: RE: Medical Replacement Expenditure plan [SEC=UNCLASSIFIED]

Sarah

We didn't end up discussing this.

Can you put on your to do list to do a P&E application for the other 2 Linacs?

I have recently go Yvonne to do the same for replacement of her end of life machines for 2 years time

There is such a demand on the P&E budget that it is being committed 2 years out – so whilst its not urgent I think we should get something in, in the next couple of months so that we can be on the list.

You should probably give some thought to any other large replacements required over the next couple of years as well if there are any

Thanks

Cathie

From: Mogford, Sarah (Health)
Sent: Thursday, 4 April 2019 8:41 AM
To: O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>
Subject: FW: Medical Replacement Expenditure plan [SEC=UNCLASSIFIED]

FYI from James Walsh.

For discussion at our next meeting ☺

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Walsh, James (Health)
Sent: Thursday, 4 April 2019 8:09 AM

To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: Medical Replacement Expenditure plan [SEC=UNCLASSIFIED]

Hi Sarah,

Thank you for your email.

I am aware of the Linac Replacement project currently being undertaken and the funding being provided through UMAHA.

My understanding though is that the UMAHA business did initially request capital funding to cover four years of medical equipment replacement, however only the first year of funding was actually approved by Treasury.

In terms of tracking medical equipment replacement this falls outside of my remit and I am not exactly sure what is in place to track large future medical equipment purchases.

Whilst my area does manage the Plant & Equipment (P&E) funding budget, we only assess applications received by areas and work with key Executives to confirm priority. Therefore it is largely up to areas to track their equipment and lodge requests for funding to repair/replace existing items.

Given the cost of the Linac machines they would take up a large portion of the P&E funding and therefore a business case would be required to secure funding for these items.

I am also aware that a medical equipment asset management system is going to be developed, but I am unsure who is leading this activity and where it is up to.

I would suggest you raise this item with your Executive Director and that it is tabled for discussion at the Executive meeting (which I think happens weekly), so that they can determine the most appropriate way forward. My recommendation would be that a business case is developed, with appropriate costs identified for the machines and the required building works to support the installation.

Please give me a call if you would like to discuss further.

Regards,

James Walsh

Senior Manager | Capital Project Delivery
Infrastructure and Health Support Services

T: (02) 51247783 | [REDACTED] E: james.walsh@act.gov.au
Level 1, Bld 3, The Canberra Hospital | GPO Box 825 Canberra ACT 2601



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From: Mogford, Sarah (Health)
Sent: Wednesday, 3 April 2019 1:26 PM

To: Walsh, James (Health) <James.Walsh@act.gov.au>

Subject: Medical Replacement Expenditure plan [SEC=UNCLASSIFIED]

Hi James

About 15 months ago I took over as Director of Radiation Therapy from Wendy Amos, who retired. The radiation oncology department is currently doing major project works replacing 2 Linear Accelerators, LA2 and LA3. These were part of the UMAHA four year medical equipment replacement plan from 2017 to 2021.

I wanted to find out from you if there is a plan for equipment replacement from 2021 onwards. I have 2 other linear accelerators that are due for replacement in 2022 and want to make sure they are on the radar as I will have to begin the procurement process next year.

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy

Canberra Regional Cancer Centre

Division of Cancer and Ambulatory Services

Phone: (02) 5124 2284 [REDACTED]

sarah.mogford@act.gov.au

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Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Tuesday, 9 April 2019 1:04 PM
To: Leeper, Verity; Cooper, Ben (Health); Kalla Veettil, Harilal (Health)
Subject: RE: Replacement MLC Controllers [SEC=UNCLASSIFIED]

This is all under control and the PO has been raised.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Leeper, Verity
Sent: Tuesday, 9 April 2019 12:08 PM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>
Subject: RE: Replacement MLC Controllers [SEC=UNCLASSIFIED]

Hi Ben

As you'd be aware from the PCG the budget for the project is quite tight. The costs could be raised and then options for additional budget investigated but I don't know if Colm will be receptive to the idea.

Verity

From: Cooper, Ben (Health)
Sent: Wednesday, 3 April 2019 11:16 AM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>
Cc: Leeper, Verity <Verity.Leeper@act.gov.au>
Subject: RE: Replacement MLC Controllers [SEC=UNCLASSIFIED]

Hi Sarah,

In my mind this is one of those one off costs that has come up as a result of the "moving to the Cloud" / Aria upgrade projects; it's not really repair and maintenance ... maybe it's more a compatibility issue because of the other upgrades that are ongoing.

Nevertheless, they will become critical to the operation of LA3/4. Verity, are there contingency funds for this sort of thing?

Best
Ben

From: Mogford, Sarah (Health)
Sent: Wednesday, 3 April 2019 10:38 AM
To: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>
Cc: Leeper, Verity <Verity.Leeper@act.gov.au>
Subject: Replacement MLC Controllers [SEC=UNCLASSIFIED]

Hi Ben / Harilal

So the upshot into my investigations into the pricing of the new MLC controllers is that the old MLC controller that we purchased 2 years ago was incorrectly priced. So you had a bit of a win there 😊

We now have to purchase 2 new ones for LA3 and LA4, the quotes are attached. I am happy to do the paperwork but need to know which bucket of money this could come from. Does it fall under repairs and maintenance, or can you advise a suitable cost centre please?

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
Canberra Regional Cancer Centre
Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Friday, 12 April 2019 4:46 PM
To: Kalla Veettil, Harilal (Health); Leeper, Verity; Gustafsson, Helen (Health); Morgan, Fiona (Health); Fittler, Brett (Health); Lee, Jonathon (Health); Ravi, Thura (Health)
Cc: Cooper, Ben (Health); Stanton, Stephen (Health); Hallberg, Erik (Health); Ramos, Alvin (Health); Soundararajan, Renga (Health)
Subject: RE: LA1 Backup done [SEC=UNCLASSIFIED]
Categories: GREEN TEAM

Thanks for clarifying Harilal.

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: Kalla Veettil, Harilal (Health)
Sent: Friday, 12 April 2019 4:01 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Morgan, Fiona (Health) <Fiona.Morgan@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Cc: Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Stanton, Stephen (Health) <Stephen.Stanton@act.gov.au>; Hallberg, Erik (Health) <Erik.Hallberg@act.gov.au>; Ramos, Alvin (Health) <Alvin.Ramos@act.gov.au>; Soundararajan, Renga (Health) <renga.Soundararajan@act.gov.au>
Subject: LA1 Backup done [SEC=UNCLASSIFIED]

Hi All,

The issue regarding LA1 backup has nothing to do with the BIOS version.

The backup drive on 4DITC and OBI were in different format and it is missing the "Acronis safe zoon" to put the backup file as per Varain manual.

I have cloned those backup drives with a functional backup drive and carried out the full system backup for LA1 4DITC, OBI, and RPM system.

Now the backup drives on LA1 are Varian recommended fashion. And all backups for LA1 4DITC, OBI and RPM are up to date.

Thanks and regards,

Harilal KV

Senior Radiation Engineer
Medical Physics and Radiation Engineering
Canberra Hospital and Health Services

Phone: (02) 5124 4583 [REDACTED]

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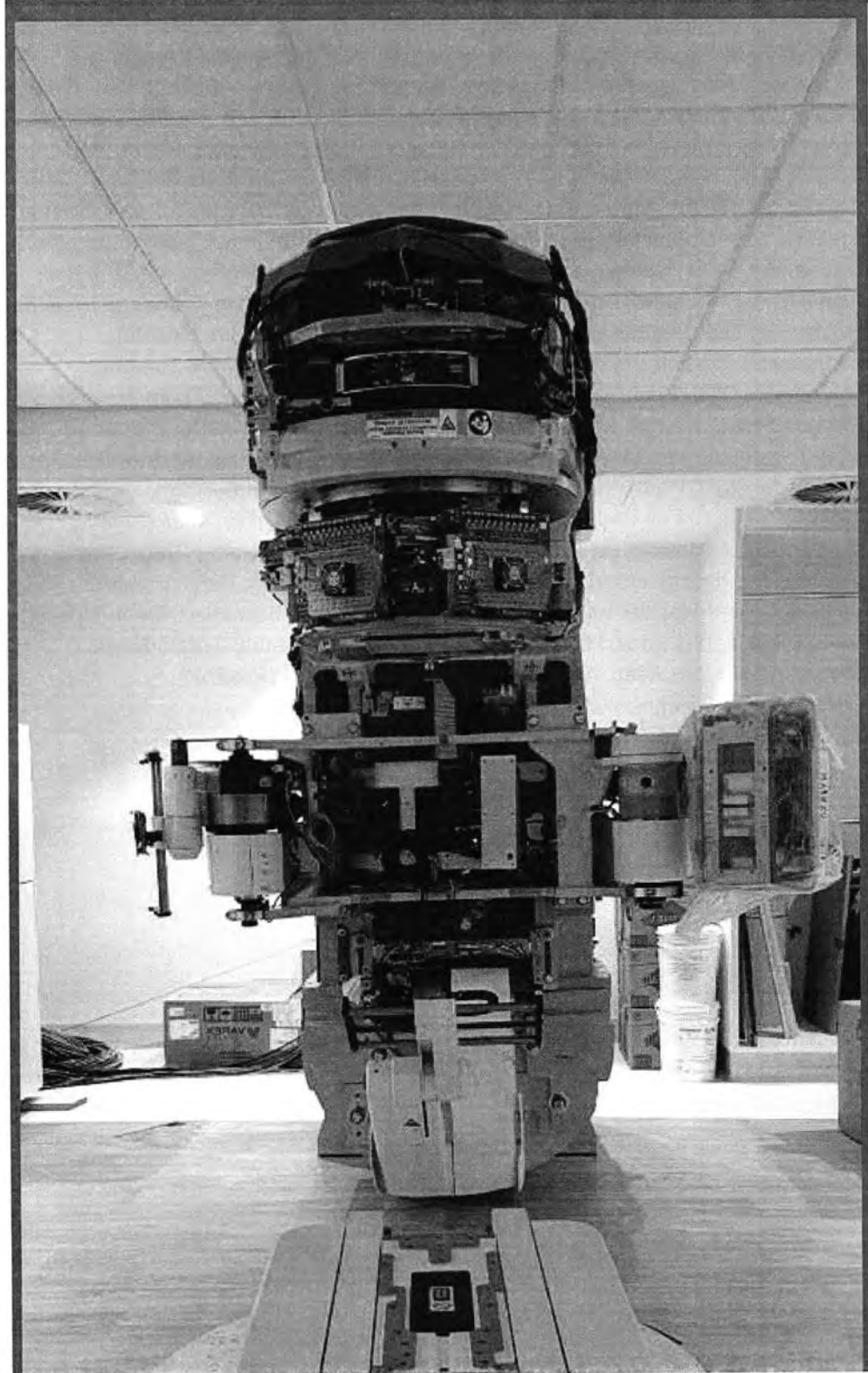
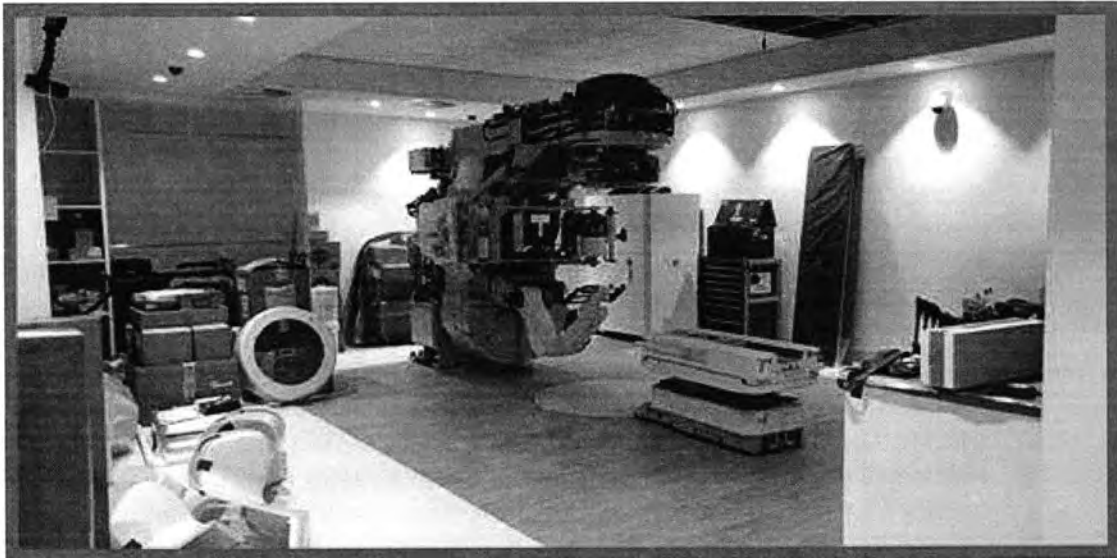


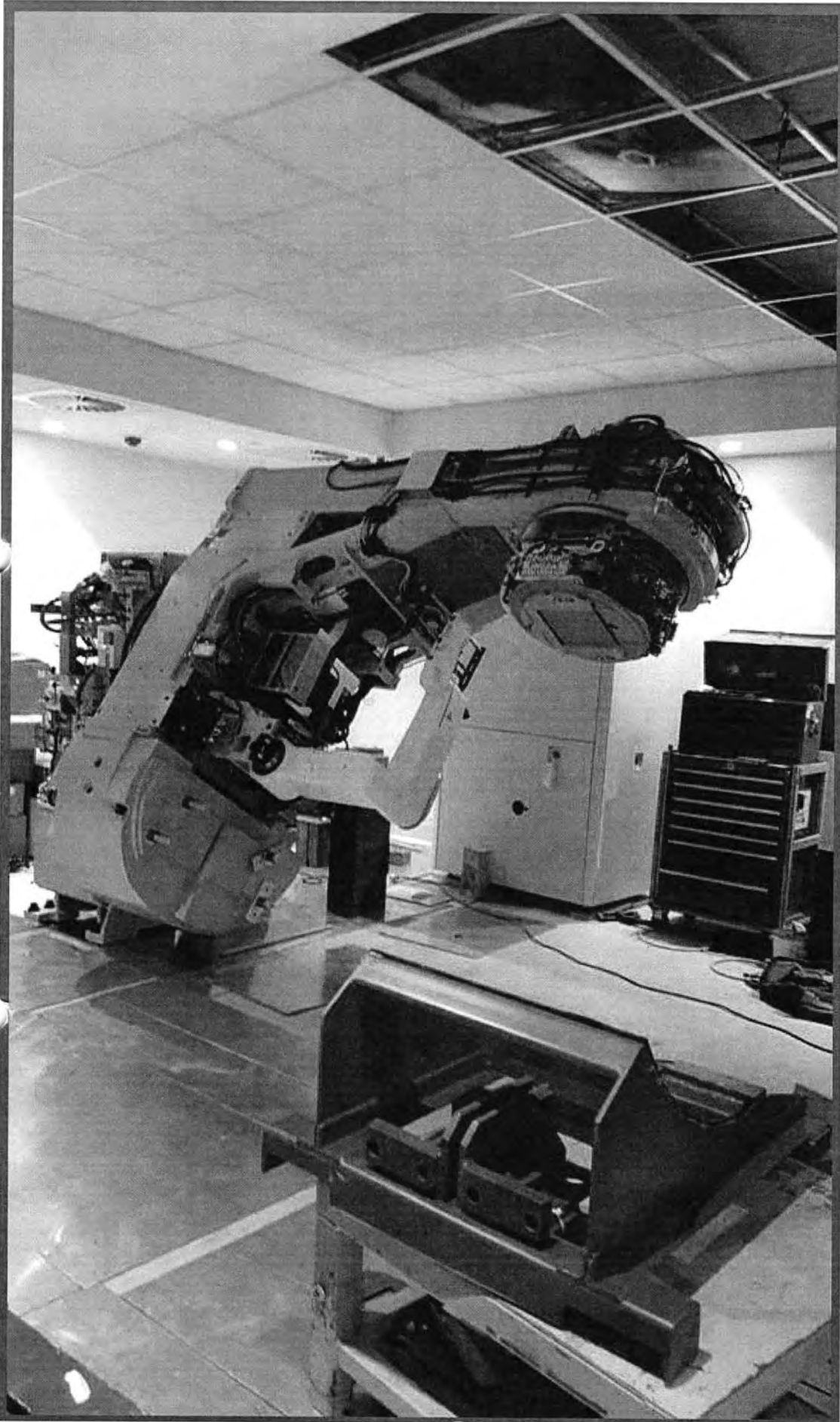
O'Neill, Cathie (Health)

From: Fittler, Brett (Health)
Sent: Saturday, 27 April 2019 9:56 PM
To: Groves, Simone (Health); Hawke, Ian (Health); Hermes, Roxanne (Health); Lam, Hiu (Health); Lasic, Diana (Health); Manatunga Arachchige Dona, Malie (Health); McIntyre, Caroline (Health); Qashaa, Aymen (Health); Willingham, Mandy (Health); Bray, Sally (Health); Burnell, Maureen (Health); Busteed, Mary Ann (Health); Castle-Burns, Lisa (Health); Coleman, Verity (Health); Davis, Nicola (Health); Langdon, Peter (Health); Mason, Bridget (Health); Niemi, Ulpu (Health); ORourke, Julie (Health); Reid, Kathryn (Health); Slade, James (Health); Spence, Jackie (Health); Wolf, Timothy (Health); Cooper, Ben (Health); Gromek, Zenon (Health); Gustafsson, Helen (Health); Hallberg, Erik (Health); Harwood, Jeff (Health); Kalla Veettil, Harilal (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health); Stanton, Stephen (Health); Sutton, Julie Ann (Health); Austen, Lyn (Health); Elsaleh, Hany (Health); Kleiven, Hilde (Health); Lee, Andrew (Health); Lee, Isabel (Health); Nguyen, Brandon (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Syed, Farhan (Health); Barton, Cate (Health); Craft, Edward (Health); Fang, Yu-Yan (Health); Gunner, Dorothy (Health); Leeper, Verity; McLaren, Trish (Health); Narvekar, Prajakta (Health); Nolan, Michelle (Health); Allen, Kym (Health); Barker, Teri (Health); Bower, Dayle (Health); Carr, Elyse (Health); Cartwright-Mpofu, Roy (Health); Chantawannop, Sai (Health); Chu, Bonnie (Health); Couper, Mecaela (Health); Dean, Kerry (Health); Deaves, Lauren (Health); Disanayake, Saki (Health); Drodge, Sophie (Health); DuToit, Theresa (Health); Hall, Julie (Health); Hambley, Julia (Health); Hindi, Rachel (Health); Ho, Catherine (Health); Hopley, Belinda (Health); Hunter, Monica (Health); Hyde, Nathan (Health); Karunagaran, Vishnu (Health); Laxman, Devika (Health); Le, Philena (Health); McPherson, Glen (Health); Medipally, Victoria (Health); Mogford, Sarah (Health); Morgan, Fiona (Health); Myat, Hayley (Health); Nafei, Noha (Health); O'Connor, Mary (Health); Oliver, Leah (Health); Panada, Dean (Health); Phan, Andrew (Health); Phillips, Juliette (Health); Ramritu, Praneesha (Health); Reynolds-Smith, Regina (Health); Seng, Martin (Health); Smith, Brittney (Health); Starkey, Katia (Health); Stevens, Claire (Health); Su, Diana (Health); Thom, Wesley (Health); Ting, Crystal (Health); Tiong, Ling (Health); Tran, Michelle (Health); Truong, Helen (Health); Upward, Kassie (Health); WernerGibbins, Libby (Health); Buchanan, Grant (Health); Fong, Eric (Health); Knox, Matthew (Health); Low, Chia (Health); Lutalo Bossa, Samuel (Health); McKean, Annie (Health); Squire, Timothy (Health)
Cc: O'Neill, Cathie (Health); Wakefield, Katherine (Health)
Subject: TrueBeam Linac [DLM=For-Official-Use-Only]

ANNOUNCEMENT

After a much anticipated wait, I am excited to announce the arrival of our new TrueBeam Linac on Saturday 27th





Regards,

Brett Fittler

Deputy Chief Radiation Therapist

Canberra Region Cancer Centre
Radiation Oncology Department
Bld 19, Level 1
Canberra Hospital
Yamba Drive,
GARRAN, ACT, 2606

Phone: 02 5124 2218
Fax: 02 5124 2272
E-mail: brett.fittler@act.gov.au

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**Canberra Health
Services**

Wells, Rebecca (Health)

From: Gilbert, Dave (Health)
Sent: Tuesday, 19 March 2019 10:42 AM
To: Wells, Rebecca (Health)
Cc: IMM
Subject: RE: For Colms Signature - Power conditioner units for TrueBeam
 [SEC=UNCLASSIFIED]

Rebecca

Responses as requested are below.

Dave Gilbert

Director Project Delivery | Infrastructure Management and Maintenance
T: (02) 5124 7791 | [REDACTED] | **E:** dave.gilbert@act.gov.au
 Building 3, Level 2, The Canberra Hospital, Garran ACT 2605



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**Canberra Health
Services**

From: Mogford, Sarah (Health)
Sent: Friday, 15 March 2019 4:23 PM
To: Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>; El Hussein, Susu <Susu.ElHusseini@act.gov.au>
Cc: Leeper, Verity <Verity.Leeper@act.gov.au>
Subject: FW: For Colms Signature - Power conditioner units for TrueBeam [SEC=UNCLASSIFIED]

Please see below for responses to Colm's questions? Can you check then forward to Colm please?

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 | [REDACTED]
sarah.mogford@act.gov.au

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From: Wells, Rebecca (Health)
Sent: Friday, 15 March 2019 10:04 AM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: For Colms Signature - Power conditioner units for TrueBeam [SEC=UNCLASSIFIED]

Dave .

*Can you organise
a financial reconciliation
on LINAC project to
ensure all cost
of fitout are covered.*

- 1 - M/C + Variations*
- 2 - Fitout*
- 3 - Bus build*
- 4 - Demo*
- 5 - AOB ?*

UNCLASSIFIED

Hi Sarah

Apologies for the delay – Colm has a couple of questions for confirmation:

1. Relevance of this purchase request and value of original Varian LINAC purchase order
 - Power conditioners are required for each new TrueBeam linacs to provision clean regulated power. Current linacs experience problems with power fluctuations.
 - Costs for 2 x TrueBeam linacs = [REDACTED]
2. What is funding source?
 - Funding source for Linacs = ROHPG 63712
 - Funding source for 2 x bunker fitout = UMAHA project 21493, CC 66516
3. Is this a variation on original contract
 - Yes
4. WOL (whole of life) cost?
 - Power conditioners come with 2 years warranty
 - Local radiation engineer will be responsible for maintaining and contacting company for breaks/fixes
5. Who pays?
 - The medical physics repairs and maintenance cost centre 66774

Rebecca

From: Mogford, Sarah (Health)**Sent:** Friday, 15 March 2019 9:30 AM**To:** Wells, Rebecca (Health) <Rebecca.Wells@act.gov.au>**Subject:** FW: For Colms Signature - Power conditioner units for TrueBeam [SEC=UNCLASSIFIED]

Morning Rebecca

Can I ask if Colm has signed the attached yet please?

Regards,
Sarah**Sarah Mogford BAppSci(MRS), DCR(T)**

Director of Radiation Therapy

Canberra Regional Cancer Centre

Division of Cancer and Ambulatory Services

Phone: (02) 5124 2284 [REDACTED]sarah.mogford@act.gov.au

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**From:** Mogford, Sarah (Health)**Sent:** Thursday, 7 March 2019 4:22 PM**To:** Wells, Rebecca (Health) <Rebecca.Wells@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>**Subject:** For Colms Signature - Power conditioner units for TrueBeam [SEC=UNCLASSIFIED]

Hi Rebecca


SUBJECT: Approval of Linear Accelerator Replacement Project Invoices

To: Bernadette Mc Donald, Chief Executive Officer, Canberra Health Services

Through: Andrew Gay, Chief Finance Officer, Canberra Health Services

From: Cathie O'Neill, Executive Director, Cancer and Ambulatory Support

Date: 5 August 2019

Purpose

To seek your sign off on four invoices generated as a result of the Linear Accelerator Replacement Project.

Background

1. Radiation Oncology has undertaken a program of works including replacement of two linear accelerators, replacement of the treatment planning system, and migration to vendor application hosting.
2. Procurement for the supply and installation of two new linear accelerators from Varian Medical Systems was approved in September 2018 in DGC18/1203. Approval to undertake further negotiations for the refurbishment of the treatment bunkers and console rooms was also granted and Varian were contracted as the main supplier for the refurbishment.
3. The Planning systems and Linear Accelerator have been installed and were formerly accepted by the Medical Physics team 22 May 2019. The machine is currently being commissioned and is due to treat its first patients September 2019.

Issues

The invoices are outside of the Executive Director's financial delegation.

1. Eclipse Planning System Delivery 80% of final invoice= [REDACTED]
2. Eclipse Treatment Planning Software-Acceptance 20% of final invoice = [REDACTED]
3. Varian Linear Accelerator-main panel- Acceptance 20% of final invoice= [REDACTED]
4. Varian Linear Accelerator machine - Delivery 80% of Final invoice = [REDACTED]

Recommendations

That you:

- Note the information in this minute

NOTED/PLEASE DISCUSS

- Approve the four invoices included in this correspondence

AGREED/NOT AGREED/PLEASE DISCUSS

.....
Bernadette McDonald
Chief Executive Officer, Canberra Health Services
August 2019

Cathie O'Neill
Executive Director
Cancer and Ambulatory Support
Canberra Hospital and Health Services

5 August 2019

Action Officer: Rebecca Van Diemen
Unit: CAS
Extension: 42738

Chief Executive Officer

Invoice Cover Sheet — (Only required is invoice is over \$300,000)



ACT
Government

Canberra Health
Services

Invoice Number	4600012245
Invoice Amount (Incl. GST)	[REDACTED]
Supplier Name & ABN	Varian Medical Systems Australasia / 53 086 249 630
Contract Name	Linear Accelerator Replacement Project
Contract Number	30286.110
Total approved Contract Amount (Incl. GST)	[REDACTED]
TRIM Number	DGC18/1203
Summary of payment schedule/ Progress claims	80% on delivery <i>-this invoice</i> 20% on acceptance
What costs have been paid to date, inclusive of GST (include previous invoice numbers) (Can be attached)	NIL paid to date
Available contract balance	[REDACTED]
<i>Please note: the available contract balance is calculated using the approved contract amount, less payments already made or previously approved.</i>	
Have the goods/services been received/verified that works have occurred as per the contract specifications?	The TrueBeam linear accelerator was delivered to the radiation oncology department 27 April 2019. It was installed and formerly accepted by the medical radiation physics team 22 May 2019. The machine is currently being commissioned and is due to treat its first patients in September 2019.
Has the quality of the work been reviewed?	
Any further info	

Executive Director	<i>Cathie O'Neill</i>
Signature	[REDACTED]
Division	<i>Cancer and Ambulatory Support</i>
Date	<i>26.7.19</i>
Chief Financial Officer	
Signature	
Date	

varian

TAX INVOICE NO. 4600012245

PO # 1004 2131

Date : 15 May 2019

Page : 1 of 2

Varian Medical Systems Australasia
Pty Ltd. A.B.N. 53 086 249 630
Suite 3, 13a Narabang Way
BELROSE, NSW 2085
Australia
Telephone : (02) 9485-0100
Fax : (02) 9485 0129

Ship To: 20007865
THE CANBERRA HOSPITAL
RADIATION ENGINEERING
ATT: HARILAL VARIAN ENGINEER
THC LOADING DOCK
SOUTH BOUND
YAMBA DRIVE
GARRAN ACT 2605
Australia

Bill To: 510749
ACT HEALTH SUPPLY SERVICES
ACCOUNTS PAYABLE
THE CANBERRA HOSPITAL
PO BOX 47
MITCHELL ACT 2911
Australia

Payer: 510749
ACT HEALTH SUPPLY SERVICES
ACCOUNTS PAYABLE
THE CANBERRA HOSPITAL

Sold To: 510749
ACT HEALTH SUPPLY SERVICES
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THE CANBERRA HOSPITAL
PO BOX 47
MITCHELL ACT 2911
Australia

? ~~Clare~~
~~Crawford~~
? ~~Bernadette~~
~~MacDonald~~

Sarah Mogford



EXPEDITORS INTERNATIONAL	321972806	26 September 2018	Signed parent contract 2018-150006.. 24 September 2018	Order Process: Eric Tsai Project Mgr: Michael Farrugia
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	Net 30 days	AUD	DDP SYDNEY, AUSTRALIA	2018-169316
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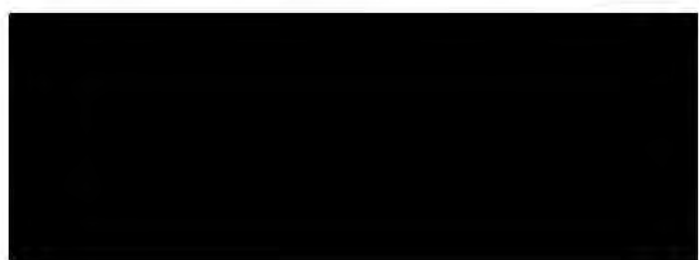
Discount - see text
NSW SOA Fee 1.5% RTE1704 Standing Offer
30 Amp Socket and Water Regulator
TrueBeam Linac
Main Circuit Breaker Panel
RapidArc for Delivery
Delivery

Total Value before Tax
GST: 10.00%

Total Value in AUD, DDP SYDNEY, AUSTRALIA, including Tax

GST IN AUD
Exchange Rate
TOTAL PAYABLE IN AUD

ROHPS account
? Clare Crawford
MacDonald



to
9/7
collected

2018/13710

7408/1203

varian

TAX INVOICE NO. 4600012245

Date : 15 May 2019

Page : 2 of 2

Varian Medical Systems Australasia
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Payer: 510749
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 ACCOUNTS PAYABLE

 THE CANBERRA HOSPITAL

Sold To: 510749
 ACT HEALTH SUPPLY SERVICES
 ACCOUNTS PAYABLE
 THE CANBERRA HOSPITAL
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 MITCHELL ACT 2911
 Australia

EXPEDITORS INTERNATIONAL	321972806	26 September 2018	Signed parentquotatio 2018-150006.. 24 September 2018
			Order Process: Eric Tsai Project Mgr: Michael Farrugia
	Net 30 days	AUD	DDP SYDNEY, AUSTRALIA
			2018-169316
Total Contract Value (excl. tax): AUD XXXXXXXXXX			



Chief Executive Officer

Invoice Cover Sheet – (Only required is invoice is over \$300,000)



ACT
Government

Canberra Health
Services

Invoice Number	4600012250
Invoice Amount (Incl. GST)	[REDACTED]
Supplier Name & ABN	Varian Medical Systems Australasia / 53 086 249 630
Contract Name	Eclipse Planning System Project
Contract Number	28248.110
Total approved Contract Amount (Incl. GST)	[REDACTED]
TRIM Number	DGC18/1218
Summary of payment schedule/ Progress claims	80% on delivery – the invoice 4600012249 20% on acceptance – this invoice
What costs have been paid to date, inclusive of GST (include previous invoice numbers) (Can be attached)	NIL paid to date
Available contract balance <i>Please note: the available contract balance is calculated using the approved contract amount, less payments already made or previously approved.</i>	[REDACTED]
Have the goods/services been received/verified that works have occurred as per the contract specifications?	The Eclipse Planning System was installed 4 May 2019. The system was also tested and accepted on 4 May 2019. First clinical patient planned on Eclipse commenced treatment 12 July 2019.
Has the quality of the work been reviewed?	
Any further info	

Executive Director	Cathie O'Neill
Signature	[REDACTED]
Division	Cancer and Ambulatory Support
Date	26.7.19
Chief Financial Officer	
Signature	
Date	

To ~~Miss~~ 134 2/7/19

varian

TAX INVOICE NO. 4600012250

Date : 15 May 2019

Page : 1 of 2

Varian Medical Systems Australasia
Pty Ltd. A.B.N. 53 086 249 630
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Payer: 510749
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ACCOUNTS PAYABLE

THE CANBERRA HOSPITAL

Sold To: 510749
ACT HEALTH SUPPLY SERVICES
ACCOUNTS PAYABLE
THE CANBERRA HOSPITAL
PO BOX 47
MITCHELL ACT 2911
Australia

Sarah Mogford

EXPEDITORS INTERNATIONAL	321977138	03 October 2018	2018-166538-1 28 September 2018	Order Process: Eric Tsai Project Mgr: Barak Liraz
	Net 30 days	AUD	DDP SYDNEY, AUSTRALIA	2018-166538-1
<p>Eclipse Treatment Planning RapidArc Software For Eclipse Planning Eclipse Treatment Planning Upgrade RapidArc Software Eclipse Planning Upg Velocity Software Discount NSW SOA RTE1704 Fee 1.5%</p> <p style="text-align: right;">Acceptance</p>				
<p>Total Value before Tax</p> <p>GST: 10.00%</p> <p>Total Value in AUD, DDP SYDNEY, AUSTRALIA, including Tax</p>				



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TAX INVOICE NO. 4600012250

Date : 15 May 2019

Page : 2 of 2

Varian Medical Systems Australasia
 Pty Ltd. A.B.N. 53 086 249 630
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EXPEDITORS INTERNATIONAL				
321977138	03 October 2018	2018-166538-1	28 September 2018	Order Process: Eric Tsai Project Mgr: Barak Liraz
Net 30 days	AUD	DDP SYDNEY, AUSTRALIA	2018-166538-1	
GST IN AUD				
Exchange Rate				
TOTAL PAYABLE IN AUD				
Total Contract Value (excl. tax):				
AUD				



Chief Executive Officer

Invoice Cover Sheet – (Only required is invoice is over \$300,000)



ACT
Government

Canberra Health
Services

Invoice Number	4600012249
Invoice Amount (Incl. GST)	[REDACTED]
Supplier Name & ABN	Varian Medical Systems Australasia / 53 086 249 630
Contract Name	Eclipse Planning System Project
Contract Number	28248.110
Total approved Contract Amount (Incl. GST)	[REDACTED]
TRIM Number	DGC18/1218
Summary of payment schedule/ Progress claims	80% on delivery - <i>this invoice</i> 20% on acceptance
What costs have been paid to date, inclusive of GST (include previous invoice numbers) (Can be attached)	NIL paid to date
Available contract balance	[REDACTED]
Please note: the available contract balance is calculated using the approved contract amount, less payments already made or previously approved.	
Have the goods/services been received/verified that works have occurred as per the contract specifications?	The Eclipse Planning System was installed 4 May 2019. The system was also tested and accepted on 4 May 2019. First clinical patient planned on Eclipse commenced treatment 12 July 2019
Has the quality of the work been reviewed?	
Any further info	

Executive Director	<i>Cathie O'Neill</i>
Signature	[REDACTED]
Division	<i>Cancer and Ambulatory Support</i>
Date	<i>26.7.19</i>
Chief Financial Officer	
Signature	
Date	

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TAX INVOICE NO. 4600012249

Date : 15 May 2019

Page : 2 of 2

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 Australia

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 MITCHELL ACT 2911
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EXPEDITORS INTERNATIONAL	321977138	03 October 2018	2018-166538-1 28 September 2018	Order Process: Eric Tsai Project Mgr: Barak Liraz
	Net 30 days	AUD	DDP SYDNEY, AUSTRALIA	2018-166538-1
GST IN AUD				
Exchange Rate				
TOTAL PAYABLE IN AUD				
Total Contract Value (excl. tax): AUD				



To ~~Barak~~ 2/7/19

varian

TAX INVOICE NO. 4600012249

Date: 15 May 2019

Page: 1 of 2

Varian Medical Systems Australasia
Pty Ltd. A.B.N. 53 086 249 630
Suite 3, 13a Narabang Way
BELROSE, NSW 2085
Australia
Telephone : (02) 9485-0100
Fax : (02) 9485 0129

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THE CANBERRA HOSPITAL
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THE CANBERRA HOSPITAL

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MITCHELL ACT 2911
Australia

? ~~Bernadette~~
~~MacDonald~~

Sarah Mogford

EXPEDITORS INTERNATIONAL	321977138	03 October 2018	2018-166538-1 28 September 2018	Order Process: Eric Tsai Project Mgr: Barak Liraz
	Net 30 days	AUD	DDP SYDNEY, AUSTRALIA	2018-166538-1
<p>Eclipse Treatment Planning RapidArc Software For Eclipse Planning Eclipse Treatment Planning Upgrade RapidArc Software Eclipse Planning Upg Velocity Software Discount NSW SOA RTE1704 Fee 1.5%</p> <p style="text-align: right;">Delivery</p>				
<p>Total Value before Tax GST: 10.00%</p> <p>Total Value in AUD, DDP SYDNEY, AUSTRALIA, including Tax</p>				

ROUPG

Bernadette
MacDonald

Cosmic
9/7

Chief Executive Officer

Invoice Cover Sheet – (Only required is invoice is over \$300,000)



ACT
Government

Canberra Health
Services

Invoice Number	4600012282 (3)
Invoice Amount (Incl. GST)	[REDACTED]
Supplier Name & ABN	Varian Medical Systems Australasia / 53 086 249 630
Contract Name	Linear Accelerator Replacement Project
Contract Number	30286.110
Total approved Contract Amount (Incl. GST)	[REDACTED]
TRIM Number	DGC18/1203
Summary of payment schedule/ Progress claims	80% on delivery 20% on acceptance <i>-this invoice</i>
What costs have been paid to date, inclusive of GST (include previous invoice numbers) (Can be attached)	NIL paid to date
Available contract balance <i>Please note: the available contract balance is calculated using the approved contract amount, less payments already made or previously approved.</i>	[REDACTED]
Have the goods/services been received/verified that works have occurred as per the contract specifications?	The TrueBeam linear accelerator was delivered to the radiation oncology department 27 April 2019. It was installed and formerly accepted by the medical radiation physics team 22 May 2019. The machine is currently being commissioned and is due to treat its first patients in September 2019.
Has the quality of the work been reviewed?	
Any further info	

Executive Director	<i>Cathie O' Neill</i>
Signature	[REDACTED]
Division	<i>Cancer and Ambulatory Support</i>
Date	<i>26.7.19</i>
Chief Financial Officer	
Signature	
Date	

93 APIND 2/11/19

varian

TAX INVOICE NO. 4600012282

Date : 23 May 2019

Page : 1 of 2

Varian Medical Systems Australasia
Pty Ltd. A.B.N. 53 086 249 630
Suite 3, 13a Narabang Way
BELROSE, NSW 2085
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Telephone : (02) 9485-0100
Fax : (02) 9485 0129

Ship To: 20007865
THE CANBERRA HOSPITAL
RADIATION ENGINEERING
ATT: HARILAL/VARIAN ENGINEER
THC LOADING DOCK
SOUTH BOUND
YAMBA DRIVE
GARRAN ACT 2605
Australia

Bill To: 510749
ACT HEALTH SUPPLY SERVICES
ACCOUNTS PAYABLE
THE CANBERRA HOSPITAL
PO BOX 47
MITCHELL ACT 2911
Australia

Payer: 510749
ACT HEALTH SUPPLY SERVICES
ACCOUNTS PAYABLE
THE CANBERRA HOSPITAL

Sold To: 510749
ACT HEALTH SUPPLY SERVICES
ACCOUNTS PAYABLE
THE CANBERRA HOSPITAL
PO BOX 47
MITCHELL ACT 2911
Australia

Sorah Magford



EXPEDITORS INTERNATIONAL				
321972806	26 September 2018	Signed parentquotatio 2018-150006.. 24 September 2018		Order Process: Eric Tsai Project Mgr: Michael Farrugia
Net 30 days	AUD	DDP SYDNEY, AUSTRALIA	2018-169316	
Discount - see text NSW SOA Fee 1.5% RTE1704 Standing Offer 30 Amp Socket and Water Regulator TrueBeam Linac Main Circuit Breaker Panel RapidArc for Delivery Acceptance				
Total Value before Tax GST: 10.00%				
Total Value In AUD, DDP SYDNEY, AUSTRALIA, including Tax				
GST IN AUD Exchange Rate TOTAL PAYABLE IN AUD				



ROMPG



*checked to
9/1*

varian

TAX INVOICE NO. 4600012282

Date : 23 May 2019

Page : 2 of 2

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 Pty Ltd. A.B.N. 53 086 249 630
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 BELROSE, NSW 2085
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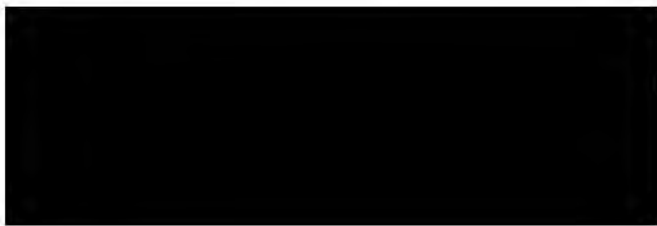
Australia

Payer: 510749
 ACT HEALTH SUPPLY SERVICES
 ACCOUNTS PAYABLE

 THE CANBERRA HOSPITAL

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EXPEDITORS INTERNATIONAL				
321972806	26 September 2018	Signed parentquotatio 2018-150006..	Order Process: Eric Tsai	
		24 September 2018	Project Mgr: Michael Farrugia	
Net 30 days	AUD	DDP SYDNEY, AUSTRALIA	2018-169316	
Total Contract Value (excl. tax):				
AUD [REDACTED]				



INFRASTRUCTURE & HEALTH SUPPORT SERVICES

CLEARANCE FORM



TRIM Reference No. *202 1713378*

Subject/Title	Critical Asset Upgrades (CAU) Linear Accelerator (LINAC) 2 and 3 Replacement Certificate of Occupancy and Use Application		
Action requested	<input checked="" type="checkbox"/> Executive Group Manager Clearance	<input type="checkbox"/> Director Clearance	
	<input checked="" type="checkbox"/> For Signature	<input type="checkbox"/> For Noting	
Action officer	Name: Susu El Hussein	Ph: 02 512 48650	
Date submitted	29/05/2019	Due date: 03/06/2019	
Reason for urgency (if applicable)			

Summary (No more than 150 words)

Seeking approval of the Application for Certificate of Occupancy and Use for the LINAC 2 replacement project. SHAPE Australia Pty Ltd and Cornerstone Building Developments (CBD) are the 2x contractors engaged to undertake the base building services upgrade and fitout works respectively.

We seek your approval of the following forms;

1. Application for Certificate of Occupancy and Use for SHAPE; and
2. Application for Certificate of Occupancy and Use for CBD.

Please complete part C and sign Part D of the attached documents.

Senior Manager Finance Clearance (if applicable)	<input type="checkbox"/> APPROVED	Name:		Date:	
IHSS Director Clearance	<input checked="" type="checkbox"/> APPROVED	Name: <i>Dave Gilbert</i>	Signature: [Redacted]	Date: <i>29/5/2019</i>	

By approving this document you are approving that the document is complete, that you support the recommendations and that it is contextually correct, grammatically correct and spell checked

Executive Group Manager Clearance Delegation of up to \$300,000 including GST	<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> PLEASE DISCUSS
	<input type="checkbox"/> APPROVED WITH CHANGES	<input type="checkbox"/> RESUBMIT
Colm Mooney	Signature: [Redacted]	Date: <i>3/6/19</i>
Comments		

Resubmit Details	Date:
Comments:	



Access
Canberra.

APPLICATION FOR CERTIFICATE OF
OCCUPANCY AND USE

Building Act 2004, S151

WARNING TO OWNERS

It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily before signing this form. This form should not be signed before the completion of building work.

PART A

PROJECT DETAILS

Block/s Section Suburb Unit No.

Street Address

Describe each item of building work to which this application relates: if more than 6 items please attach further details

1.	<input type="text" value="FITOUT LINAC 2"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>

Name of Certifier:

PART B

OWNER/LESSEE DETAILS

FULL NAME OF ALL OWNERS – All owners must be listed or application will not be processed
Please Print - Owner 1 will be considered the contact person in relation to this application

Company Details

Owner 1 Owner 2

Owner 3 Owner 4

Postal Address

Suburb

State

Postcode

Phone Number Business Hours

Mobile

EMAIL ADDRESS

PART C DECLARATION BY OWNER/S


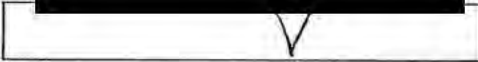
I am/we are: the owner(s) of the above described land

I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy or Use in respect of the above described work to be issued and (select one option only):

- Email Colm.mooney@act.gov.au
- send certificate by post to the owner(s) address held for collection from Building Services Shopfront - Mitchell
- Other _____

PART D SIGNATURE/S OF OWNER/S

This form should not be signed before the completion of building work.

1 st Owner's Signature		Date	<u>3/6/2019</u>
2 nd Owner's Signature		Date	
3 rd Owner's Signature		Date	
4 th Owner's Signature		Date	

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Once this form has been completed you should give it to your certifier to lodge or hand deliver to:

**Access Canberra
Building Services Shopfront,
8 Darling Street
Mitchell ACT 2911**

Privacy Notice

The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at www.act.gov.au/accessCBR

CONTACT INFORMATION

Email:
ACTPLAdevelopmentBA@act.gov.au

Post:
Access Canberra
Building Services
Shopfront Mitchell
GPO Box 158
Canberra, ACT 2601

In Person:
Please visit
www.act.gov.au/accessCBR
Or call 132281 to find an
Access Canberra Shopfront.



Access
Canberra.

APPLICATION FOR CERTIFICATE OF
OCCUPANCY AND USE

Building Act 2004, S151

WARNING TO OWNERS

It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily before signing this form. This form should not be signed before the completion of building work.

PART A

PROJECT DETAILS

Block/s Section Suburb Unit No.

Street Address

Describe each item of building work to which this application relates: if more than 6 items please attach further details

1.	BASE BUILDING UPGRADE FOR LINAC REPLACEMENT PROJECT.
2.	
3.	
4.	

Name of Certifier:

PART B

OWNER/LESSEE DETAILS

FULL NAME OF ALL OWNERS – All owners must be listed or application will not be processed
Please Print - Owner 1 will be considered the contact person in relation to this application

Company Details

Owner 1 Owner 2

Owner 3 Owner 4

Postal Address

Suburb

State

Postcode

Phone Number Business Hours

Mobile

EMAIL ADDRESS

PART C	DECLARATION BY OWNER/S
--------	------------------------

I am/we are: the owner(s) of the above described land

I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy or Use in respect of the above described work to be issued and (select one option only):

- Email Colm.mooney@act.gov.au
- send certificate by post to the owner(s) address held for collection from Building Services Shopfront - Mitchell
- Other _____

PART D	SIGNATURE/S OF OWNER/S
--------	------------------------

This form should **not** be signed before the completion of building work.

1 st Owner's Signature	<div style="background-color: black; width: 100%; height: 20px;"></div>	Date	<div style="border: 1px solid black; padding: 2px; text-align: center;">3/6/19</div>
2 nd Owner's Signature	<div style="background-color: black; width: 100%; height: 20px;"></div>	Date	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
3 rd Owner's Signature	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	Date	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>
4 th Owner's Signature	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>	Date	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>

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GPO Box 158
Canberra, ACT 2601

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APPOINTMENT OF A CERTIFIER APPLICATION FOR BUILDING APPROVAL

Building Act 2004, S151

This form is to be completed by the Owner/s of the land to which the building work relates.

PART A PROJECT DETAILS					
Block	1	Section	58	Suburb	Garran
				Unit No.	B20 L1
Street Address		Yamba Drive Canberra Hospital			

Description of Building Works relevant to this application—*If more than 4 items please attach further details*

Describe each item of building work in this building approval	BCA Occupancy Class	BCA Construction Type	Area (m ²)	Number of Storeys	Cost of Works (refer to building cost)
1 Base building services upgrade for LINAC replacement project					
2					
3					
4					

Applicable approved requirements and reasons why building approval is not prevented from being issued

Is all work exempt from development approval?

YES Attach assessment for exempt development checklist (if applicable)

NO Provide reason/s or description of work: _____

Description of Attachments compliant with Division 3.3 Building Act 2004 Please attach any additional documentation not listed below

- Building Approval Plans
 Referrals, consultations & consents outcomes
 Asbestos Advice - If documents accompanying building approval do not include an asbestos assessment report as per the Building Act 2004, the building approval must have an AA attached as per the Act

PART B OWNER'S DETAILS — Please Print

All owners **must** be listed

Owner 1 will be considered the contact person in relation to this application

Company Details	
ACN/ABN Number	

Owner 1 _____ Owner 2 _____

Owner 3 _____ Owner 4 _____

Approved form AF2016-85 approved by David Middlemiss, Construction Occupations Deputy Registrar on 10 August 2016 under section 151 of the *Building Act 2004* and revokes AF2016-80.

PART B continued**OWNER/S DETAILS – Please Print**

Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone Number Business Hours	<input type="text"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>		

PART C**APPOINTMENT OF CERTIFIER**

As required under the Building Act 2004 I/we hereby advise that I/we the owner/s have appointed the person whose details appear below as the certifier in relation to the building works described in this form

Company Details	<input type="text" value="BCA Certifiers Australia Pty Ltd - 200714"/>		
Name of Certifier	<input type="text" value="REDACTED"/>	ABN/ ACN	<input type="text" value="58 119 755 734"/>
Postal Address	<input type="text" value="Suite 3, 1/50 Geils Court"/>		
Suburb	<input type="text" value="DEAKIN"/>	State	<input type="text" value="ACT"/>
		Postcode	<input type="text" value="2600"/>
Phone Number Business Hours	<input type="text" value="6285 1199"/>	Mobile	<input type="text"/>
EMAIL ADDRESS	<input type="text" value="mail@bcacertifiers.com.au"/>		

PART D**APPLICATION FOR BUILDING APPROVAL**

I/we the Owner/s of the abovementioned property hereby apply under Section 26 of the *Building Act 2004* to the certifier named above to issue a building approval for the building work described in this form. I/we have provided the certifier with information and documentation required to issue a building approval as specified in the *Building (General) Regulation 2008*.

PART E**AUTHORITY TO ACCESS BUILDING FILE**

I/we hereby authorise the certifier to access the building file for the property which is the subject of this application for the purposes of obtaining information relevant to the issuing of a building approval and associated processes.

PART F**OWNER/S SIGNATURE/S**

1st Owner's Signature	<input type="text"/>	Date	<input type="text"/>
2nd Owner's Signature	<input type="text"/>	Date	<input type="text"/>
3rd Owner's Signature	<input type="text"/>	Date	<input type="text"/>
4th Owner's Signature	<input type="text"/>	Date	<input type="text"/>

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Where relevant the following information **MUST** be included in either the application or the plans accompanying the application for building approval:

General Requirements

- ▶ Estimated Cost of Works –as per *Building (General) (Cost of Building Work) Determination 2015*
- ▶ if the proposed building work to be carried out at or near a street or place that is open to or used by the public the application must contain details of the precautions proposed to be taken to protect the safety of people using the street or place while the building work is carried out
- ▶ the area of the parcel of land to which this application relates
- ▶ the class of the building according to the intended use of the building as proposed to be erected or altered;
- ▶ if applicable what fire-resisting construction type (under the building code) the building as proposed to be erected or altered will be
Note: Fire-resisting construction type may not be applicable if an alternative solution under the building code is used
- ▶ for an application relating to the erection of a class 1 building the site classification of the parcel of land
- ▶ for an application relating to the alteration of a class 1 building if the alteration will increase the building load carried by foundation material beyond the building load carried by the foundation before the alteration
- ▶ the site classification of the parcel of land
- ▶ for an application relating to the alteration of a building the class and type of fire-resisting construction of the existing building classified under the building code and the materials used in the existing building
Note: Fire-resisting construction type may not be applicable if an alternative solution under the building code is used
- ▶ the number of storey's of the building as proposed to be erected or altered;
- ▶ the number of new dwellings (if any) created by the proposed building work;
- ▶ the floor area of the proposed building or proposed new part of the building;
- ▶ the materials to be used in the frame, floor, walls and roof of the proposed building or proposed new part of the building
- ▶ if a performance requirement of the building code is to be complied with by use of an alternative solution under the code -
 - (i) the performance requirement; and
 - (ii) the alternative solution; and
 - (iii) each assessment method used to show that the alternative solution complies with the performance requirement;
- ▶ if the building code does not state a standard of work in relation to any part of the proposed building work and it is intended to carry out that part of the proposed building work in accordance with a standard of work stated in another document -
 - (i) the nature of the proposed building work; and
 - (ii) the title of the document; and
 - (iii) each assessment method used to show that the proposed building work complies with the standard of work stated in the document.

Removal or demolition of building/s

- ▶ Details of the methods to be used in carrying out the proposed building work, including a work plan stated or set out in AS 2601 (Demolition of structures), as in force from time to time;
- ▶ the number of dwellings (if any) to be demolished.

Asbestos

- ▶ The application must include a description of the method proposed to be used to remove the bonded asbestos sheeting from the building
- ▶ the application must include the following information:
 - (i) the method proposed to be used to remove the asbestos;
 - (ii) the approximate amount and kind of asbestos to be removed;
 - (iii) the equipment proposed to be used to remove the asbestos, including any personal protective equipment;
 - (iv) details of a program, prepared in accordance with the asbestos removal code, for monitoring airborne asbestos to be followed during the removal.

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APPOINTMENT OF BUILDER & APPLICATION FOR COMMENCEMENT NOTICE

Building Act 2004, S151

In completing this form the owner is authorising the builder nominated below to apply to the appointed certifier to issue a Commencement Notice for the works detailed in this application form.

PART A	PROJECT DETAILS
---------------	------------------------

Block	1	Section	58	Suburb	Garran	Unit No.	B20 L1
-------	---	---------	----	--------	--------	----------	--------

Street Address	Yamba Drive Canberra Hospital
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Certifier Name	BCA Certifiers Australia Pty Ltd - 200714
----------------	---

Description of Building Works relevant to this application-*If more than 6 items please attach further details*

1	Base building upgrade for LINAC replacement Project
2	
3.	
4	

PART B	OWNER DETAILS – Please Print
---------------	-------------------------------------

All owners must be listed Owner 1 will be considered the contact person in relation to this application

Company Details	
-----------------	--

Owner 1 _____	Owner 2	_____
---------------	---------	-------

Owner 3 _____	Owner 4	_____
---------------	---------	-------

Postal Address	
----------------	--

Suburb		State		Postcode	
--------	--	-------	--	----------	--

Phone Number Business Hours	
	Mobile

EMAIL ADDRESS	
---------------	--

Approved form AF2016-79 approved by David Middlemiss, Construction Occupations Deputy Registrar on 02 August 2016
under section 151 of the *Building Act 2004*. This form repeals AF2014-72

PART C APPOINTMENT OF BUILDER

I/we the owner/s have appointed the person whose details appear below as the builder in relation to the building works described in this form

Licence Holders Name as it appears on licence card **SHAPE Australia PTY LTD**

Licence Number **19905059** Class **A** Expiry Date **15/07/2020**

List any conditions or endorsements on licence **Nil**

EMAIL ADDRESS

PART D NOMINEE'S DETAILS

If the builder is a company or partnership provide details of the Nominee who will supervise the building

Nominee's Name

Licence Number **200** Class **A** Expiry Date **26/01/22**

Signature of Nominee Date **04/04/2019**

PART E OWNER SIGNATURE/S— all owners must sign this form

Owner 1 _____ Signature _____ DATE: _____
 Owner 2 _____ Signature _____ DATE: _____
 Owner 3 _____ Signature _____ DATE: _____
 Owner 4 _____ Signature _____ DATE: _____

PART F BUILDER APPLICATION TO CERTIFIER FOR COMMENCEMENT NOTICE

I hereby apply to the building certifier listed above for a commencement notice for the works detailed in Part A of this form in accordance with the Building Act 2004.

- A site sign was **not** required to be displayed prior to making this application.
 A site sign was required to be displayed prior to making this application and I declare that a compliant sign was erected and

Signature of Builder

Date

4/4/2019

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

PART G INSURANCE OR FIDELITY CERTIFICATE

For residential building work please provide details of insurance where applicable

Insurance Provider

Policy No.

Date Issued

Approved form AF2016-79 approved by David Middlemiss, Construction Occupations Deputy Registrar on 02 August 2016 under section 151 of the Building Act 2004. This form repeals AF2014-72

PLEASE NOTE:

- ▶ A copy of this notice and where applicable the residential building insurance policy or fidelity certificate must be given to the Construction Occupations Registrar within one (1) week of the issue date.
- ▶ A copy of the Commencement Notice must also be provided to the owner/s.

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APPOINTMENT OF BUILDER & APPLICATION FOR COMMENCEMENT NOTICE

Building Act 2004, S151

In completing this form the owner is authorising the builder nominated below to apply to the appointed certifier to issue a Commencement Notice for the works detailed in this application form.

PART A PROJECT DETAILS

Block Section Suburb Unit No.

Street Address

Certifier Name

Description of Building Works relevant to this application - *If more than 6 items please attach further details*

1.	Refurbishment / fit-out works within the LA bunker and control room
2.	
3.	
4.	

PART B OWNER DETAILS – Please Print

All owners **must** be listed

Owner 1 will be considered the contact person in relation to this application

Company Details

Owner 1 _____ Owner 2 _____

Owner 3 _____ Owner 4 _____

Postal Address

Suburb State Postcode

Phone Number Business Hours Mobile

EMAIL ADDRESS

PART C

APPOINTMENT OF BUILDER

I/we the owner/s have appointed the person whose details appear below as the builder in relation to the building works described in this form

Licence Holders Name as it appears on licence card

Licence Number

886689

Class

A

Expiry Date

List any conditions or endorsements on licence

Nil

EMAIL ADDRESS

PART D

NOMINEE'S DETAILS

If the builder is a company or partnership provide details of the Nominee who will supervise the building

Nominee's Name

Licence Number

Class

Expiry Date

Signature of Nominee

Date

PART E

OWNER SIGNATURE/S- all owners must sign this form

Owner 1

Signature _____ DATE :

Owner 2

Signature _____ DATE:

Owner 3

Signature _____ DATE:

Owner 4

Signature _____ DATE:

PART F

BUILDER APPLICATION TO CERTIFIER FOR COMMENCEMENT NOTICE

I hereby apply to the building certifier listed above for a commencement notice for the works detailed in Part A of this form in accordance with the Building Act 2004.

A site sign was **not** required to be displayed prior to making this application.

A site sign **was** required to be displayed prior to making this application and I declare that a compliant sign was erected and displayed for the required period.

Signature of Builder

Date

04/04/19

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

PART G

INSURANCE OR FIDELITY CERTIFICATE

For residential building work please provide details of insurance where applicable

Insurance Provider

Policy No.

Date Issued

PLEASE NOTE:

- ▶ A copy of this notice and where applicable the residential building insurance policy or fidelity certificate must be given to the Construction Occupations Registrar within one (1) week of the issue date.
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Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Tuesday, 14 May 2019 8:17 AM
To: Freeman, Nigel (Health); Leeper, Verity; Ramos, Alvin (Health); Basaula, Deepak (Health); Cooper, Ben (Health); Gustafsson, Helen (Health); Harwood, Jeff (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health); Gromek, Zenon (Health); Hallberg, Erik (Health); Kalla Veettil, Harilal (Health); Stanton, Stephen (Health)
Subject: RE: LA2 Implementation IPA Day 1 [SEC=UNCLASSIFIED]
Categories: GREEN TEAM

Hi Nigel

I am chasing up the air flow problem this morning.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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**Canberra Health
 Services**

We acknowledge the traditional custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: Freeman, Nigel (Health)

Sent: Monday, 13 May 2019 7:00 PM

To: Leeper, Verity <Verity.Leeper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Ramos, Alvin (Health) <Alvin.Ramos@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Harwood, Jeff (Health) <Jeff.R.Harwood@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Selvaraj, Jothy (Health) <Jothy.Selvaraj@act.gov.au>; Gromek, Zenon (Health) <Zenon.Gromek@act.gov.au>; Hallberg, Erik (Health) <Erik.Hallberg@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>; Stanton, Stephen (Health) <Stephen.Stanton@act.gov.au>

Subject: LA2 Implementation IPA Day 1 [SEC=UNCLASSIFIED]

Points to Note:

1. As mentioned in an earlier email, room temperature monitoring and adjustment may be required. (is there a manual available ?)
2. There are two off-line licences for the MPC tool. One question is can those licences be installed on a server rather than a PC. (Can Alvin help on this one)

3. The "I" drive which is used as the share point for files and records to/from the console workstation and nodes usually resides on the Aria Imaging server on site. Since Aria is now cloud based the question is where will the "I" drive be located. Matt is requesting assistance from Varian on this.
4. 18MV beam is disabled by checking for a closed neutron maze door. The maze door is not wired into the interlock circuit to achieve this. If future use of the door is necessary, then the effect on the disabled 18MV must be taken into account.
5. Only one laser remote has been provided, purchasing a second "back-up" remote is highly recommended.
6. The MP registrar from RCCC may attend one or two days this week.
7. We are looking for a master list of items delivered – has this already been checked off ?

Tests Completed :

2. Preliminary Machine Checkout
 - 2.1 Software Licenses
3. Interlock Demonstration
 - 3.1 Door Interlock
4. Radiation Survey
 - 4.1 Site Radiation Survey
5. Mechanical Verifications
 - 5.1 Mechanical Isocenter Accuracy
 - 5.2 Front Pointer Distance Alignment Verification
 - 5.3 Field Light Alignment Verification
 - 5.4 Crosshair Alignment and Jaw Parallelism
 - 5.5 Jaw Position Readout (PRO)
 - 5.6 MLC Static Leaf Positioning Accuracy Test
 - 5.7 MLC Leaf Position Repeatability
 - 5.8 Gantry Rotation PRO
 - 5.9 Collimator Rotation PRO
 - 5.10 Couch Rotation PRO
 - 5.11 Couch Longitudinal PRO
 - 5.12 Couch Lateral PRO
 - 5.13 Couch Vertical PRO
- 13.2 Vertical Accuracy
- 13.3 Lateral & Longitudinal Accuracy (MVD and KVD)
- 13.4 Travel Range (MVD and KVD)

Regards, Nigel

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Tuesday, 14 May 2019 5:23 PM
To: Selvaraj, Jothy (Health); Freeman, Nigel (Health); Leeper, Verity; Mogford, Sarah (Health); Ramos, Alvin (Health); Gustafsson, Helen (Health); Harwood, Jeff (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Gromek, Zenon (Health); Hallberg, Erik (Health); Kalla Veettil, Harilal (Health); Stanton, Stephen (Health)
Subject: RE: LA2 Implementation IPA Day 1 [SEC=UNCLASSIFIED]

I think ADA is a good spot for at least one of the licences ...

Best
Ben

From: Selvaraj, Jothy (Health)
Sent: Tuesday, 14 May 2019 9:18 AM
To: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Ramos, Alvin (Health) <Alvin.Ramos@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Harwood, Jeff (Health) <Jeff.R.Harwood@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Gromek, Zenon (Health) <Zenon.Gromek@act.gov.au>; Hallberg, Erik (Health) <Erik.Hallberg@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>; Stanton, Stephen (Health) <Stephen.Stanton@act.gov.au>
Subject: RE: LA2 Implementation IPA Day 1 [SEC=UNCLASSIFIED]

Hi Nigel,

I reckon the offline licenses are meant for review and trend analysis of the results. We can install it on ADA if it is for physics use but the MPC data should be accessible from the server.

Good to discuss this with Matt.

Regards,
Jothy

From: Freeman, Nigel (Health)
Sent: Monday, 13 May 2019 7:00 PM
To: Leeper, Verity <Verity.Leeper@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Ramos, Alvin (Health) <Alvin.Ramos@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Harwood, Jeff (Health) <Jeff.R.Harwood@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Selvaraj, Jothy (Health) <Jothy.Selvaraj@act.gov.au>; Gromek, Zenon (Health) <Zenon.Gromek@act.gov.au>; Hallberg, Erik (Health) <Erik.Hallberg@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>; Stanton, Stephen (Health) <Stephen.Stanton@act.gov.au>
Subject: LA2 Implementation IPA Day 1 [SEC=UNCLASSIFIED]

Points to Note:

1. As mentioned in an earlier email, room temperature monitoring and adjustment may be required. (is there a manual available ?)

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 - 5.4 Crosshair Alignment and Jaw Parallelism
 - 5.5 Jaw Position Readout (PRO)
 - 5.6 MLC Static Leaf Positioning Accuracy Test
 - 5.7 MLC Leaf Position Repeatability
 - 5.8 Gantry Rotation PRO
 - 5.9 Collimator Rotation PRO
 - 5.10 Couch Rotation PRO
 - 5.11 Couch Longitudinal PRO
 - 5.12 Couch Lateral PRO
 - 5.13 Couch Vertical PRO
 - 13.2 Vertical Accuracy
 - 13.3 Lateral & Longitudinal Accuracy (MVD and KVD)
 - 13.4 Travel Range (MVD and KVD)

Regards, Nigel

Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Wednesday, 15 May 2019 10:09 AM
To: Fittler, Brett (Health); Morgan, Fiona (Health); Seng, Martin (Health); Gustafsson, Helen (Health)
Cc: Cooper, Ben (Health)
Subject: RE: VMAT QA [SEC=UNCLASSIFIED]

I have nothing to add to Brett's version.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services

Phone: (02) 5124 2284 [REDACTED]

sarah.mogford@act.gov.au

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ACT
 Government

**Canberra Health
 Services**

We acknowledge the traditional custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: Fittler, Brett (Health)
Sent: Wednesday, 15 May 2019 8:57 AM
To: Morgan, Fiona (Health) <Fiona.Morgan@act.gov.au>; Seng, Martin (Health) <Martin.Seng@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>
Cc: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Subject: RE: VMAT QA [SEC=UNCLASSIFIED]

Some minor edits/suggestions from me.

Otherwise looks ok.

Regards,

Brett Fittler

Deputy Chief Radiation Therapist

Canberra Region Cancer Centre
 Radiation Oncology Department
 Bld 19, Level 1
 Canberra Hospital
 Yamba Drive,
 GARRAN, ACT, 2606

Phone: 02 5124 2218

Fax: 02 5124 2272

E-mail: brett.fittler@act.gov.au

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**Canberra Health
Services**

From: Morgan, Fiona (Health)
Sent: Tuesday, 14 May 2019 1:56 PM
To: Seng, Martin (Health) <Martin.Seng@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>;
 Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Cc: Fittler, Brett (Health) <Brett.Fittler@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: VMAT QA [SEC=UNCLASSIFIED]

Hi guys

I have drafted a memo regarding the VMAT QA bookings. Can you please have a look over and provide feedback to me ASAP so I can release it. This starts next week.

The additional things I added that weren't discussed yesterday are:

If plan is not ready the day before VMAT QA planners need to discuss with physics on a case by case basis
 Linac staff to ring oncall physics mobile if there are no VMAT QA bookings for the day before arranging for patients to be treated in the spot.

RTs will not be expected to ring physics when the linac becomes available, physics need to keep an eye on the schedule and be ready to start when the machine is free

Is there anything else you guys can think of?

Fiona Morgan

A/g Head of Treatment Radiation Therapist,
 Division of Cancer, Ambulatory and Community Health Support
 Canberra Hospital & Health Service
 P:(02) 6244 3173 | E: fiona.morgan@act.gov.au

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CANBERRA HOSPITAL
AND HEALTH SERVICES

Hutchins, Tracy (Health)

From: Mogford, Sarah (Health)
Sent: Tuesday, 21 May 2019 9:10 AM
To: Cooper, Ben (Health); Freeman, Nigel (Health); Ravi, Thura (Health); Gustafsson, Helen (Health)
Cc: Leeper, Verity
Subject: FW: LA2 Implementation - IPA Information Request [SEC=UNCLASSIFIED]

Hi Guys

I have spoken with [REDACTED] this morning and we will now be receiving a new Cat Phantom.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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**Canberra Health
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We acknowledge the traditional custodians of the ACT, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



From: [REDACTED]
Sent: Tuesday, 21 May 2019 9:05 AM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: Re: LA2 Implementation - IPA Information Request [SEC=UNCLASSIFIED]

Hey Sarah- we will get this to you ASAP

Kind regards,

[REDACTED]
 [REDACTED]
 Account Manager

Varian Medical Systems
 Suite 3, 13a Narabang Way, Belrose 2085 Australia

[REDACTED]
 [REDACTED]
varian.com



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On 21 May 2019, at 7:54 am, Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au> wrote:

Hi [REDACTED]

Please see point 4 below. In our quote we had a cat phantom which we haven't received. Could you chase this up please?

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
Canberra Regional Cancer Centre
Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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<image004.jpg>

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<image005.jpg><image006.jpg>

From: Freeman, Nigel (Health)

Sent: Monday, 20 May 2019 5:22 PM

To: [REDACTED]

Cc: [REDACTED] Mogford, Sarah (Health)

<Sarah.F.Mogford@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>; Cooper, Ben (Health)

<Ben.Cooper@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>

Subject: RE: LA2 Implementation - IPA Information Request [SEC=UNCLASSIFIED]

Hi [REDACTED]

Thank-you for your response.

Point 2. has progressed today and we are appreciative that we can obtain Varian support on completing the required 60601 tests as per your email.

Point 1. It is difficult for us to say what is missing without a list of delivered items. Obviously if a document exists showing what items have been accepted by ACT Health, then if you could supply a copy of that document that would be a solution.

Point 3. I will send through the details you request.

Point 4. CatPhan is listed on the Varian quotation and there is no indication that TCH agreed to it's removal.

Regards, Nigel

From: [REDACTED]
Sent: Thursday, 16 May 2019 4:01 PM
To: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>
Cc: [REDACTED] Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Subject: RE: LA2 Implementation - IPA Information Request [SEC=UNCLASSIFIED]

Hi Nigel,

Please see below in green.

From: Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>
Sent: Thursday, 16 May 2019 11:55 AM
To: [REDACTED]
Cc: [REDACTED] Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>
Subject: LA2 Implementation - IPA Information Request [SEC=UNCLASSIFIED]

Hi [REDACTED]

We are progressing well with the IPA and [REDACTED] is doing a great job.

There were a couple of points he suggested we check with you.

1. Is there a Varian delivery list of items so we can check off for contract/asset purposes ?
 Is there something in particular that is missing? I don't have a delivery list of all the items, but have confirmed with both the factory and riggers that nothing is outstanding and everything has been delivered.
2. Will Varian facilitate/assist with site tests grade C (AS/IEC 60601.2.1 Basic Safety/Performance) ?
 A copy of the IEC testing results for TrueBeam are available on the MyVarian website. The only tests we perform as part of the install are the acceptance test that you are currently working through.
3. We would like to clarify the meaning of results obtained in 5.1.1 Isocentre Tuner Stand Results and the 7.2 Isocentre Verification with IsoLock results.
 - a. It is not clear from the IPA
 - i. what co-ordinate system is being used in each case of the tests 5.1.1 and 7.2 (ie is +/- x,y,z the same for both tests)
 I'm not sure if the coordinate system is the same or not, but it is quite possible that they are different as the software is written and maintained by different departments.
 - ii. What is meant by "Error" for isocentre and couch in IsoLock report (ie error compared to what reference? Or is this a radius ?)
 I haven't looked at an IsoLock report for a while, so would need to see one before I can comment on this. That being said, as per the note at the start of 7.2, this test isn't applicable to the Canberra TrueBeam. Canberra have purchased the ICVI option so the tests as per section 8.5 are used to verify the radiation isocentre.

- b. Could the definitions of Stand position (radial & transverse) and gantry skew & sag be explained. This would help us understand why the Tuner Stand results report +0.27mm for Sag and the Isolock reports -0.27mm.
Which IPA test is this in relation to?

4. Provision of a CatPhan with the order.

As Canberra Hospital already have PV, OBI and CBCT on the existing linac's, new phantoms are not sent with the new linac's. The only sites that now receive phantoms are Greenfield sites, and they are sent as one set per centre, not per machine.

Regards, Nigel

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O'Neill, Cathie (Health)

From: Fittler, Brett (Health)
Sent: Thursday, 23 May 2019 1:23 PM
To: O'Neill, Cathie (Health); Craft, Paul (Health); Netterfield, Clare (Health); Van Diemen, Rebecca (Health); Nolan, Jessica (Health); Wakefield, Katherine (Health); Allen, Kym (Health); Barker, Teri (Health); Bower, Dayle (Health); Carr, Elyse (Health); Cartwright-Mpofu, Roy (Health); Chu, Bonnie (Health); Couper, Mecaela (Health); Dean, Kerryn (Health); Deaves, Lauren (Health); Disanayake, Saki (Health); Drodge, Sophie (Health); DuToit, Theresa (Health); Hall, Julie (Health); Hambley, Julia (Health); Hindi, Rachel (Health); Ho, Catherine (Health); Hopley, Belinda (Health); Hunter, Monica (Health); Hyde, Nathan (Health); Karunagaran, Vishnu (Health); Laxman, Devika (Health); Le, Philena (Health); McPherson, Glen (Health); Medipally, Victoria (Health); Mogford, Sarah (Health); Morgan, Fiona (Health); Myat, Hayley (Health); Nafei, Noha (Health); O'Connor, Mary (Health); Oliver, Leah (Health); Panada, Dean (Health); Phan, Andrew (Health); Phillips, Juliette (Health); Ramritu, Praneesha (Health); Reynolds-Smith, Regina (Health); Seng, Martin (Health); Smith, Brittney (Health); Starkey, Katia (Health); Stevens, Claire (Health); Su, Diana (Health); Su, Sai (Health); Thom, Wesley (Health); Ting, Crystal (Health); Tiong, Ling (Health); Tran, Michelle (Health); Truong, Helen (Health); Upward, Kassie (Health); WernerGibbins, Libby (Health); Bray, Sally (Health); Burnell, Maureen (Health); Busted, Mary Ann (Health); Castle-Burns, Lisa (Health); Coleman, Verity (Health); Davis, Nicola (Health); Langdon, Peter (Health); Mason, Bridget (Health); Niemi, Ulpu (Health); ORourke, Julie (Health); Reid, Kathryn (Health); Slade, James (Health); Spence, Jackie (Health); Wolf, Timothy (Health); Buchanan, Grant (Health); Fong, Eric (Health); Knox, Matthew (Health); Low, Chia (Health); Lutalo Bossa, Samuel (Health); McKean, Annie (Health); Squire, Timothy (Health); Austen, Lyn (Health); Elsaleh, Hany (Health); Kleiven, Hilde (Health); Lee, Andrew (Health); Lee, Isabel (Health); Nguyen, Brandon (Health); Pulvirenti, Trish (Health); Rezo, Angela (Health); Shorthouse, Amy (Health); Sullivan, Lisa (Health); Syed, Farhan (Health); Barton, Cate (Health); Craft, Edward (Health); Fang, Yu-Yan (Health); Gunner, Dorothy (Health); Leeper, Verity; McLaren, Trish (Health); Narvekar, Prajakta (Health); Nolan, Michelle (Health); Groves, Simmone (Health); Hawke, Ian (Health); Hermes, Roxanne (Health); Lam, Hiu (Health); Lazic, Diana (Health); Manatunga Arachchige Dona, Malie (Health); McIntyre, Caroline (Health); Qashaa, Aymen (Health); Willingham, Mandy (Health)
Subject: TrueBeam Linac [DLM=For-Official-Use-Only]

The "Burley-Griffin" Bunker, housing our new TrueBeam Linac, will be open for you to see in all its glory on Tuesday 28th May 2019, 12:00pm and 2:00pm. If you have a spare moment please feel free to drop in to have a look at our latest and greatest addition in Radiation Oncology.

Regards,

Brett Fittler

Deputy Chief Radiation Therapist

Canberra Region Cancer Centre
Radiation Oncology Department
Bld 19, Level 1
Canberra Hospital
Yamba Drive,
GARRAN, ACT, 2606

Phone: 02 5124 2218

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E-mail: brett.fittler@act.gov.au

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Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Thursday, 23 May 2019 2:47 PM
To: Freeman, Nigel (Health); Hill, Penny (Health); HPS; Mogford, Sarah (Health); Leeper, Verity; Basaula, Deepak (Health); Gustafsson, Helen (Health); Harwood, Jeff (Health); Lee, Jonathon (Health); Legge, Kim (Health); Ravi, Thura (Health); Selvaraj, Jothy (Health); Gromek, Zenon (Health); Hallberg, Erik (Health); Kalla Veettil, Harilal (Health); Stanton, Stephen (Health)
Subject: RE: LA2 Implementation - Acceptance/Commissioning Stage Radiation Survey [SEC=UNCLASSIFIED]

Hi Nigel,

Many thanks for this.

Best
Ben

From: Freeman, Nigel (Health)
Sent: Tuesday, 21 May 2019 12:47 PM
To: Hill, Penny (Health) <Penny.Hill@act.gov.au>; HPS <HPS@act.gov.au>; Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>; Leeper, Verity <Verity.Leeper@act.gov.au>; Basaula, Deepak (Health) <Deepak.Basaula@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>; Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Harwood, Jeff (Health) <Jeff.R.Harwood@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Legge, Kim (Health) <Kim.Legge@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Selvaraj, Jothy (Health) <Jothy.Selvaraj@act.gov.au>; Gromek, Zenon (Health) <Zenon.Gromek@act.gov.au>; Hallberg, Erik (Health) <Erik.Hallberg@act.gov.au>; Kalla Veettil, Harilal (Health) <Harilal.KallaVeettil@act.gov.au>; Stanton, Stephen (Health) <Stephen.Stanton@act.gov.au>
Subject: LA2 Implementation - Acceptance/Commissioning Stage Radiation Survey [SEC=UNCLASSIFIED]

Please find attached a preliminary shielding survey carried out immediately after beam was achieved 9 May 2019, to cover the acceptance/commissioning period.

Prior to release for clinical use, a local survey will be completed and an independent assessment as required by HPS will be carried out.

Longer term cumulative dosimeters have now been placed at key points around the bunker.

Penny could this be tabled, if appropriate, at the next Council meeting ?

Regards, Nigel

Hutchins, Tracy (Health)

From: Cooper, Ben (Health)
Sent: Friday, 24 May 2019 10:51 AM
To: Mogford, Sarah (Health); Gustafsson, Helen (Health); Lee, Jonathon (Health); Freeman, Nigel (Health); Ravi, Thura (Health)
Cc: Leeper, Verity; Fittler, Brett (Health)
Subject: RE: System calibrations [SEC=UNCLASSIFIED]

Hi All,

If we change reference conditions (100cm SSD + Dmax) then BG (formerly LA2) will be the "black sheep" in the flock because MU will necessarily be different from the rest (including planning books, and RadCalc, and well everything) if there is a change in reference conditions for 1MU = 1 cGy.

Every linac should eventually change to the same reference condition set-up, and that's an unquantified amount of additional work.

Best
 Ben

From: Mogford, Sarah (Health)
Sent: Thursday, 23 May 2019 5:11 PM
To: Gustafsson, Helen (Health) <Helen.Gustafsson@act.gov.au>; Lee, Jonathon (Health) <Jonathon.Lee@act.gov.au>; Freeman, Nigel (Health) <Nigel.P.Freeman@act.gov.au>; Ravi, Thura (Health) <Thura.Ravi@act.gov.au>; Cooper, Ben (Health) <Ben.Cooper@act.gov.au>
Cc: Leeper, Verity <Verity.Leeper@act.gov.au>; Fittler, Brett (Health) <Brett.Fittler@act.gov.au>
Subject: FW: System calibrations [SEC=UNCLASSIFIED]
Importance: High

I have spoken with [REDACTED] this afternoon and he has responded with the attached after speaking to senior engineers. Is this the CTB you'd been looking at?

Technically doing anything other than DMax can affect the gun, target and waveguide he said.

My thoughts now are to stick with DMax for all new machines.

Regards,
 Sarah

Sarah Mogford BAppSci(MRS), DCR(T)

Director of Radiation Therapy
 Canberra Regional Cancer Centre
 Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: [REDACTED]
Sent: Thursday, 23 May 2019 4:17 PM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Cc: [REDACTED]
Subject: RE: System calibrations [SEC=UNCLASSIFIED]
Importance: High

Hi Sarah

Had a chat with our senior engineers, we are confused about what Physics actually are trying to do, alter the energy, or the output, either way, it does not matter.

We found this in the customer reference manual, please see attached.

Ref CTB-GE-228.

This will apply to C Series systems as well.

Regards

[REDACTED]
Head of Customer Service, Australasia

Varian Medical Systems
Suite 3, 13a Narabang Way, Belrose 2086 Australia

T +1800.657.036 [REDACTED]
varian.com

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From: [REDACTED]
Sent: Thursday, 23 May 2019 2:49 PM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: RE: System calibrations [SEC=UNCLASSIFIED]

Sure – anytime

[REDACTED]
Head of Customer Service, Australasia

Varian Medical Systems
Suite 3, 13a Narabang Way, Belrose 2086 Australia



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From: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Sent: Thursday, 23 May 2019 2:44 PM
To: [REDACTED]
Subject: RE: System calibrations [SEC=UNCLASSIFIED]

Hi [REDACTED]

Can I call you this afternoon please about this?

Regards,
Sarah

Sarah Mogford BAppSci(MRS), DCR(T)
Director of Radiation Therapy
Canberra Regional Cancer Centre
Division of Cancer and Ambulatory Services
Phone: (02) 5124 2284 [REDACTED]
sarah.mogford@act.gov.au

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From: [REDACTED]
Sent: Wednesday, 22 May 2019 9:15 AM
To: Mogford, Sarah (Health) <Sarah.F.Mogford@act.gov.au>
Subject: System calibrations

Hi Sarah

Hope all is well in sunny Canberra [getting cold I bet!]

Di asked me a few questions about output calibration, my response to her is copied below. The calibrations can't be outside the design of the system, obviously. I since have had some conversations with Matt P, he was concerned about the lack of familiarity of a Physicist and believes these questions may have originated with them.

I am happy to discuss what we can and cannot do under warranty and service agreement with them and yourself.

Let me know and I can pop in.