

**SPIRE TERMS OF REFERENCE STAGING & DECANTING  
BUILDINGS 5 & 24 WORKING GROUP**

## **MEMBERSHIP**

The SPIRE S&DUG will be comprised of the following members and attendees.

**TABLE ONE: STAGING & DECANTING USER GROUP MEMBERS  
AND ATTENDEES**

<b>Representation</b>	<b>Position</b>	<b>Individual</b>
<b>Chair</b>	Executive Branch Manager, Strategic Infrastructure (ACTHD)	Brad Burch
	(or Project Director)	TBD
<b>Members</b>	IFCW Representative / Project Manager Commissioning Officer, Strategic Infrastructure Commercial Advisor, Strategic Infrastructure CHS Exec and Admin Representatives (B24) Director of Staff Development (SD Representative) Sexual Health Unit Representative	John Catanzariti Rhona JasonSmith Jakob Culver Nicole Stevenson Karen O'Brien Sarah Martin/Cat Brown
	Child at Risk Unit Representative Tissue Viability Representative ANU Medical School Representative	Bronwyn Roberson Ann-Marie Dunk Prof Zsuzsoka Kecskes/Tim Borough/Lyndall Thorn
	Residential Accommodation Representative  IM&M Representative (Project Delivery) Clinical Placement Office Representative	Eleanor Fogarty/ Isabel Massey Dave Gilbert Sian Finch
<b>Attendees</b>	Special Advisor, Strategic Infrastructure IM&M Accommodation Representative IM&M Fire and Parking Representative IM&M Security Representative ICT Representative	Monica Lindemann Robyn Jensen Michale Warylo Dario Gomes Mark Moerman
<b>Secretariat</b>	Strategic Infrastructure	TBC

The SPIRE S&DUG may call on other staff/representatives to attend from time to time to provide additional support and subject matter expertise.

## **GOVERNANCE AND SECRETARIAT**

Unless otherwise determined by the SPIRE Executive Steering Committee, the SPIRE S&DUG will report directly to the SPIRE Project Control Group of the ACT Health Directorate (ACTHD). Periodic updates from the SPIRE S&DUG will be provided to the project control group, and by exception actions and issues may be escalated to the project control group for reply advice and strategic resolution.

## **SPIRE TERMS OF REFERENCE STAGING & DECANTING BUILDINGS 5 & 24 WORKING GROUP**

The SPIRE S&DUG will be chaired by the Executive Branch Manager Strategic Infrastructure or the Project Director. The SPIRE S&DUG is comprised of representatives from ACT Health Strategic Infrastructure, Infrastructure, Finance, Capital Works (IFCW), Canberra Hospital Services (CHS) Infrastructure Management & Maintenance (IM&M), and CHS affected services. From time to time, the Chair may invite observers or seek presentations from other ACT Government Agencies, and where appropriate, external representatives (e.g. representatives from consultants and various stakeholder groups).

Strategic Infrastructure provides Secretariat support to the SPIRE S&DUG. The Secretariat will coordinate all agenda papers and those submission papers and reports prepared by members and the user group.

Wherever practicable, agenda papers will be provided to the SPIRE S&DUG members at least 3 days in advance of meetings. Outcomes of the SPIRE S&DUG meetings will be provided to members as soon as possible after the meeting and should be promulgated amongst relevant members where appropriate.

All action items and decisions are to be recorded by the Secretariat. It is the responsibility of the Chair to ensure that the minutes, decisions and actions recorded are an accurate representation.

The SPIRE S&DUG decisions are generally made by consensus, although the Chair retains the ability to settle preferred approaches, noting any dissenting views, where consensus cannot be reached.

### **PROXIES TO MEETINGS**

Members and attendees of the SPIRE S&DUG are to nominate a proxy to attend a meeting if unable to attend.

The nominated proxy must have a suitable briefing to fulfil the position and to be able to make an informed decision.

The nominated proxy is to act on behalf of the member/agency they represent and is responsible for ensuring that member is debriefed on the meeting outcomes.

### **QUORUM REQUIREMENTS**

A quorum is constituted when a minimum of 50% members (which may include the Chair) are in attendance at the meeting (which may include 1 proxy), and there is at least 1 member from each of the Health Directorate and Canberra Health Services.

### **AGENDA ITEMS**

All agenda items must be forwarded by members to the Secretariat by Close of Business (COB) five (4) working days prior to the next scheduled meeting. The Chair holds custodianship of the Agenda for the SPIRE S&DUG.

The agenda, with attached meeting papers, will be distributed at least three (3) working days prior to the next scheduled meeting.

### **MINUTES & MEETING PAPERS**

The minutes of each meeting will be recorded and distributed by the Secretariat.

## SPIRE TERMS OF REFERENCE STAGING & DECANTING BUILDINGS 5 & 24 WORKING GROUP

Full copies of the minutes, including attachments, will be provided to all members no later than five (5) working days following each meeting.

### FREQUENCY OF MEETINGS

The SPIRE S&DUG will meet fortnightly or out-of-session as required. With the approval of the Chair, some issues may be considered out-of-session.

### TERMS OF REFERENCE REVIEW FREQUENCY

Bi-Annually

### TERMS OF REFERENCE APPROVAL

The TOR is to be tabled for formal endorsement at the first SPIRE S&DUG meeting, for recommendation for approval to the SPIRE PCG.

### AMENDMENT HISTORY

0.1	30/01/2019	Version draft 1	Rhona JasonSmith

## APPENDIX A: S&amp;D5&amp;24UG ROLES AND RESPONSIBILITIES

Role	Responsibility	Nominated individual (s)
Chair	Chairs all meetings, liaises with other members to ensure all Terms of Reference rules are met, tables the consensus on resolutions and starts and ends all meetings. The Chair is also a member of the PCG.	
Secretariat	Takes minutes, records actions, due dates and owners, tracks these for the Committee, ensures these are agreed at the end of each session and circulated in advance of sessions.	Refer to Table Two
Member	Members are participants of the SPIRE S&DUG. They are required to review issues presented to them and act in accordance with the conditions specified within the Terms of Reference. Members hold voting rights in regards to issues and items of endorsement and/or items of decision.	



## APPENDIX B: SPIRE STAGING AND DECANTING USER GROUP ROLES AND RESPONSIBILITIES

Role	Position	Organisation
Senior Owner	Executive Group Manage, Strategic Infrastructure	ACTHD
Project Executive	Executive Branch Manager, Strategic infrastructure and/or SPIRE Project Director	ACTHD
Facilities Planning Lead	Strategic Infrastructure, Planning and Commissioning Officer	ACTHD
Project / Contract Management Role	Commercial Contract Advisor Infrastructure Finance and Capital Works representative	IFCW
User Representatives	Staff Development/Clinical Skills Unit representative Sexual Health Representative Child at Risk Health Unit representative Tissue Viability Unit representative Residential Accommodation representative B24 CEO & Exec Administration representative ANU Medical School Representative PM&M Project officer	CHS
Principal Design Consultant	Principal Design Consultant (External Consultant) – Reporting to IFCW for the development of the Business Case (Planning Phase)	STH



**ACT**  
Government

Strategic Infrastructure, Corporate Services  
ACT Health Directorate

21 January 2020


**ACT**  
Government

**ACT Health**

## AGENDA SPIRE

### Staging & Decanting Buildings 5 & 24 User Group Meeting

3:15pm

Wednesday 08/05/2019

CH-B23-Conf Rm 1.02

**"Active Travel Options" – Refer to Information below**

- |    |  |            |           |
|----|--|------------|-----------|
| 1. | <b>Welcome, Acknowledgement of Country, and apologies</b>          | Brad Burch | (5 mins)  |
| 2. | <b>Terms of Reference</b><br>(feedback out of session)             | Brad Burch | (5 mins)  |
| 3. | <b>Introduction to the Project</b>                                 |            |           |
|    | a. Background  | Brad Burch | (10 mins) |
|    | b. Staging and Decanting Strategy relocation<br>outcomes & options | Brad Burch | (10 mins) |
|    | c. Q & A   | Brad Burch | (20 mins) |
| 4. | <b>Next Steps</b>  |            | (10 mins) |

Next meeting: S&D5&24UG will be held on 24 May 2019.

#### Active Travel Options - Getting to the Venue!

To promote healthy and sustainable travel, staff should consider the following Active Travel Options when attending meetings:

- Walk (if practical – considering distance, expected timeframes, urgency, cost, equipment to be transported to the meeting etc)
- Cycle (use an e-bike – inquire about availability with ACT Health Fleet on 620 79148)
- Catch a bus (using a MyWay Card – see your area administrative assistant to obtain a card)
- Fleet Vehicles (check if someone else going to the same meeting either from your location or can be collected on the way (eg carpool))
- Taxi (the last option for official business travel)

















**Attwood, Courtney (Health)**

---

**From:** Lopa, Liz (Health)  
**Sent:** Thursday, 2 May 2019 10:43 AM  
**To:** Burch, Brad (Health)  
**Subject:** FW: Proposed SPIRE Team Structure - BB.pptx [SEC=UNCLASSIFIED]  
**Attachments:** Proposed SPIRE Team Structure - BB (+LE changes).pptx

**From:** Esau, Lloyd  
**Sent:** Thursday, 2 May 2019 10:19 AM  
**To:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>  
**Subject:** RE: Proposed SPIRE Team Structure - BB.pptx

UNCLASSIFIED

Liz

I think that this is looking really close to where we want to be. I have made a few minor cosmetic changes in the attached as follows:

1. linked the health planners and FFE/MME boxes into ACT Health
2. removed commissioning agent – not that relevant on this chart
3. added planning and design into the working groups on the governance slide

It would be good to engage with CHS on this prior to circulating more widely – but I am very comfortable with where this has got to.

**Lloyd Esau**

Executive Director, Major Projects  
 Infrastructure Finance and Capital Works, CMTEDD

A: GPO Box 158, Canberra, ACT 2601

T: +61 (0)2 6205 3552 | M: [REDACTED]

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**From:** Lopa, Liz (Health)  
**Sent:** Wednesday, 1 May 2019 6:36 PM  
**To:** Esau, Lloyd <Lloyd.Esau@act.gov.au>  
**Subject:** Fwd: Proposed SPIRE Team Structure - BB.pptx

Hi Lloyd

This hasn't been through Karen but I thought I would send to you for comment

Liz

Get [Outlook for iOS](#)

---

**From:** Burch, Brad (Health) <brad.burch@act.gov.au>  
**Sent:** Wednesday, May 1, 2019 6:23 pm

**To:** Lopa, Liz (Health)

**Subject:** Proposed SPIRE Team Structure - BB.pptx

UNCLASSIFIED Sensitive

Hi Liz – let me know if this is what you were after?

Thanks

Brad.























**Pond, Aleks (Health)**

---

**From:** JasonSmith, Rhona (Health)  
**Sent:** Thursday, 2 May 2019 2:16 PM  
**To:** Burch, Brad (Health)  
**Subject:** Updated S&DUG Project Presentation.pptx  
**Attachments:** S&DUG Project Presentation.pptx

UNCLASSIFIED



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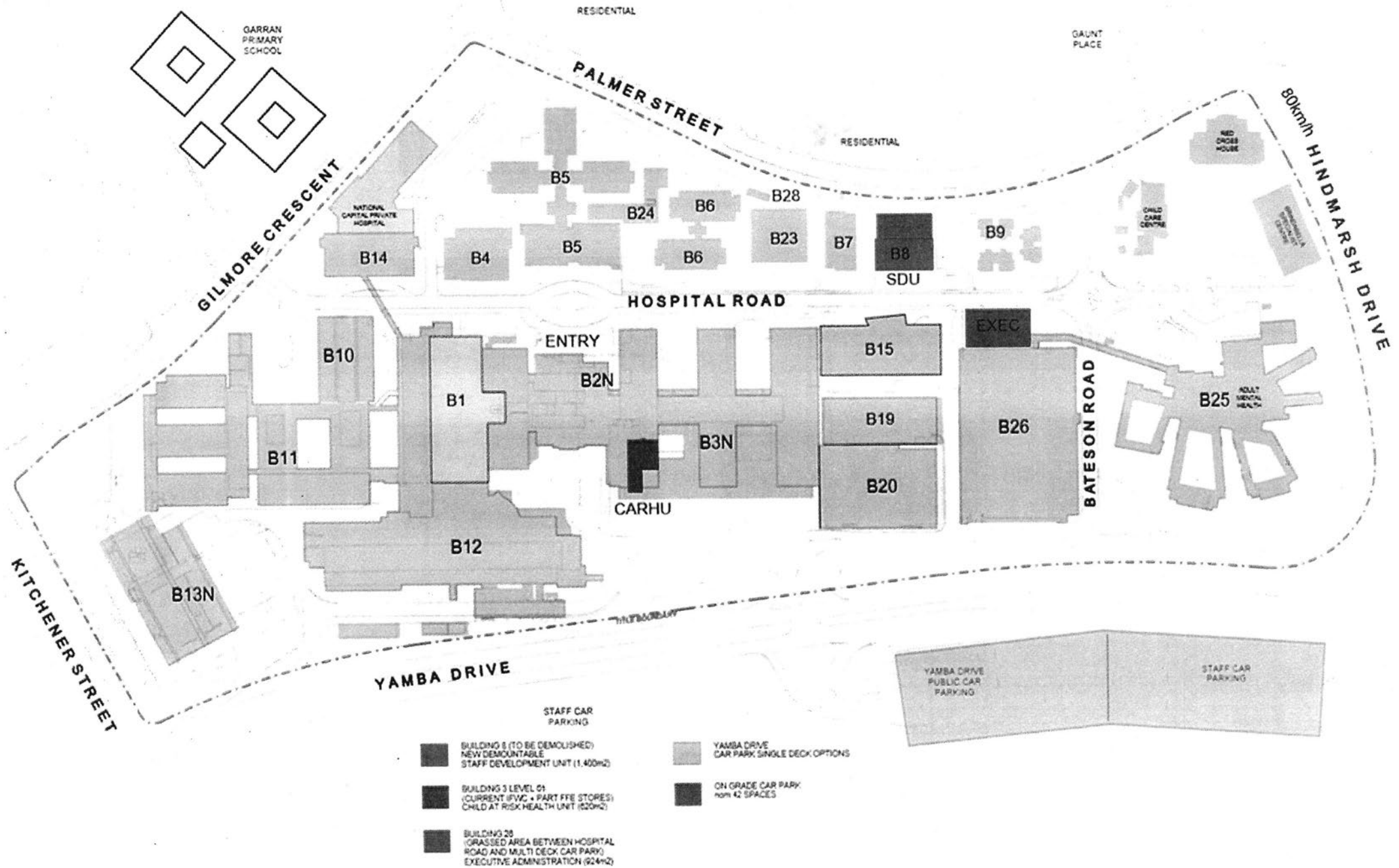
**ACT Health**

# **SPIRE Staging & Decanting User Group**

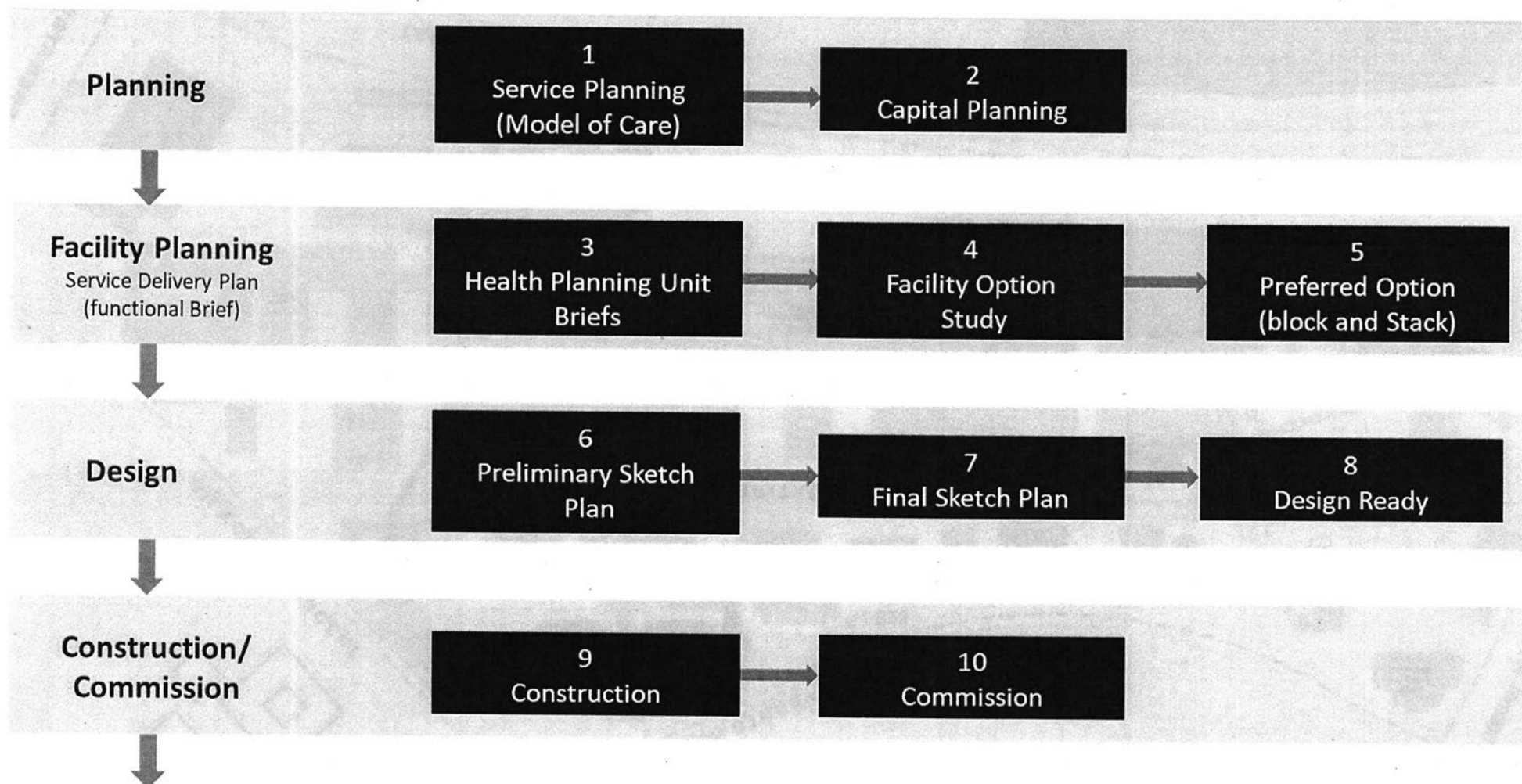
# SPIRE



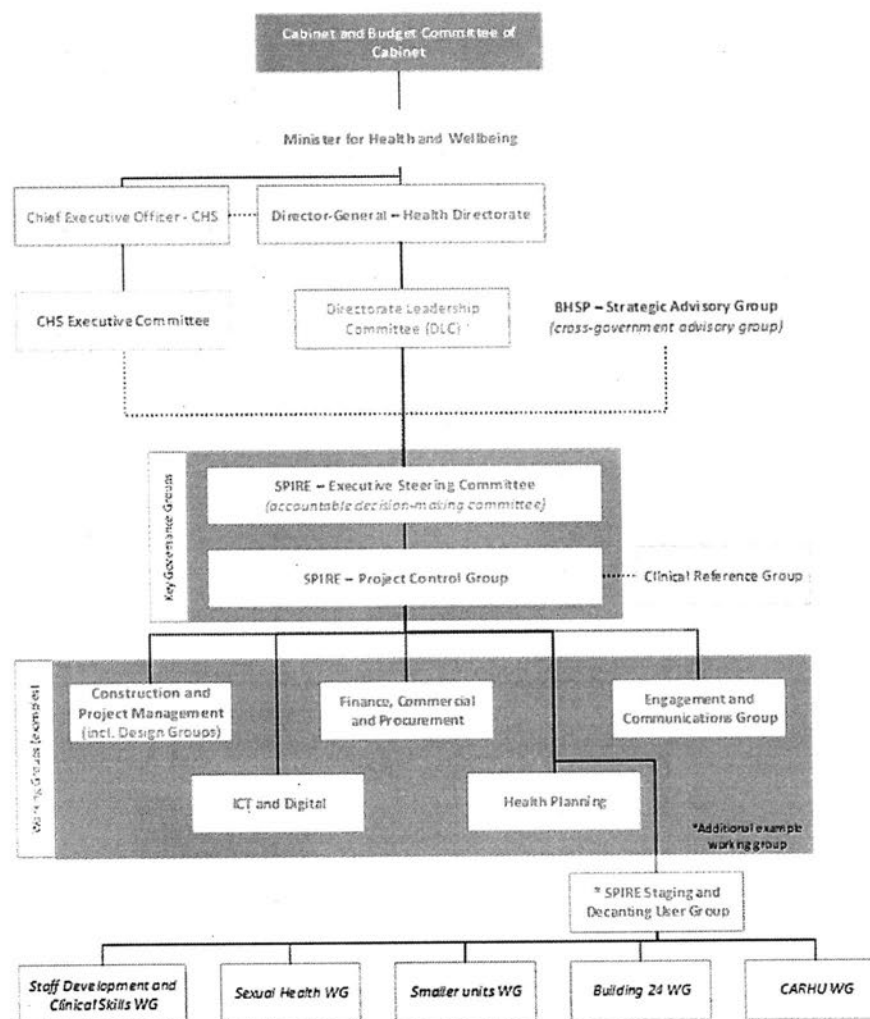




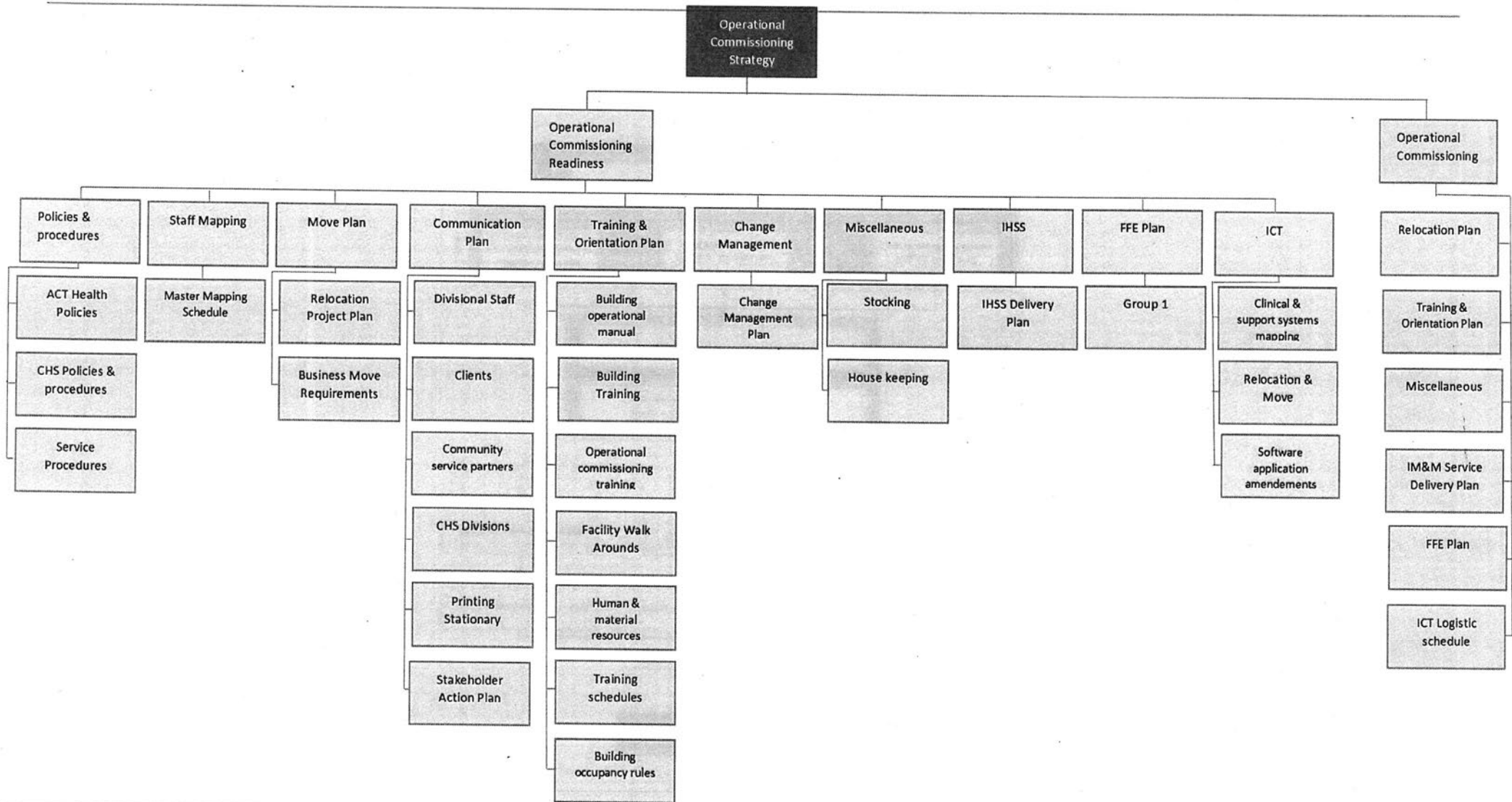
# Planning, Design, and Construction Process



# SPIRE STAGING & DECANTING PROJECT GOVERNANCE



## SPIRE Staging & Decanting Operational Commissioning Deliverables





**Attwood, Courtney (Health)**

---

**From:** Burch, Brad (Health)  
**Sent:** Thursday, 2 May 2019 3:59 PM  
**To:** Lopa, Liz (Health)  
**Cc:** Culver, Jakob (Health)  
**Subject:** 2019-20 Costing Template - SPIRE Project Team.xls  
**Attachments:** 2019-20 Costing Template - SPIRE Project Team.xls

UNCLASSIFIED Sensitive: Cabinet

Hi Liz

Draft costing for the SPIRE Project Team is attached.

Thanks

Brad















**Pond, Aleks (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Friday, 3 May 2019 9:23 AM  
**To:** Evans, Kate (Health)  
**Subject:** FW: FOR REVIEW/COMMENT: SPIRE Activity Tracker [DLM=Sensitive]  
**Attachments:** SPIRE Activity Tracker 24 Apr 2019.xlsx

**From:** Basic, Babita  
**Sent:** Monday, 29 April 2019 10:15 AM  
**To:** Burch, Brad (Health) <Brad.Burch@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; Catanzariti, John <John.Catanzariti@act.gov.au>  
**Cc:** Gray, Sophie <Sophie.Gray@act.gov.au>  
**Subject:** FOR REVIEW/COMMENT: SPIRE Activity Tracker

Good Morning All

Please find attached the updated Activity Tracker that has incorporated actions/comments from the SPIRE Fortnightly Catch up meeting of Wednesday, 24 April. The updates are in red.

Can you please review and provide comment/feedback by **COB Wednesday, 1 May**, where I will update and distribute in final version prior to the next meeting of 7 May 2019.

Thanks

Babita

Kind Regards

**Babita Basic**

Assistant Project Manager – Social Infrastructure Branch

Phone 02 512 49106 | Mobile [REDACTED]

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

Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

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**Lowes, Shannon (Health)**

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**From:** JasonSmith, Rhona (Health)  
**Sent:** Friday, 3 May 2019 9:52 AM  
**To:** Burch, Brad (Health)  
**Cc:** Lopa, Liz (Health); Kinghorne, Sally-Anne (Health)  
**Subject:** Re: CARHU relocation

Thank you Brad,

What are the next steps (pending of course approval by Cabinet for the SPIRE project)?

The CHS Accommodation team and I have identified two possible CHS sites for IFCW & IHSS - B23 L2 currently occupied by Transcription and Territory Wide Surgical Services (able to accommodate the 43 IFCW & IHSS staff), and 2/3rds of the old gym (not yet confirmed as to capacity). Regardless of destination location for either Transcription, TWSS or IFCW/IHSS there will need to be fit-outs undertaken.

I checked with Sophie Gray as to whether the IFCW and IHSS could be located in different areas. Her reply was:

" Hi Rhona

IFCW have maintained an 'embedded team' model for the delivery of the ACTH/CHS capital works program since 2008. Under this model, IFCW Project Managers work closely with CHS representatives to coordinate the planning, design and construction of projects in a manner that minimises the impact of delivery of clinical services and manages the risks and complexity of capital works in an operational health facility. The collaboration and improved communications facilitated by being collocated facilitates a 'one team' approach to project delivery which is very difficult to achieve if team members are not collocated.

Dave or Colm should also add to this discussion as I understand that under the current S&D planning, part of Colm's core team will remain in Bld 3 which may require consideration for I&HSS operations.

Happy to discuss further.

Regards

Sophie"

I have as yet not approached Colm. I have arranged an appointment with CARHU for Tuesday 14 May to document the SoA Final Agreed Position. Sally-Anne will be attending as the Senior Health Facility Planner.

Regards

Rhona

---

**From:** Burch, Brad (Health)  
**Sent:** Thursday, 2 May 2019 4:41:04 PM  
**To:** JasonSmith, Rhona (Health)  
**Cc:** Lopa, Liz (Health)  
**Subject:** FW: CARHU relocation

UNCLASSIFIED

Great work Rhona – thanks for your efforts.

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

☎ (02) 5124 9719 or [REDACTED] ✉ [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)


**ACT**  
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**ACT Health**
**From:** Roberson, Bronwyn (Health)

**Sent:** Thursday, 2 May 2019 4:17 PM

**To:** JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>

**Cc:** Colliver, Deborah (Health) <Deborah.Colliver@act.gov.au>; Sansum, Catherine (Health) <Catherine.Sansum@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>

**Subject:** CARHU relocation

Dear Rhona

Thank you for your patience, diligence and support in seeking a suitable site for the relocation of CARHU, it has been much appreciated.

As we discussed at our meeting on Tuesday 30.5.19 the site identified on the TCH campus, Building 3, level 1 would be suitable for the relocation of CARHU and we would like to proceed with progressing for the planning of the site.

The CARHU team are deeply appreciative of the efforts that have gone towards finding us a suitable home on campus for our crucial service. We look forward to working together with your team.

Kind regards

Bronwyn

Bronwyn Roberson

Manager | Child Health Targeted Support Services

**Phone (02) 5124 2712 | Email: [Bronwyn.Roberson@act.gov.au](mailto:Bronwyn.Roberson@act.gov.au)**
**Division of Women, Youth & Children Community Health Programs | Canberra Health Services | ACT Government**

Building 5, Level 1 Canberra Hospital, Yamba Drive, Garran ACT 2605 | PO Box 11 Woden ACT 2606

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**Attwood, Courtney (Health)**

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**From:** Busic, Babita  
**Sent:** Friday, 3 May 2019 11:40 AM  
**To:** Gilbert, Dave (Health)  
**Cc:** Catanzariti, John; Burch, Brad (Health); Esau, Lloyd; Culver, Jakob (Health); Tarbuck, Chris (Health)  
**Subject:** RE: Nominations sought FW: SPIRE - Engineering Meeting with CHS [SEC=UNCLASSIFIED]

Excellent thank you Dave.

I will speak to STH and email through a meeting invite.

abs

Kind Regards

**Babita Busic**

Assistant Project Manager – Social Infrastructure Branch

Phone 02 512 49106 | Mobile [REDACTED]

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

Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 |

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**From:** Gilbert, Dave (Health)  
**Sent:** Friday, 3 May 2019 11:38 AM  
**To:** Busic, Babita <Babita.Busic@act.gov.au>  
**Cc:** Catanzariti, John <John.Catanzariti@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Esau, Lloyd <Lloyd.Esau@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>  
**Subject:** RE: Nominations sought FW: SPIRE - Engineering Meeting with CHS [SEC=UNCLASSIFIED]

Babita

Thanks. I would like to attend with Elliot Fraval – anytime after 11.00am if possible.

**Dave Gilbert**

Director Project Delivery | Infrastructure and Health Support Services

T: (02) 5124 7791 | M: [REDACTED] E: [dave.gilbert@act.gov.au](mailto:dave.gilbert@act.gov.au)

Building 3, Level 1, The Canberra Hospital, Garran ACT 2605



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**Canberra Health  
Services**

---

**From:** Busic, Babita  
**Sent:** Friday, 3 May 2019 8:19 AM

**To:** Tarbuck, Chris (Health) <[Chris.Tarbuck@act.gov.au](mailto:Chris.Tarbuck@act.gov.au)>; Gilbert, Dave (Health) <[Dave.Gilbert@act.gov.au](mailto:Dave.Gilbert@act.gov.au)>  
**Cc:** Catanzariti, John <[John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)>; Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>; Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>; Culver, Jakob (Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>  
**Subject:** RE: Nominations sought FW: SPIRE - Engineering Meeting with CHS [SEC=UNCLASSIFIED]

I appreciate your quick response Chris.

Have a great day

Kind Regards

**Babita Basic**

Assistant Project Manager – Social Infrastructure Branch

Phone 02 512 49106 | Mobile [REDACTED]

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

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**From:** Tarbuck, Chris (Health)

**Sent:** Friday, 3 May 2019 8:07 AM

**To:** Basic, Babita <[Babita.Basic@act.gov.au](mailto:Babita.Basic@act.gov.au)>; Gilbert, Dave (Health) <[Dave.Gilbert@act.gov.au](mailto:Dave.Gilbert@act.gov.au)>

**Cc:** Catanzariti, John <[John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)>; Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>; Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>; Culver, Jakob (Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>

**Subject:** RE: Nominations sought FW: SPIRE - Engineering Meeting with CHS [SEC=UNCLASSIFIED]

Hi Babita

I will attend on behalf of FM. The date is fine with me. Please discuss further with Dave Gilbert.

Regards,

**Chris Tarbuck** | Facilities Director

Infrastructure and Health Support Services

T: (02) 512 43186 | M: [REDACTED] | E: [chris.tarbuck@act.gov.au](mailto:chris.tarbuck@act.gov.au)

Building 1, Level 1, The Canberra Hospital, Yamba Drive, Garran ACT



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**Canberra Health  
Services**

**From:** Basic, Babita

**Sent:** Friday, 3 May 2019 7:54 AM

**To:** Tarbuck, Chris (Health) <[Chris.Tarbuck@act.gov.au](mailto:Chris.Tarbuck@act.gov.au)>; Gilbert, Dave (Health) <[Dave.Gilbert@act.gov.au](mailto:Dave.Gilbert@act.gov.au)>

**Cc:** Catanzariti, John <[John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)>; Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>; Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>; Culver, Jakob (Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>

**Subject:** Nominations sought FW: SPIRE - Engineering Meeting with CHS

Hello Chris and Dave

STH has requested a meeting with CHS to discuss the approach to the design resolution of the engineering services for SPIRE, and as such, I would like your assistance with nominations to attend this meeting.

They have suggested a 2 hour meeting for Friday, 10 May (next week). If this date is unreasonable, I will schedule another date.

Can you please email me nominations by **cob today** and I will send out meeting invites.

Apologies for the short notice and thank you in advance.

Kind Regards

**Babita Basic**

Assistant Project Manager – Social Infrastructure Branch

Phone 02 512 49106 | Mobile [REDACTED]

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

Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 |

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From: [REDACTED]

Sent: Tuesday, 30 April 2019 11:05 AM

To: Catanzariti, John <[John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)>

Cc: Gray, Sophie <[Sophie.Gray@act.gov.au](mailto:Sophie.Gray@act.gov.au)>; Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>; Basic, Babita

<[Babita.Basic@act.gov.au](mailto:Babita.Basic@act.gov.au)> [REDACTED]

Subject: SPIRE - Engineering Meeting with CHS

John,

Further to yesterday's discussion, we would like to hold a meeting with our services engineering team (Arup) with the key CH stakeholders to review the broad approach to the design resolution of the engineering services for SPIRE. Preferred day is on a Friday, suggesting 10/5. If this date is not an option, please let me know.

Thanks John

[REDACTED] Associate



**SILVER THOMAS HANLEY**  
PELACO COMPLEX  
BUILDING 3, LEVEL 2  
21-31 GOODWOOD ST  
(PO BOX 550)  
RICHMOND 3121  
VIC, AUSTRALIA

T: [REDACTED]  
F: [REDACTED]  
E: [REDACTED]  
W: [sth.com.au](http://sth.com.au)

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<http://www.mailguard.com.au>

**Attwood, Courtney (Health)**

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**From:** Burch, Brad (Health)  
**Sent:** Friday, 3 May 2019 11:45 AM  
**To:** Stevenson, Nicole (Health); Tzavalas, Olivia (Health)  
**Cc:** JasonSmith, Rhona (Health); Mooney, Colm (Health); Lopa, Liz (Health)  
**Subject:** RE: SPIRE B24 Decant  
**Attachments:** Copy of B24 Staff FFE Mapping 20190121.xlsx

UNCLASSIFIED

Hi Nic

I have just updated Olivia on this one – it seems CHS got full exemption from the SOAC in relation to the ABW requirements! There were some conditions discussed, but I understand these relate to future accommodation not is build.

I'm now just after an indication of which staff members in the attached will require offices in the new building? I need to get a draft schedule of accommodation through to our contractors next week to commence early design processes (there will be, of course, a design consultation process with key stakeholders, with clearance through Bernadette and Governance).

Noting that the decanting strategy has Meeting Room 1 in Building 24 being replicated in Building 3, I am assuming we would be creating like for like replacement of the other meeting rooms; notwithstanding I will look at how we can include quiet rooms and breakout space into the design as well. If there are any functional spaces that you or Bernadette would like to see reflected in the new build, that don't currently exist, please let me know and we can include as a priority – assuming it doesn't drastically increase floor area or cost.

Happy to discuss.

Thanks and regards

**Brad Burch** | Executive Branch Manager**Strategic Infrastructure****Corporate Services**

(02) 5124 9719 or  [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)

**ACT**  
Government**ACT Health**

**From:** Stevenson, Nicole (Health)  
**Sent:** Tuesday, 23 April 2019 2:01 PM  
**To:** JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>  
**Cc:** Burch, Brad (Health) <Brad.Burch@act.gov.au>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Rhona/Brad

My apologies for the delay.

See attached spreadsheet which has been updated.

Thanks  
Nic

**From:** JasonSmith, Rhona (Health)  
**Sent:** Friday, 12 April 2019 8:53 AM  
**To:** Stevenson, Nicole (Health) <[Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au)>  
**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Subject:** SPIRE B24 Decant  
**Importance:** High

UNCLASSIFIED

Good Morning Nicole,

Activities are finally ramping up for the relocation of staff and services from Building 24.

As the CEO & Exec representative for the Staging & Decanting User Group I am seeking your help for some information that requires a fast turn-around please.

I undertook a mapping of the staff and furniture, fittings and equipment of Building 24 in January this year (attached).

To ensure that we provide the correct information on the requirements of the affected services, this list of staff in B24 needs to be rechecked.

Are you able to reach out to your network and have them verify/change/add/delete these positions (not the people) before COB today?

Your assistance would be greatly appreciated.

Many thanks

Rhona

**Rhona JasonSmith**  
P: 02 5124 9667  
E: [rhona.jasonsmith@act.gov.au](mailto:rhona.jasonsmith@act.gov.au)

Senior Project Officer  
Facility and Health Planning Unit | ACT Health Directorate | ACT Government  
Level 5, 2-6 Bowes Street  
WODEN ACT 2606



**ACT**  
Government

**ACT Health**

Client Group / Unit:				Building 24 Level 1		AVR Number:		
Client Contact Officer:						Phone:		
Client Contact Officer backup:						Phone:		
Current Location				Staff Details			New Location	Comments
Building	Level	Workpoint / Room No.	Position	Surname	First Name	Phone	Destination Number (Refer to Plan)	
24	1	24.1.10	Exec Branch Manager Office of Research			51244288		
24	1	24.1.08	Exec Group Manager Office of Research			51244288		
24	1	24.1.09	Operations Manager Office of Research					
24	1	WS-11	EA to Office of Research			51244288		
24	1		Emergency Management Coordinator			51245324		
24	1		Business Continuity Manger					
24	1		Quality Officer Critical Care & Clinical Support			62051076		
24	1		Quality Officer Medicine					
24	1		Consumer Participation Officer			51241729		
24	1		Quality Improvement Program Director			62051263		
24	1		Quality Officer Surgical Services			62073884		
24	1		Clinical Insights & Outcomes					
24	2	WS-6	Interprofessional Learning Coordinator			51243489		
24	2	Office D3	Prof Allied Health Research			62050893		
24	2	WS-9	EA to Dir Allied Health			62050893		
24	2	Office D4	Dir Allied Health			62050893		
24	2	WS-7	Timely Care Project Officer			51242138		
24	2	Office C6	ED N&M and Patient Support Services			51242147		
24	2	WS-5	EA ED N&M and Patient Support Serv			51242147		
24	2	WS-18	EO to ED Div Medicine			51243596		
24	2	WS-17	ACT Blood Counts Manager			51242536		
24	2	WS-1	ACT Transfusion CNC			51244092		
24	2	WS-3	EO Medical Services			51245221		
24	2	WS-4	EO COO			51245804		
24	2	WS-2	Project Officer Collaboration Partnership			51249141		
24	2	WS-13	Consumer Feedback Coordinator			51243013		
24	2	WS-12	Consumer Feedback Coordinator					
24	2	WS-15	Consumer Feedback Coordinator					
24	2	WS-14	Consumer Feedback Coordinator			51242447		
24	2	Office A1	Chief Executive Officer			51244700		
24	2	WS-51	EA to Chief Operating Officer			51242728		
24	2	Office B1	Chief Operating Officer			51242728		
24	2	Office B2	ED Medicine			51243603		
24	2	WS-49	EA to ED Medicine			51243603		
24	2	WS-47	EA to ED Critical Care			51248020		
24	2	Office B3	ED Critical Care			51248020		
24	2	Office B4	ED Surgery			51243515		
24	2	WS-44	EA to ED Surgery			51243515		
24	2	WS-21	Business Manager to CEO			51244702		
24	2	WS-22	Exec Officer to CEO			51245804		

UNCLASSIFIED

Client Group / Unit:				Building 24 Level 1				AVR Number:			
Client Contact Officer:								Phone:			
Client Contact Officer backup:								Phone:			
Current Location				Staff Details				New Location		Comments	
Building	Level	Workpoint / Room No.	Position	Surname	First Name	Phone	Destination Number (Refer to Plan)				
24	2	WS-23	EA to CEO			51244700					
24	2	WS-24	Business Manager to COO			51242169					
24	2	WS-25	PA to ED Medical Services			51243596					
24	2	Office B5	ED Medical Services			51243596					
24	2	WS-27	ADON Medicine			51245161					
24	2	WS-39	ADON Medicine			51245164					
24	2	WS-33	ADON Ambulatory Services Div Medicine			51242702					
24	2	Office C12	DON N&M and Patient Support Services			51248583					
24	2	WS-29	Operational Manager Div Medicine			51243659					
24	2	WS-30	Admin Manager Div Medicine			51248199					
24	2	WS-31	PA to DON Medicine			51242619					
24	2	WS-32	DON Div Medicine			51245161					
24	2	WS-34	ADON Surgical Wards			51242318					
24	2	WS-35	DON Div Surgery			51243275					
24	2		Admin Manager Div Surgery			51245467					
24	2		EO to Div Surgery & Critical Care			51245801					
24	2		Op Manager Div Surgery			51247061					
24	2		PA to DON N&M and Patient Support S			51248583					
24	2		PA DON Surgery			51243843					
24	2	WS-37	EA to DON Critical Care			51243125					
24	2	Office C09	DON Critical Care			51245801					

**Lowes, Shannon (Health)**

---

**From:** Catanzariti, John  
**Sent:** Friday, 3 May 2019 1:59 PM  
**To:** Evans, Kate (Health)  
**Subject:** RE: Model of Care / Model of Service delivery completion date  
 [SEC=UNCLASSIFIED]

Hi Kate,

In the last programming workshop we had for SPIRE, September 2019 was set as the target to have Models of Care, HPU Briefs, Functional Brief and Service Delivery Plan Completed.

Regards,  
 John

**From:** Evans, Kate (Health)  
**Sent:** Friday, 3 May 2019 1:54 PM  
**To:** Catanzariti, John <John.Catanzariti@act.gov.au>  
**Subject:** Model of Care / Model of Service delivery completion date

UNCLASSIFIED

Good afternoon John,

Can I please clarify when the Models of Care / Models of Service delivery are due for completion? We are currently working on a strategy to review and validate existing documents and create new documents as needed.

Kind regards

Kate

**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**

Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto:kate.evans@act.gov.au)

**Strategic Infrastructure | Strategic Infrastructure & Procurement | ACT Health Directorate | ACT Government**  
 2-6 Bowes Street, Phillip, ACT 2606 | GPO Box 825, Canberra, ACT 2601 | [www.health.act.gov.au](http://www.health.act.gov.au)



**Lowes, Shannon (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Monday, 6 May 2019 2:40 PM  
**To:** Evans, Kate (Health)  
**Cc:** Lopa, Liz (Health); Burch, Brad (Health)  
**Subject:** RE: COO & CEO Minute - SPIRE Models of Care & Models of Service Delivery V1 [SEC=UNCLASSIFIED]  
**Attachments:** COO CEO Minute - SPIRE Models of Care Models of Service Delivery V1.docx

Kate – See attached with tracked changes.

Let review together to finalise and lets discuss with Liz and/or Brad appropriate method – i.e. brief or letter etc.

Thanks  
 Jake

**From:** Evans, Kate (Health)  
**Sent:** Monday, 6 May 2019 10:52 AM  
**To:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>  
**Subject:** COO & CEO Minute - SPIRE Models of Care & Models of Service Delivery V1

UNCLASSIFIED

Hi Liz,

Please find attached the Minute for progression of the MoC and MoS.

Please let me know if you need any modifications.

Kind regards

Kate

*Kate Evans MP*

**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**

Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto:kate.evans@act.gov.au)

**Strategic Infrastructure | Strategic Infrastructure & Procurement | ACT Health Directorate | ACT Government**  
 2-6 Bowes Street, Phillip, ACT 2606 | GPO Box 825, Canberra, ACT 2601 | [www.health.act.gov.au](http://www.health.act.gov.au)



## MINUTE

**SUBJECT: Models of Care & Models of Service Delivery for Surgical, Procedure, Interventions Radiology & Emergency**

To: Liz Chatham, A/g Chief Operating Officer, Canberra Health Services  
Bernadette McDonald, Chief Executive Officer,  
Canberra Health Services

From: Liz Lopa, Executive Group Manager, Strategic Infrastructure

Date: 3 May 2019

**Purpose**

To provide an overview to Canberra Health Services of previous work undertaken in relation to final draft Models of Care (MoCs) for the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre project, and seek from CHS the completion review and validation process to align with concept design outputs your agreement to for the review, validation and endorsement of the Models of Care and Models of Service Delivery for SPIRE clinical areas.

**Background**

In February 2018 ACT Health engaged Healthcare Management Advisors (HMA) Pty Ltd to undertake the develop draft MoCs Models of Care for SPIRE development in collaboration with staff from the Territory-wide Health Services Redesign branch and Building Building Health Services Program (BHSP) Health Service's Program. Extensive engagement was undertaken with clinical stakeholders between February and March 2018 for the development of the MoCs, including with representatives from the Emergency Department, Intensive Care Unit (ICU), Perioperative Suite, and Cardiology occurred during February and March 2018.

The following table provides a summary of the clinical engagements undertaken:

**TABLE HERE**

-Development of the Models of Care occurred between February and March 2018 with internal ACT Health stakeholders from clinical areas to be accommodated in SPIRE. The draft MoCs documents were finalised in April 2018, however did not progress to final endorsed MoCs due to further infrastructure and services planning being undertaken for the BHSP throughout 2018 to refine the infrastructure solution for the SPIRE project.

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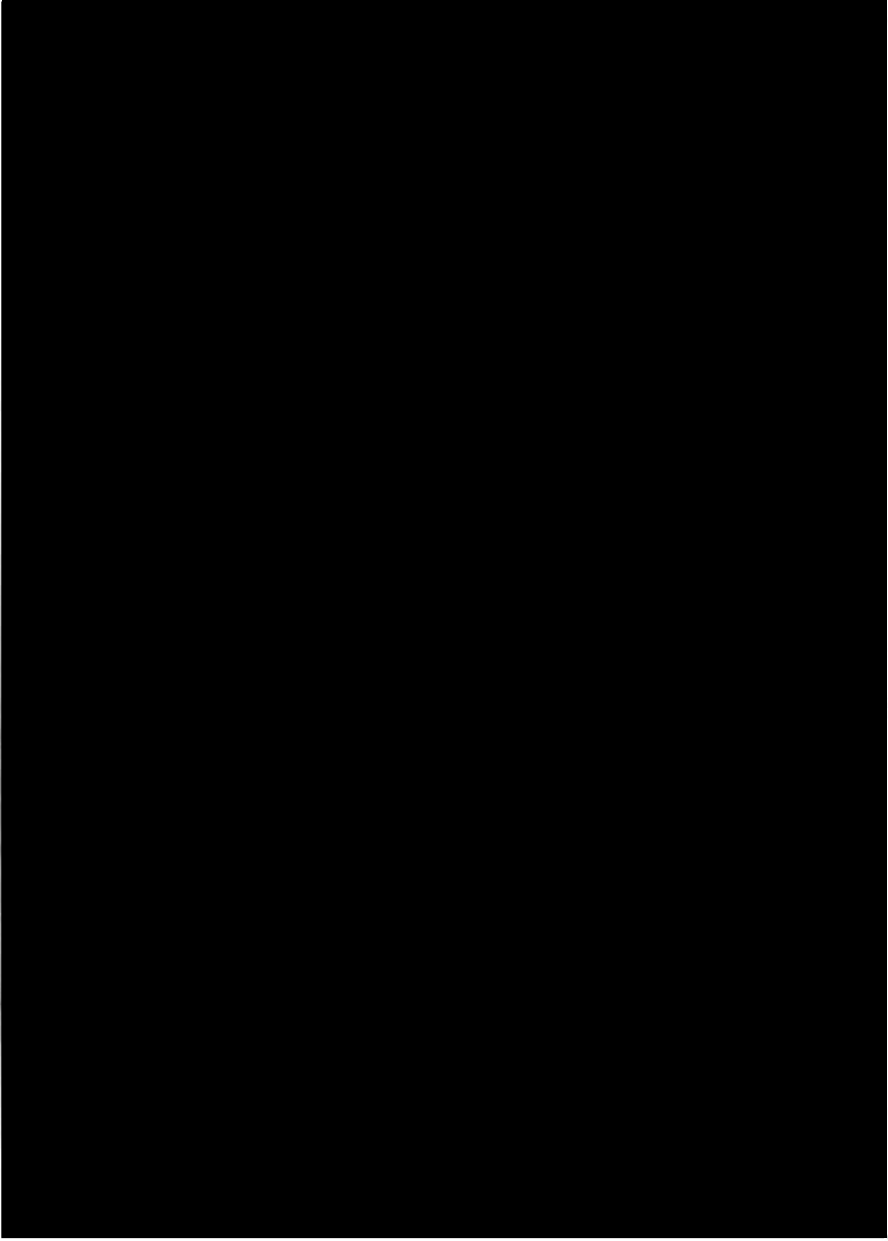
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It should be noted that the draft MoCs finalised in April 2018 ~~The Models of Care~~ were developed against the maintenance of status quo in service delivery. In this regard, opportunities for incorporating innovation ~~innovation~~, benchmarking and future directions in clinical service delivery were not explored during the 2018 clinical consultation phase. ~~The documents did not progress to endorsement due to the SPIRE change in scope.~~



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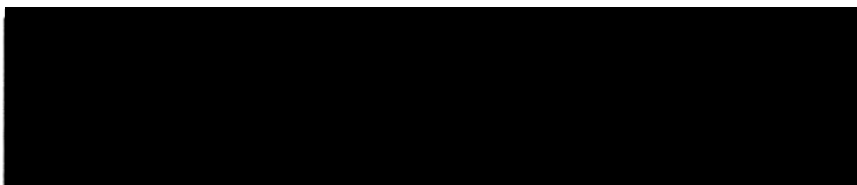
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1. CHS Executives to work with clinical director and leads within their divisions to review and validate the MoCs;
2. Validated MoCs to be endorsed by Canberra Health Services; and
3. Endorsed MoCs to be provided to the SPIRE project for acceptance.

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In regards to this any process for review and validation, ACTHD planning and project representatives are available to facilitate the review and validation process, to ensure the meeting of SPIRE project timeframes.

~~The Models of Care were developed against maintenance of status quo in service delivery. Innovation, benchmarking and future directions in service delivery were not explored during the consultation phase.~~

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The changes to the scope of SPIRE have resulted in the need to develop Models of Service Delivery for areas not previous involved in engagement, namely the loading dock and sterilizing services.

#### Proposed direction

Executive Directors to work with the Clinical Leads from the Emergency Department, Intensive Care Unit, Cardiology and Perioperative Department to review and validate the Models of Care.

Executive Directors to work with Clinical Leads in the Loading dock and Sterilising Services to develop Models of Service Delivery.

Models of Care and Models of Service Delivery to be endorsed by the Canberra Health Services Chief Operating Officer and Chief Executive Officer.

Endorsed documents to be provided for acceptance through the SPIRE Steering Committee.

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#### Recommendations

That you:

- Note the information contained in this brief and its attachments.

NOTED/PLEASE DISCUSS

- Agree to the process outlined in this brief for the review and validation of Models of Care related to the SPIRE Centre project [REDACTED]

**AGREED/NOT AGREED/PLEASE DISCUSS**

- Sign the Mandatory Variation Request at Attachment B (see Page 1)

**SIGNED/PLEASE DISCUSS**

.....  
*Bernadette McDonaldLiz Lopa*  
 Chief Executive OfficerExecutive Group Manager  
 Canberra Health ServicesCorporate Services

May 2019

Kate Evans

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SPIRE Clinical Liaison  
 Strategic Infrastructure  
 Corporate Services

6 May 2019

Extension: x49668

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**Pond, Aleks (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Monday, 6 May 2019 4:06 PM  
**To:** Evans, Kate (Health)  
**Subject:** COO CEO Minute - SPIRE Models of Care Models of Service Delivery V1 (002)  
[SEC=UNCLASSIFIED]  
**Attachments:** COO CEO Minute - SPIRE Models of Care Models of Service Delivery V1 (002).docx

- Drop into DG Brief, with following recs:
  - o Note info and attachments
  - o Note suggested process for MoC review and validation
  - o Agree to sign letter to C.E.O.
- Letetyr to CEO attached to Brief that outlines Background, issues and next steps (applicable to letter/C.E.O.)

Ta



## MINUTE

**SUBJECT: Models of Care Review for Surgical, Procedure, Interventions Radiology & Emergency (SPIRE) Centre**

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

From: Liz Lopa, Executive Group Manager, Strategic Infrastructure

Date: 3 May 2019

**Purpose**

To provide an overview to Canberra Health Services of previous work undertaken in relation to final draft Models of Care (MoCs) for the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre project, and seek from CHS the completion of a review and validation process to align with concept design outputs and next stages of design.

**Background**

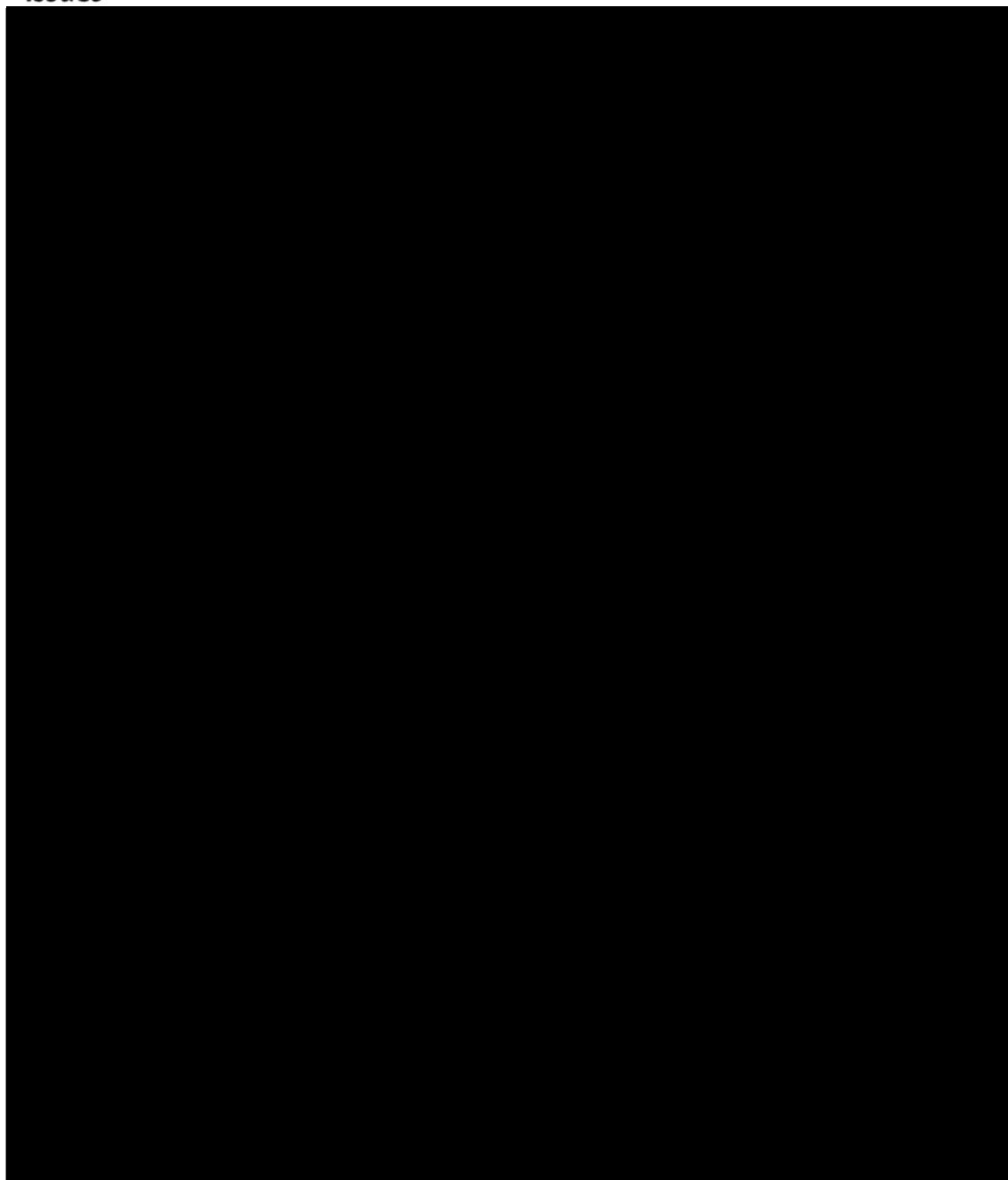
In February 2018 ACT Health engaged Healthcare Management Advisors (HMA) Pty Ltd to develop draft MoCs, Health Planning Unit Brief (HPUs) and Schedule of Accommodation (SoA) for SPIRE in collaboration with staff from the Territory-wide Health Services Redesign branch and Building Health Services Program (BHSP). Extensive engagement was undertaken with clinical stakeholders between February and April 2018 for the development of the MoCs, including with representatives from the Emergency Department, Intensive Care Unit (ICU), Perioperative Suite, and Cardiology.

The draft MoCs were finalised in April 2018, however did not progress to final endorsed MoCs due to further infrastructure and services planning being undertaken for the BHSP throughout 2018 to refine the infrastructure solution for the SPIRE project.

It should be noted that the draft MoCs finalised in April 2018 were developed against the maintenance of status quo in service delivery. In this regard, opportunities for incorporating innovation, benchmarking and future directions in clinical service delivery were not explored during the 2018 clinical consultation phase.



## Issues



### Next Steps – Models of Care and Health Planning Unit Briefs

Based on current programming advice by Infrastructure Finance and Capital Works (IFCW), HPU briefs for the SPIRE project and a draft SDP is due for finalisation in draft in quarter 3/4 of 2019. In this regards, validated and CHS endorsed MoCs would be required to be provided to the SPIRE project (ACTHD) by in June 2019 (including draft service delivery models for loading dock and sterilising services).

Attached to this brief are the draft MoCs (version 0.9) that were finalised in 2018. Based on the ACTHD's previous experience through the consultation process in 2018 and recent clinical consultations for the SPIRE project SoAs, the following process for review and validation is suggested (for consideration of CHS):

1. CHS Executives to work with Clinical Directors and leads within their divisions to review and validate the MoCs;
2. Validated MoCs to be endorsed by Canberra Health Services; and
3. Endorsed MoCs to be provided to the SPIRE project for acceptance.

In regards to processes for MoC review, ACTHD planning and project representatives are available to facilitate the review and validation processes, to ensure the meeting of SPIRE project timeframes and alignment with concept design work.

## Recommendations

That you:

- Note the information contained in this brief and its attachments.

*NOTED/PLEASE DISCUSS*

- Agree in-principle to the process outlined in this brief for the review and validation of Models of Care related to the SPIRE Centre project.

*AGREED/NOT AGREED/PLEASE DISCUSS*

.....  
 <NAME>  
 <Position>  
 <Division>

May 2019

Kate Evans  
 SPIRE Clinical Liaison  
 Strategic Infrastructure  
 Corporate Services

6 May 2019

Extension: x49668

































































**Pond, Aleks (Health)**

---

**From:** Lindemann, Monica (Health)  
**Sent:** Tuesday, 7 May 2019 5:09 PM  
**To:** Burch, Brad (Health)  
**Cc:** Hayne, Casey (Health)  
**Subject:** Revised presentation [SEC=UNCLASSIFIED]  
**Attachments:** SPIRE Decant Working Group PP - May 2019.pptx

Hi Brad

Attached is an updated draft PP for your review and amendment of slide 7 (Project Milestones).

We'll update the Working Group name to "SPIRE Decant Working Group", if that is more appropriate. The work-area specific groups that fall under the Working Group will be termed User Groups (eg CARU User Group).

If you send your updated version back to me, we'll prepare the AV for tomorrow.

With thanks  
Monica

**Monica Lindemann**

Special Advisor | Strategic Infrastructure, Corporate Services | ACT Health Directorate  
P: +61 2 5124 9191 | E: [monica.lindemann@act.gov.au](mailto:monica.lindemann@act.gov.au) | A: lvl 4, 2 Bowes Street PHILLIP ACT 2606



NATIONAL RECONCILIATION WEEK 2019  
**GROUND<sup>ed</sup> in TI**  
WALK TOGETHER WITH COURAGE





















**Lowes, Shannon (Health)**

---

**From:** Evans, Kate (Health)  
**Sent:** Wednesday, 8 May 2019 9:52 AM  
**To:** Slater, Amanda (Health); Kinghorne, Sally-Anne (Health)  
**Subject:** SPIRE SDUG TOR Working Party 20190207  
**Attachments:** SPIRE SDUG TOR Working Party 20190207.docx

UNCLASSIFIED

FYI.

Much work has been done by Monica on the PPTx. I will send it through when I get it.

KT



# **SURGICAL PROCEDURES, INTERVENTIONAL RADIOLOGY AND EMERGENCY (SPIRE) CENTRE STAGING AND DECANTING USER GROUP**

## **TERMS OF REFERENCE**

Strategic Infrastructure, Corporate Services  
ACT Health Directorate

7 February 2019



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SPIRE TERMS OF REFERENCE STAGING & DECANTING  
BUILDINGS 5 & 24 WORKING GROUP

## BACKGROUND/CONTEXT

This Terms of Reference establishes the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Staging and Decanting User Group (S&DUG), as well as, defines its authority, responsibility and composition.

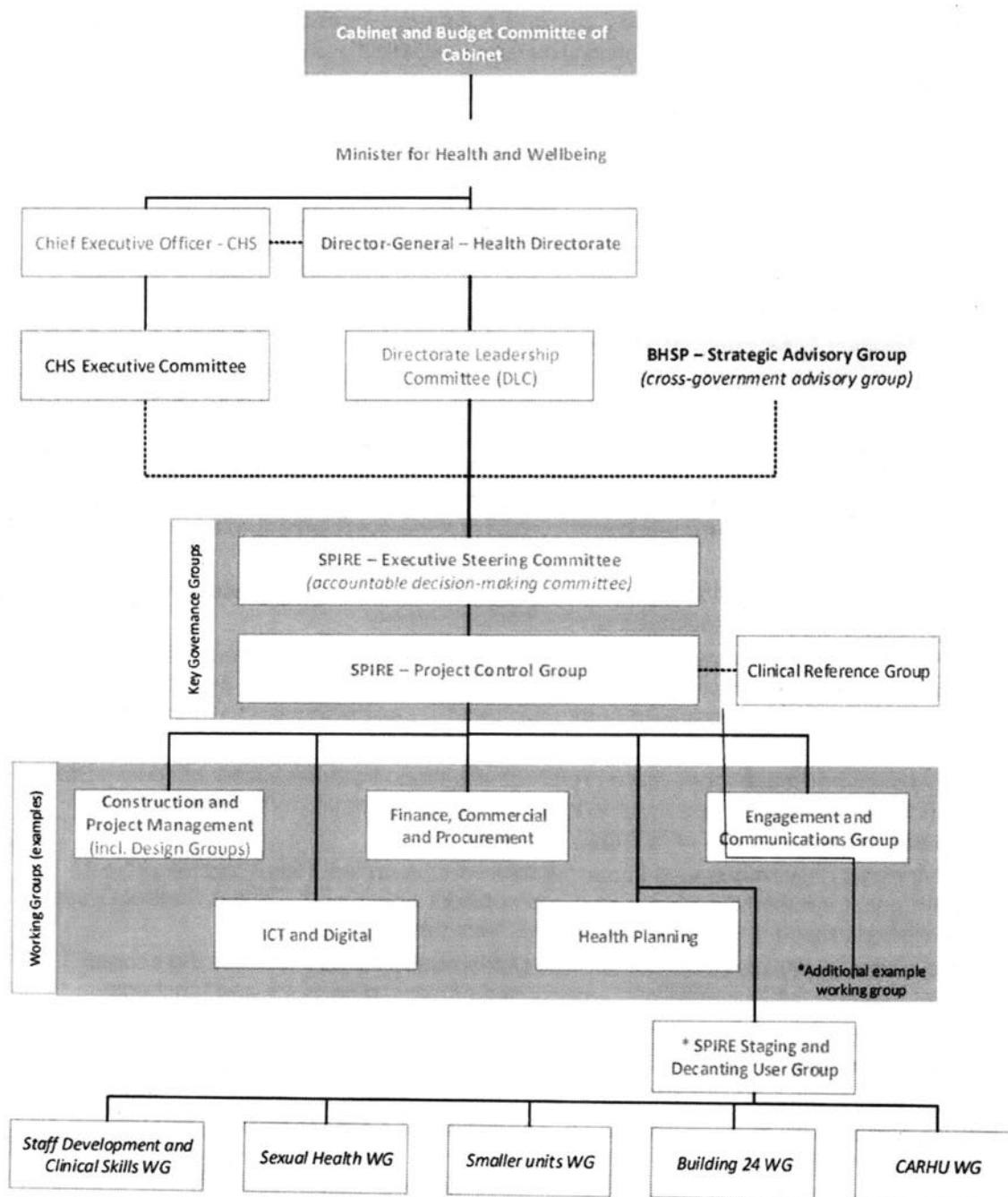
## FUNCTION OF THE GROUP

The SPIRE S&DUG is an advisory group that has the responsibility to:

1. Inform the definition of service delivery specifications and requirements for planning and design of the decanting of existing services and functions associated with the SPIRE project, for advice to the Project Control Group and/or Executive Steering Committee.
2. Support and deliver on all transition and commissioning activities relating to commissioning of destination locations.
3. Develop service relocation plans and support clinical and administrative service delivery during relocation and commencement of full services in partnership with the Staging and Decanting Project Team.
4. Provide advice and input for defining activities and functions that need to occur for decanting of existing services and functions associated with the SPIRE project, and within delegation from the project control group provide oversight for the coordination of these activities.
5. Represent relevant operational areas involved with, or impacted by decanting of existing services and functions associated with the SPIRE project.
6. In partnership with communications and stakeholder engagement project functions, provide appropriate and consistent engagement with staff of Canberra Health Services and the ACT Health Directorate to both gain input to, and disseminate information from the SPIRE S&DUG.
7. Identify risks and issues, and where required mitigation strategies, associated with the decanting of existing services and functions, for reply advice from the Project Control Group and/or the Executive Steering Committee.
8. Identify project deliverables and in partnership with the project team develop project programmes, for submission for review and consideration by the Project Control Group and where required the Executive Steering Committee.
9. Review, provide advice and escalate issues that require a decision affecting scope, budget, time or quality aspects of the decanting of existing services and functions.
10. Monitor progress against the project programme to ensure that project milestones, timeframes are being met and outcomes achieved.
11. Review project reports submitted to the Project Control Group, escalate the need for policy interpretation or issue resolution to the Project Control Group or Executive Steering Committee.
12. User group to raise related questions or concerns; approve reports to be submitted to the Project Control Group and/or the Executive Steering Committee.

SPIRE TERMS OF REFERENCE STAGING & DECANTING  
BUILDINGS 5 & 24 WORKING GROUP

FIGURE ONE: PROJECT GOVERNANCE – SPIRE CENTRE PROJECT



SPIRE TERMS OF REFERENCE STAGING & DECANTING  
BUILDINGS 5 & 24 WORKING GROUP

## MEMBERSHIP

The SPIRE S&DUG will be comprised of the following members and attendees.

**TABLE ONE: STAGING & DECANTING USER GROUP MEMBERS AND ATTENDEES**

Representation	Position	Individual
<b>Chair</b>	Executive Branch Manager, Strategic Infrastructure (ACTHD)	Brad Burch
	(or Project Director)	TBD
<b>Members</b>	IFCW Representative / Project Manager Commissioning Officer, Strategic Infrastructure Commercial Advisor, Strategic Infrastructure CHS Exec and Admin Representatives (B24) Director of Staff Development (SD Representative) Sexual Health Unit Representative	John Catanzariti Rhona JasonSmith Jakob Culver Nicole Stevenson Karen O'Brien Sarah Martin/Cat Brown
	Child at Risk Unit Representative Tissue Viability Representative ANU Medical School Representative	Bronwyn Roberson Ann-Marie Dunk Prof Zsuzsoka Kecskes/Tim Borough/Lyndall Thorn
	Residential Accommodation Representative	Eleanor Fogarty/ Isabel Massey
	IM&M Representative (Project Delivery) Clinical Placement Office Representative	Dave Gilbert Sian Finch
<b>Attendees</b>	Special Advisor, Strategic Infrastructure IM&M Accommodation Representative IM&M Fire and Parking Representative IM&M Security Representative ICT Representative	Monica Lindemann Robyn Jensen Michale Warylo Dario Gomes Mark Moerman
<b>Secretariat</b>	Strategic Infrastructure	TBC

The SPIRE S&DUG may call on other staff/representatives to attend from time to time to provide additional support and subject matter expertise.

## GOVERNANCE AND SECRETARIAT

Unless otherwise determined by the SPIRE Executive Steering Committee, the SPIRE S&DUG will report directly to the SPIRE Project Control Group of the ACT Health Directorate (ACTHD). Periodic updates from the SPIRE S&DUG will be provided to the project control group, and by exception actions and issues may be escalated to the project control group for reply advice and strategic resolution.

## SPIRE TERMS OF REFERENCE STAGING & DECANTING BUILDINGS 5 & 24 WORKING GROUP

The SPIRE S&DUG will be chaired by the Executive Branch Manager Strategic Infrastructure or the Project Director. The SPIRE S&DUG is comprised of representatives from ACT Health Strategic Infrastructure, Infrastructure, Finance, Capital Works (IFCW), Canberra Hospital Services (CHS) Infrastructure Management & Maintenance (IM&M), and CHS affected services. From time to time, the Chair may invite observers or seek presentations from other ACT Government Agencies, and where appropriate, external representatives (e.g. representatives from consultants and various stakeholder groups).

Strategic Infrastructure provides Secretariat support to the SPIRE S&DUG. The Secretariat will coordinate all agenda papers and those submission papers and reports prepared by members and the user group.

Wherever practicable, agenda papers will be provided to the SPIRE S&DUG members at least 3 days in advance of meetings. Outcomes of the SPIRE S&DUG meetings will be provided to members as soon as possible after the meeting and should be promulgated amongst relevant members where appropriate.

All action items and decisions are to be recorded by the Secretariat. It is the responsibility of the Chair to ensure that the minutes, decisions and actions recorded are an accurate representation.

The SPIRE S&DUG decisions are generally made by consensus, although the Chair retains the ability to settle preferred approaches, noting any dissenting views, where consensus cannot be reached.

### PROXIES TO MEETINGS

Members and attendees of the SPIRE S&DUG are to nominate a proxy to attend a meeting if unable to attend.

The nominated proxy must have a suitable briefing to fulfil the position and to be able to make an informed decision.

The nominated proxy is to act on behalf of the member/agency they represent and is responsible for ensuring that member is debriefed on the meeting outcomes.

### QUORUM REQUIREMENTS

A quorum is constituted when a minimum of 50% members (which may include the Chair) are in attendance at the meeting (which may include 1 proxy), and there is at least 1 member from each of the Health Directorate and Canberra Health Services.

### AGENDA ITEMS

All agenda items must be forwarded by members to the Secretariat by Close of Business (COB) five (4) working days prior to the next scheduled meeting. The Chair holds custodianship of the Agenda for the SPIRE S&DUG.

The agenda, with attached meeting papers, will be distributed at least three (3) working days prior to the next scheduled meeting.

### MINUTES & MEETING PAPERS

The minutes of each meeting will be recorded and distributed by the Secretariat.



## SPIRE TERMS OF REFERENCE STAGING & DECANTING BUILDINGS 5 & 24 WORKING GROUP

Full copies of the minutes, including attachments, will be provided to all members no later than five (5) working days following each meeting.

### FREQUENCY OF MEETINGS

The SPIRE S&DUG will meet fortnightly or out-of-session as required. With the approval of the Chair, some issues may be considered out-of-session.

### TERMS OF REFERENCE REVIEW FREQUENCY

Bi-Annually

### TERMS OF REFERENCE APPROVAL

The TOR is to be tabled for formal endorsement at the first SPIRE S&DUG meeting, for recommendation for approval to the SPIRE PCG.

### AMENDMENT HISTORY

0.1	30/01/2019	Version draft 1	Rhona JasonSmith



SPIRE TERMS OF REFERENCE STAGING & DECANTING  
BUILDINGS 5 & 24 WORKING GROUP

APPENDIX A: S&D5&24UG ROLES AND RESPONSIBILITIES

Role	Responsibility	Nominated individual (s)
Chair	Chairs all meetings, liaises with other members to ensure all Terms of Reference rules are met, tables the consensus on resolutions and starts and ends all meetings. The Chair is also a member of the PCG.	
Secretariat	Takes minutes, records actions, due dates and owners, tracks these for the Committee, ensures these are agreed at the end of each session and circulated in advance of sessions.	Refer to Table Two
Member	Members are participants of the SPIRE S&DUG. They are required to review issues presented to them and act in accordance with the conditions specified within the Terms of Reference. Members hold voting rights in regards to issues and items of endorsement and/or items of decision.	

SPIRE TERMS OF REFERENCE STAGING & DECANTING  
BUILDINGS 5 & 24 WORKING GROUP

## APPENDIX B: SPIRE STAGING AND DECANTING USER GROUP ROLES AND RESPONSIBILITIES

Role	Position	Organisation
Senior Owner	Executive Group Manage, Strategic Infrastructure	ACTHD
Project Executive	Executive Branch Manager, Strategic infrastructure and/or SPIRE Project Director	ACTHD
Facilities Planning Lead	Strategic Infrastructure, Planning and Commissioning Officer	ACTHD
Project / Contract Management Role	Commercial Contract Advisor Infrastructure Finance and Capital Works representative	IFCW
User Representatives	Staff Development/Clinical Skills Unit representative Sexual Health Representative Child at Risk Health Unit representative Tissue Viability Unit representative Residential Accommodation representative B24 CEO & Exec Administration representative ANU Medical School Representative PM&M Project officer	CHS
Principal Design Consultant	Principal Design Consultant (External Consultant) – Reporting to IFCW for the development of the Business Case (Planning Phase)	STH



Strategic Infrastructure, Corporate Services  
ACT Health Directorate

4 December 2019

**Attwood, Courtney (Health)**

---

**From:** Milin, Marica (Health)  
**Sent:** Wednesday, 8 May 2019 1:24 PM  
**To:** Culver, Jakob (Health); Burch, Brad (Health)  
**Cc:** Donda, Jean-Paul (Health)  
**Subject:** 2019-20 Budget Capital profile  
**Attachments:** Book3.xlsx

UNOFFICIAL

Hi Jakob,

As requested.

heers  
Mary



**Attwood, Courtney (Health)**

---

**From:** Lopa, Liz (Health)  
**Sent:** Wednesday, 8 May 2019 1:31 PM  
**To:** Culver, Jakob (Health)  
**Cc:** Burch, Brad (Health)  
**Subject:** FW: SPIRE Cab Sub [REDACTED] [SEC=UNCLASSIFIED, DLM=Sensitive: Cabinet]  
**Attachments:** Signed brief with comments - GBC19246.pdf  
  
**Importance:** High

Hi Jake

Can you please start working on this?

Thanks

Liz

**From:** Wijemanne, Naveen (Health)  
**Sent:** Wednesday, 8 May 2019 1:22 PM  
**To:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; DDGCorporate <DDGCorporate@act.gov.au>; Doran, Karen (Health) <Karen.Doran@act.gov.au>; Dale, Emm (Health) <Emm.Dale@act.gov.au>  
**Cc:** Dal Molin, Vanessa (Health) <Vanessa.DalMolin@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>  
**Subject:** FW: SPIRE Cab Sub [REDACTED]  
**Importance:** High

UNCLASSIFIED Sensitive: Cabinet

Hi Liz

[REDACTED]

Please note the Minister's comments on the attached brief that needs to be addressed urgently. It would be appreciated if an Advisory Note could please be progressed under GBC19/246 by **COB today** addressing the Minister's questions.

Many thanks  
Naveen

**Naveen Wijemanne** | Director, Ministerial and Government Services  
 Office of the Director-General | ACT Health Directorate | ACT Government  
 Level 5, 6 Bowes St Woden ACT 2606 | GPO Box 825 Canberra ACT 2601  
**P:** (02) 5124 9814 | **M:** [REDACTED] **E:** [Naveen.Wijemanne@act.gov.au](mailto:Naveen.Wijemanne@act.gov.au)

Care ▲ Excellence ▲ Collaboration ▲ Integrity

**From:** ACT Health DLO  
**Sent:** Wednesday, 8 May 2019 12:46 PM  
**To:** Wijemanne, Naveen (Health) <[Naveen.Wijemanne@act.gov.au](mailto:Naveen.Wijemanne@act.gov.au)>; GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Cc:** McDonald, Ben (Health) <[Ben.McDonald@act.gov.au](mailto:Ben.McDonald@act.gov.au)>

**Subject:** SPIRE Cab Sub [REDACTED]

**Importance:** High

Hi Naveen

[REDACTED] (Copy in GBC19/246)

However the Minister would like her comments in the brief addressed [REDACTED] can you please request an Advisory Note from Corporate – due 10am tomorrow

Thank you

Chadia

**Chadia Rad | Directorate Liaison Officer | ACT Health**

Phone: 02 620 50499 | Mobile: [REDACTED] Email: [acthealthdlo@act.gov.au](mailto:acthealthdlo@act.gov.au)

**Office of Meegan Fitzharris MLA | Minister for Health and Wellbeing | Minister for Medical and Health Research | ACT Government**

**Office of Shane Rattenbury MLA | Minister for Mental Health | ACT Government**

Level 2, London Circuit | GPO Box 1020, Canberra ACT 2601

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**Attwood, Courtney (Health)**

---

**From:** Burch, Brad (Health)  
**Sent:** Wednesday, 8 May 2019 1:41 PM  
**To:** Gray, Sophie; Catanzariti, John  
**Cc:** Lopa, Liz (Health); Culver, Jakob (Health)  
**Subject:** Capital Profile

UNCLASSIFIED Sensitive: Cabinet

Hi Sophie and John

Please see below the capital profile as advised by our finance team, and based on Cabinet's recent decision on CHWC and pending decision on SPIRE:



Let me know if you need to discuss.

Thanks and regards

Brad

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

☎ (02) 5124 9719 or  📧 [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**Lowes, Shannon (Health)**

---

**From:** Lindemann, Monica (Health)  
**Sent:** Wednesday, 8 May 2019 1:39 PM  
**To:** Culver, Jakob (Health); Dowling, David (Health); Evans, Kate (Health); Finlay, India (Health); Hayne, Casey (Health); JasonSmith, Rhona (Health); Kinghorne, Sally-Anne (Health); Lindemann, Monica (Health); Noakes, Yvonne (Health); Papin, Serge (Health); Slater, Amanda (Health); Wrightson, Annette (Health)  
**Cc:** Lopa, Liz (Health); Burch, Brad (Health)  
**Subject:** SPIRE Decant Working Group establishment meeting [SEC=UNCLASSIFIED]

Hi team

FYI – this afternoon the Division will host an establishment meeting with members of the SPIRE Decant Working Group at Canberra Hospital. This is the first of a series of Decant Working Group meetings coordinated by Rhona.

Today's presentation is available [here](#) and further information about the Working Group (membership and ToR) is available in [this folder](#).

Also note that there have been updates made to the [BHSP Project Milestones document](#) to reflect changes to anticipated SPIRE decant timelines.

regards  
 Monica

**Monica Lindemann**

Special Advisor | Strategic Infrastructure, Corporate Services | ACT Health Directorate  
 P: +61 2 5124 9191 | E: [monica.lindemann@act.gov.au](mailto:monica.lindemann@act.gov.au) | A: lvl 4, 2 Bowes Street PHILLIP ACT 2606



NATIONAL RECONCILIATION WEEK 2019 :  
**GROUND<sup>ed</sup> in TI**  
 WALK TOGETHER WITH COURAGE

**Attwood, Courtney (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Wednesday, 8 May 2019 2:13 PM  
**To:** Burch, Brad (Health)  
**Subject:** Final Cost Plans - DCWC [SEC=UNCLASSIFIED]

Q:\CS\Central\Health Services Program\01. Building Health Services Program - Capital\02. Projects\02. Acute Infrastructure\03. SPIRE\06. Design\Proof of Concept 2019\Cost Plans - Draft Final

**Jakob J Culver**

Commercial Advisor | Strategic Infrastructure, Corporate Services | ACT Health Directorate  
P: +61 2 5124 9707 | M: +61 481 907 127 | E: [Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au) | A: 2-6 Bowes Street PHILLIP ACT 2606











**Ivansson, Zoe (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Friday, 10 May 2019 4:39 PM  
**To:** Lopa, Liz (Health)  
**Subject:** RE: SPIRE Business Case [SEC=UNCLASSIFIED]

Hi there

Yes, Casey has already sent across to Bernadette's office.

Thanks  
 Jake

**From:** Lopa, Liz (Health)  
**Sent:** Friday, 10 May 2019 4:26 PM  
**To:** Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>  
**Subject:** Fwd: SPIRE Business Case [SEC=UNCLASSIFIED]

Hi Jake  
 Can you please get a copy of the final business case to Bernadette's office?

Thanks  
 Liz  
 Get [Outlook for iOS](#)

---

**From:** Whittall, Christine (Health) <christine.whittall@act.gov.au>  
**Sent:** Friday, May 10, 2019 2:47 pm  
**To:** Lopa, Liz (Health); Hayne, Casey (Health)  
**Subject:** SPIRE Business Case [SEC=UNCLASSIFIED]

Hi Liz

Could you please send me a copy of the most recent SPIRE Business Case for Bernadette's info.

I have a version here dated 5 April, but not sure if it's the most recent.

Thanks so much  
 Christine

Christine Whittall | Acting Executive Officer  
 Phone: 5124 2100 | [christine.whittall@act.gov.au](mailto:christine.whittall@act.gov.au)  
 Office of the Chief Executive Officer | Canberra Health Services  
 PO Box 11, WODEN ACT 2606 | [act.gov.au](http://act.gov.au)





**Attwood, Courtney (Health)**

---

**From:** Lopa, Liz (Health)  
**Sent:** Monday, 13 May 2019 9:09 AM  
**To:** Burch, Brad (Health)  
**Subject:** FW: SPIRE ESC - call for papers [SEC=UNCLASSIFIED]

Hi Brad

Can you please provide a decanting paper updating progress and timelines, and seeking agreement to anything that we need agreement to?

Thanks

**From:** Harding, Nikki  
**Sent:** Monday, 13 May 2019 8:55 AM  
**To:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Doran, Karen (Health) <Karen.Doran@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Esau, Lloyd <Lloyd.Esau@act.gov.au>; Whybrow, Mark <Mark.Whybrow@act.gov.au>; Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>  
**Cc:** Hayne, Casey (Health) <Casey.Hayne@act.gov.au>; Building Health Services Program <BuildingHealthServicesProgram@act.gov.au>; Finlay, India (Health) <India.Finlay@act.gov.au>; Chicco, Dee (Health) <Dee.Chicco@act.gov.au>; Douglas, Nerida (Health) <Nerida.Douglas@act.gov.au>; Tzavalas, Olivia (Health) <Olivia.Tzavalas@act.gov.au>; Gray, Sophie <Sophie.Gray@act.gov.au>; Elfving, Regan <Regan.Elfving@act.gov.au>; DDGCorporate <DDGCorporate@act.gov.au>  
**Subject:** SPIRE ESC - call for papers [SEC=UNCLASSIFIED]

Hi all

The SPIRE Executive Steering Committee is being held Tuesday 28 May, 2019.

Please ensure papers are submitted to me by **COB Monday 20 May** to ensure timely clearance and circulation.

Regards,

**Nikki Harding** | Governance Officer

Phone: (02) 6205 1757

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

GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

*Please consider the environment before printing this email - or if printing is necessary, please print double-sided.*

**Attwood, Courtney (Health)**

**From:** Burch, Brad (Health)  
**Sent:** Monday, 13 May 2019 1:35 PM  
**To:** Culver, Jakob (Health); Evans, Kate (Health)  
**Cc:** Building Health Services Program  
**Subject:** RE: FOR REVIEW: DG Brief and CEO Letter - SPIRE Models of Care [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Jake and Kate

Thanks for putting this together. I have amended the letter and brief in track-changes, could you please review and consider these amendments? I reviewed the letter second, so there may be some changes in the letter that you need to also reflect in the brief.

A couple of things to think about, that don't necessarily need to be reflected in the brief or letter:

- Who is writing the SDP and refined functional brief (the PoC should include a functional brief in the first instance?);
- What will IFCW need to include in the procurement plan for principal design consultant that are bespoke – i.e. MoC review, Model of Service Delivery for CSSD and loading dock (including logistics review?).

Happy to discuss further.

Thanks again!

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

(02) 5124 9719 or [REDACTED] | [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Culver, Jakob (Health)  
**Sent:** Monday, 13 May 2019 12:05 PM  
**To:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Cc:** Evans, Kate (Health) <[Kate.Evans@act.gov.au](mailto:Kate.Evans@act.gov.au)>; Building Health Services Program <[BuildingHealthServicesProgram@act.gov.au](mailto:BuildingHealthServicesProgram@act.gov.au)>  
**Subject:** FOR REVIEW: DG Brief and CEO Letter - SPIRE Models of Care [SEC=UNCLASSIFIED]

Hi Brad

Kate and I have finalised a DG Brief and an attached letter to the CHS CEO to provide copies of the draft Models of Care relating to SPIRE, for their review and validation.

Brief, Letter and pack of MoCs is contained at the following link: <\\act.gov.au\act health\CS\Central\Health Services Program\01. Building Health Services Program - Capital\05. Reporting - Government Business\04. Briefs - DG\190510 MoC Review CHS>



For your review (note, we haven't TRIM'd yet).

Thanks  
Jake

**From:** Evans, Kate (Health)  
**Sent:** Monday, 13 May 2019 11:50 AM  
**To:** Culver, Jakob (Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>  
**Subject:** RE: COO CEO Minute - SPIRE Models of Care Models of Service Delivery V1 (002) [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Jake,

I have reviewed the documents and accepted the tracked changes. I have added a statement about the Surgical IPU.

Kind regards

Kate

*Kate Evans NP*

**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**  
Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto:kate.evans@act.gov.au)  
**Strategic Infrastructure | Strategic Infrastructure & Procurement | ACT Health Directorate | ACT Government**  
2-6 Bowes Street, Phillip, ACT 2606 | GPO Box 825, Canberra, ACT 2601 | [www.health.act.gov.au](http://www.health.act.gov.au)

**From:** Culver, Jakob (Health)  
**Sent:** Monday, 13 May 2019 11:37 AM  
**To:** Evans, Kate (Health) <[Kate.Evans@act.gov.au](mailto:Kate.Evans@act.gov.au)>  
**Subject:** RE: COO CEO Minute - SPIRE Models of Care Models of Service Delivery V1 (002) [SEC=UNCLASSIFIED]

Kate – see updated brief and letter at attached link - [Q:\CS\Central\Health Services Program\01. Building Health Services Program - Capital\05. Reporting - Government Business\04. Briefs - DG\190510 MoC Review CHS](#)

If you can just do a quick check and then we can get to Brad.

Thanks  
Jake

**From:** Evans, Kate (Health)  
**Sent:** Tuesday, 7 May 2019 11:39 AM  
**To:** Culver, Jakob (Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>  
**Subject:** RE: COO CEO Minute - SPIRE Models of Care Models of Service Delivery V1 (002) [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Jake,

Please find attached the Minute and Letter.

I am reviewing the MoC to ensure they are ready for attaching.

Kind regards

*Kate Evans NP*

**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**

Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto:kate.evans@act.gov.au)

**Strategic Infrastructure | Strategic Infrastructure & Procurement | ACT Health Directorate | ACT Government**

2-6 Bowes Street, Phillip, ACT 2606 | GPO Box 825, Canberra, ACT 2601 | [www.health.act.gov.au](http://www.health.act.gov.au)

**From:** Culver, Jakob (Health)

**Sent:** Monday, 6 May 2019 4:06 PM

**To:** Evans, Kate (Health) <[Kate.Evans@act.gov.au](mailto:Kate.Evans@act.gov.au)>

**Subject:** COO CEO Minute - SPIRE Models of Care Models of Service Delivery V1 (002) [SEC=UNCLASSIFIED]

- Drop into DG Brief, with following recs:
  - o Note info and attachments
  - o Note suggested process for MoC review and validation
  - o Agree to sign letter to C.E.O.
- Letetyr to CEO attached to Brief that outlines Background, issues and next steps (applicable to letter/C.E.O.)

ra

J

**Attwood, Courtney (Health)**

---

**From:** Gray, Sophie  
**Sent:** Monday, 13 May 2019 6:02 PM  
**To:** Esau, Lloyd; Burch, Brad (Health)  
**Subject:** EPSDD monthly meeting [SEC=UNCLASSIFIED]

Hi Lloyd and Brad

I have a meeting with EPSDD for this Friday morning to discuss DA matters. Would you like to use this time for SPIRE/CHWC/Clare Holland House matters? I don't think there is anything more at this stage to discuss with EPSDD however let me know if you would like to be included.

Regards

Sophie

**Sophie Gray | Executive Branch Manager Social Infrastructure**

Phone 02 5124 7022 | Mobile [REDACTED] [sophie.gray@act.gov.au](mailto:sophie.gray@act.gov.au)

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

Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 | [act.gov.au](http://act.gov.au)

**Ivansson, Zoe (Health)**

---

**From:** Burch, Brad (Health)  
**Sent:** Tuesday, 14 May 2019 8:44 AM  
**To:** Catanzariti, John  
**Cc:** Culver, Jakob (Health); Esau, Lloyd; Gray, Sophie  
**Subject:** Re: SPIRE - Executive Administration Demountable [SEC=UNCLASSIFIED]

Hi John - thanks for following up. I am still awaiting advice from the CEO's office and I will follow-up again today.  
Thanks  
Brad.

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---

**From:** Catanzariti, John <john.catanzariti@act.gov.au>  
**Sent:** Tuesday, May 14, 2019 8:42 am  
**To:** Burch, Brad (Health)  
**Cc:** Culver, Jakob (Health); Esau, Lloyd; Gray, Sophie  
**Subject:** SPIRE - Executive Administration Demountable [SEC=UNCLASSIFIED]

Hi Brad,  
Could you advise the status of the statements of requirements for the Executive Administration Demountable? This is becoming very urgent if we are to complete the installation and fitout in time to commence Building 24 demolition this year.  
Regards,  
John

**Attwood, Courtney (Health)**

---

**From:** Stevenson, Nicole (Health)  
**Sent:** Tuesday, 14 May 2019 9:31 AM  
**To:** Burch, Brad (Health)  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Sorry Brad, have just sent through! Let me know if you need anything clarified!

**From:** Burch, Brad (Health)  
**Sent:** Tuesday, 14 May 2019 8:51 AM  
**To:** Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>  
**Subject:** Re: SPIRE B24 Decant

Hi Nic - I am getting the hurry up from our project managers about the statement of requirements for the new demountable, and they have raised the risk of delays. Is there any chance I could get the breakdown of requirements today? I need to get our team to complete a schedule of accommodation as soon as we have the final numbers and requirements.

I'm over at the hospital this afternoon so I can pop in to discuss if that helps as well.

Thanks and regards

Brad.

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---

**From:** Burch, Brad (Health) <[brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)>  
**Sent:** Monday, May 13, 2019 10:56 am  
**To:** Stevenson, Nicole (Health)  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED For-Official-Use-Only

Good morning Nic – have you had a chance to document the office allocations and any special requirements? Give me a call if you need to discuss.

Thanks

Brad.

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

☎ (02) 5124 9719 or [REDACTED] ✉ [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Stevenson, Nicole (Health)  
**Sent:** Friday, 3 May 2019 11:55 AM  
**To:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>; Tzavalas, Olivia (Health) <[Olivia.Tzavalas@act.gov.au](mailto:Olivia.Tzavalas@act.gov.au)>  
**Cc:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>; Mooney, Colm (Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>  
**Subject:** Re: SPIRE B24 Decant

That's fantastic news Brad, appreciate all your held and advice on this.

I'm out of the office today but will discuss with Bernadette on Monday and send you through the info.

Cheers  
 Nic

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---

**From:** Burch, Brad (Health) <[brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)>  
**Sent:** Friday, May 3, 2019 11:44 am  
**To:** Stevenson, Nicole (Health); Tzavalas, Olivia (Health)  
**Cc:** JasonSmith, Rhona (Health); Mooney, Colm (Health); Lopa, Liz (Health)  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Nic

I have just updated Olivia on this one – it seems CHS got full exemption from the SOAC in relation to the ABW requirements! There were some conditions discussed, but I understand these relate to future accommodation not this build.

I'm now just after an indication of which staff members in the attached will require offices in the new building? I need to get a draft schedule of accommodation through to our contractors next week to commence early design processes (there will be, of course, a design consultation process with key stakeholders, with clearance through Bernadette and Governance).

Noting that the decanting strategy has Meeting Room 1 in Building 24 being replicated in Building 3, I am assuming we would be creating like for like replacement of the other meeting rooms; notwithstanding I will look at how we can include quiet rooms and breakout space into the design as well. If there are any functional spaces that you or Bernadette would like to see reflected in the new build, that don't currently exist, please let me know and we can include as a priority – assuming it doesn't drastically increase floor area or cost.

Happy to discuss.

Thanks and regards

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

☎ (02) 5124 9719 or [REDACTED] | ✉ [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Stevenson, Nicole (Health)  
**Sent:** Tuesday, 23 April 2019 2:01 PM  
**To:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>  
**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Rhona/Brad

My apologies for the delay.

See attached spreadsheet which has been updated.

Thanks  
 Nic

**From:** JasonSmith, Rhona (Health)  
**Sent:** Friday, 12 April 2019 8:53 AM  
**To:** Stevenson, Nicole (Health) <[Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au)>  
**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Subject:** SPIRE B24 Decant  
**Importance:** High

UNCLASSIFIED

Good Morning Nicole,

Activities are finally ramping up for the relocation of staff and services from Building 24.

As the CEO & Exec representative for the Staging & Decanting User Group I am seeking your help for some information that requires a fast turn-around please.

I undertook a mapping of the staff and furniture, fittings and equipment of Building 24 in January this year (attached).

To ensure that we provide the correct information on the requirements of the affected services, this list of staff in B24 needs to be rechecked.

Are you able to reach out to your network and have them verify/change/add/delete these positions (not the people) before COB today?

Your assistance would be greatly appreciated.

Many thanks

Rhona

**Rhona JasonSmith**  
 P: 02 5124 9667  
 E: [rhona.jasonsmith@act.gov.au](mailto:rhona.jasonsmith@act.gov.au)

Senior Project Officer  
Facility and Health Planning Unit | ACT Health Directorate | ACT Government  
Level 5, 2-6 Bowes Street  
WODEN ACT 2606



**ACT**  
Government

**ACT Health**



**Attwood, Courtney (Health)**

---

**From:** Gomes, Dario (Health)  
**Sent:** Tuesday, 14 May 2019 11:53 AM  
**To:** Catanzariti, John  
**Cc:** Burch, Brad (Health); Culver, Jakob (Health); Esau, Lloyd; Tarbuck, Chris (Health); Gilbert, Dave (Health); Moerman, Mark (Health); Fraval, Elliot (Health); Ludvigson, John (Health); Mooney, Chris (Health)  
**Subject:** RE: SPIRE - Arup 50% PoC Building Engineering Services Presentation [SEC=UNCLASSIFIED]  
**Attachments:** Arup 50% PoC Presentation.pdf

Good morning John,

As raised in the Arup presentation, could you please request Arup to provide the Security Operations Team with a copy of the Security Risk Assessment undertaken by their security consultant that will inform the security treatments applied in the design of the SPIRE.

Regards  
Dario

**Dario Gomes** | Security Manager Planning & Design | Operational Support Services  
Infrastructure and Health Support Services | Canberra Health Services | ACT Government  
T: (02) 5124 7793 | M: [REDACTED] | E: [dario.gomes@act.gov.au](mailto:dario.gomes@act.gov.au)  
Security Operations Centre, Building 2, Level 3, Canberra Hospital, Yamba Drive Garran ACT 2605



**ACT**  
Government

**Canberra Health  
Services**

**From:** Catanzariti, John  
**Sent:** Tuesday, 14 May 2019 9:42 AM  
**To:** Tarbuck, Chris (Health) <[Chris.Tarbuck@act.gov.au](mailto:Chris.Tarbuck@act.gov.au)>; Gilbert, Dave (Health) <[Dave.Gilbert@act.gov.au](mailto:Dave.Gilbert@act.gov.au)>; Moerman, Mark (Health) <[Mark.Moerman@act.gov.au](mailto:Mark.Moerman@act.gov.au)>; Gomes, Dario (Health) <[Dario.Gomes@act.gov.au](mailto:Dario.Gomes@act.gov.au)>; Fraval, Elliot (Health) <[Elliot.Fraval@act.gov.au](mailto:Elliot.Fraval@act.gov.au)>  
**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>; Culver, Jakob (Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>; Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>  
**Subject:** SPIRE - Arup 50% PoC Building Engineering Services Presentation [SEC=UNCLASSIFIED]

All,

Attached is a copy of the Arup 50% PoC Building Engineering Services presentation from last Friday.

Minutes detailing the actions for ACTH/CHS/IFCW will be issued separately.

Regards,  
John



















































































































































**Pond, Aleks (Health)**

---

**From:** Jeffrey, Hamish (Health)  
**Sent:** Tuesday, 14 May 2019 1:05 PM  
**To:** Burch, Brad (Health)  
**Cc:** Grayland, Geraldine (Health); ACT Health, Clinical Leadership  
**Subject:** SPIRE relocations

UNCLASSIFIED

Hi Brad,

I recently met with Jake in regards to the relocation of offices from building 5 at CHS as a result of the SPIRE construction. At that stage I was advised that we were awaiting a decision on the business case.

Is there any further information about the eventual relocations for those attached to the Nursing & Midwifery Office?

*Kind regards*

*Hamish Jeffrey  
A/Chief Nurse and Midwifery Officer  
ACT Health Directorate  
Phone: 02 5124 9628  
Mobile: [REDACTED]*

**Attwood, Courtney (Health)**

**From:** Catanzariti, John  
**Sent:** Wednesday, 15 May 2019 7:49 AM  
**To:** Gomes, Dario (Health)  
**Cc:** Burch, Brad (Health); Culver, Jakob (Health); Esau, Lloyd; Tarbuck, Chris (Health); Gilbert, Dave (Health); Moerman, Mark (Health); Fraval, Elliot (Health); Ludvigson, John (Health); Mooney, Chris (Health)  
**Subject:** RE: SPIRE - Arup 50% PoC Building Engineering Services Presentation [SEC=UNCLASSIFIED]  
**Attachments:** SPIRE 50% PoC - Preliminary SRA.pdf

Dario,

Attached is an extract from the 50% PoC Report relating to the Preliminary Security Risk Assessment.

Regards,  
 John

**From:** Gomes, Dario (Health)  
**Sent:** Tuesday, 14 May 2019 11:53 AM  
**To:** Catanzariti, John <John.Catanzariti@act.gov.au>  
**Cc:** Burch, Brad (Health) <Brad.Burch@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; Esau, Lloyd <Lloyd.Esau@act.gov.au>; Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>; Moerman, Mark (Health) <Mark.Moerman@act.gov.au>; Fraval, Elliot (Health) <Elliot.Fraval@act.gov.au>; Ludvigson, John (Health) <John.Ludvigson@act.gov.au>; Mooney, Chris (Health) <Chris.Mooney@act.gov.au>  
**Subject:** RE: SPIRE - Arup 50% PoC Building Engineering Services Presentation [SEC=UNCLASSIFIED]

Good morning John,

As raised in the Arup presentation, could you please request Arup to provide the Security Operations Team with a copy of the Security Risk Assessment undertaken by their security consultant that will inform the security treatments applied in the design of the SPIRE.

Regards  
 Dario

**Dario Gomes** | Security Manager Planning & Design | Operational Support Services  
 Infrastructure and Health Support Services | Canberra Health Services | ACT Government  
 T: (02) 5124 7793 | M: [REDACTED] E: [dario.gomes@act.gov.au](mailto:dario.gomes@act.gov.au)  
 Security Operations Centre, Building 2, Level 3, Canberra Hospital, Yamba Drive Garran ACT 2605



**ACT**  
 Government

**Canberra Health  
 Services**

**From:** Catanzariti, John  
**Sent:** Tuesday, 14 May 2019 9:42 AM  
**To:** Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>; Moerman, Mark (Health) <Mark.Moerman@act.gov.au>; Gomes, Dario (Health) <Dario.Gomes@act.gov.au>; Fraval,

Elliot (Health) <[Elliot.Fraval@act.gov.au](mailto:Elliot.Fraval@act.gov.au)>

**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>; Culver, Jakob (Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>; Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>

**Subject:** SPIRE - Arup 50% PoC Building Engineering Services Presentation [SEC=UNCLASSIFIED]

All,

Attached is a copy of the Arup 50% PoC Building Engineering Services presentation from last Friday.

Minutes detailing the actions for ACTH/CHS/IFCW will be issued separately.

Regards,  
John









**Ivansson, Zoe (Health)**

---

**From:** Chicco, Dee (Health)  
**Sent:** Wednesday, 15 May 2019 9:12 AM  
**To:** De'Ath, Michael (Health); [REDACTED] McDonald, Bernadette (Health); Doran, Karen (Health); Burch, Brad (Health); Lopa, Liz (Health)  
**Cc:** Dal Molin, Vanessa (Health); West, Alice (Health)  
**Subject:** RE: SPIRE

UNOFFICIAL

Hi everyone

Just re-sending using the correct email address for Liz Lopa.

Regards  
 Dee

**From:** De'Ath, Michael (Health)  
**Sent:** Wednesday, 15 May 2019 9:09 AM  
**To:** [REDACTED] McDonald, Bernadette (Health)  
 <Bernadette.McDonald@act.gov.au>; Doran, Karen (Health) <Karen.Doran@act.gov.au>; 'Lopa, Liz (Health)' <Liz.Lopa3@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>  
**Cc:** Dal Molin, Vanessa (Health) <Vanessa.DalMolin@act.gov.au>; West, Alice (Health) <Alice.West@act.gov.au>; Chicco, Dee (Health) <Dee.Chicco@act.gov.au>  
**Subject:** Re: SPIRE

Thank you [REDACTED] Liz Lopa will lead progressing this with us.

I briefly discussed with Josh last night the issue of aligning with us re announcements. Please give me a call when you're free to discuss further.

 [Get Outlook for iOS](#)

---

**From:** [REDACTED]  
**Sent:** Tuesday, May 14, 2019 3:56 pm  
**To:** McDonald, Bernadette (Health); De'Ath, Michael (Health); Doran, Karen (Health)  
**Subject:** SPIRE

Dear Bernadette, Michael, and Karen

I'm following up on our conversation last week where you took us through a number of alternatives regarding the SPIRE Centre and ANU's future presence at TCH. It was good to get an update on what's possible at this stage.

We're happy for you to start thinking about the feasibility of the different options were there to be an ANU development on the site [REDACTED] One factor which will clearly impact feasibility is our space requirements, which we estimate are in the order of 15,000 to 20,000 sm2 once we take into account our expansion plans and the co-location of the University of Canberra. Given the constraints on building height and setback from the street I'd be grateful for an indication of whether these sites are consistent with ANU's needs.

Please let me know if you need additional information from us.

Yours sincerely,



**Ivansson, Zoe (Health)**

---

**From:** Burch, Brad (Health)  
**Sent:** Wednesday, 15 May 2019 9:48 AM  
**To:** Lopa, Liz (Health)  
**Subject:** Re: SPIRE workshop next week [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Liz - I would be keen to come along despite being on leave, if that's okay. I was wondering whether it would be worth having someone from the clinical side of CHS as well (Liz Chatham/Lisa Gilmore?)?

Thanks  
 Brad.

Get Outlook for iOS

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**From:** Lopa, Liz (Health) <liz.lopa@act.gov.au>  
**Sent:** Wednesday, May 15, 2019 9:34 am  
**To:** Finlay, India (Health); Culver, Jakob (Health); Burch, Brad (Health)  
**Subject:** SPIRE workshop next week [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Guys

Please see below email trail.

India:

Could you please book a room for 9am – 12pm next Wednesday morning for a SPIRE next steps workshop.  
 Could you please do up the agenda and distribute with the invites to Brad and Jake, CHS (Colm Moody); IFCW (Lloyd and John and Sophie); TCCS (Duncan Edgehill, Pam Nelson and Joel Sawczuk).

Jake:

Could you please see if EY – Andrew and Jess – could attend?  
 Do up a quick presentation for the first agenda item on scope, history etc

Thanks

Liz

**From:** Lopa, Liz (Health)  
**Sent:** Wednesday, 15 May 2019 7:39 AM  
**To:** Edghill, Duncan <Duncan.Edghill@act.gov.au>  
**Subject:** RE: Meeting Notes [SEC=UNCLASSIFIED, DLM=Sensitive]  
 Great – I'll get on it

**From:** Edghill, Duncan  
**Sent:** Wednesday, 15 May 2019 7:32 AM  
**To:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>  
**Subject:** RE: Meeting Notes [SEC=UNCLASSIFIED, DLM=Sensitive]  
 UNCLASSIFIED Sensitive

Thanks Liz, 9am at Woden would work well next Wednesday.

**From:** Lopa, Liz (Health)  
**Sent:** Wednesday, 15 May 2019 7:28 AM  
**To:** Edghill, Duncan <Duncan.Edghill@act.gov.au>  
**Cc:** De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>  
**Subject:** RE: Meeting Notes [SEC=UNCLASSIFIED, DLM=Sensitive]

Thanks Duncan. We actually have the PCG for SPIRE on Tuesday morning so Wednesday would make the most sense from our end. I'll get in contact with EY today to see if they can pencil in attendance.

I will organise a room and equipment at Bowes Street and organise all attendees

Liz

**From:** Edghill, Duncan  
**Sent:** Tuesday, 14 May 2019 10:10 PM  
**To:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>

Cc: De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>

Subject: Meeting Notes

UNCLASSIFIED Sensitive

Liz,

Thank you again for taking the time to meet with me this afternoon. Following from our discussion (and for our meeting with Michael on Thursday):

- I'd be very happy to facilitate a "What Do We Need To Do Now?" workshop next week.
- I could do 9am to 12pm next Tuesday (21 May). If this doesn't work I could probably do Wednesday instead. Doing it in Woden would be good – once Michael is OK with it, may I leave it with your team to organise a venue please? We'll need a whiteboard or two please.
- Attendees – Health (yourself, Brad and Jake); CHS (Col Moody); IFCW (Lloyd and John); TCCS (myself, Pam Nelson and Joel Sawczuk); Advisors (EY – Andrew and Jess).
- Broad Agenda:
  - o Introduction – project history, scope and business case
  - o Key Timing Objectives – key milestone dates we are to aim for
  - o Key Activities – what needs to be done
  - o Resourcing – existing staff and advisors. Resources to be recruited or engaged.
  - o Program
  - o Organisational arrangements
- Key Activities – rather than provide a list upfront I think it would be useful for the team to collectively work through what they think needs to happen. For our back pocket though, these are the items you and I brain-dumped today (in no particular order):
  - o On-boarding of resources
  - o Resolve legal approach with GSO
  - o Agency budgeting
  - o Draft an EOI for the main works
  - o Establish procurement panels
  - o Draft an RFP for the main works
  - o Develop evaluation plan
  - o Procurement for demolition and site preparation
  - o Ensure clear stakeholder engagement plan
  - o Resolve CHS involvement / embedded resources
  - o Resolve model of care
  - o Develop definition design
  - o Further market sounding / engagement
  - o Plan the procurement launch
  - o Planning approvals
  - o Utilities works / investigations
  - o De-canting
  - o Design review panel
  - o Clarity on ANU / NCP interaction
  - o Implications in relation to campus master plan, car-parking
  - o Understand impact of proximate works
  - o Any construction synergies with other projects?
  - o Stand-up project systems / IT requirements
  - o Establish risk, change and other committees
  - o Internal issues register
  - o Engage with other jurisdictions re project documentation
  - o Team accommodation and co-locations
  - o Bid evaluation accommodation
  - o Consider transaction manager
  - o Resolve probity advisor approach
  - o Develop reporting framework
  - o Consider construction management approach
  - o Independent certifier – approach and procurement

- Consider regulator landscape and approach
- Develop commercial principles for main contract. Consider endorsement approach
- Commercial approach re main works procurement (shortlisting, bid costs, affordability envelope revealed)
- Approach to interactive tender process

Thank you. I think that will probably be enough to keep us occupied in the workshop.

Kind Regards

Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M [REDACTED] | E [duncan.edghill@act.gov.au](mailto:duncan.edghill@act.gov.au)

GPO Box 158, Canberra ACT 2601

Please consider the environment before printing this e-mail

**Ivansson, Zoe (Health)**

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**From:** McDonald, Bernadette (Health)  
**Sent:** Wednesday, 15 May 2019 11:27 AM  
**To:** Mooney, Colm (Health); Lopa, Liz (Health)  
**Cc:** De'Ath, Michael (Health)  
**Subject:** FW: SPIRE

UNCLASSIFIED

Dear Liz and Colm,

Please see email from [REDACTED] following last weeks meeting. Can I please request that we develop some feasibility information on the options discussed and Michael and I are provided with some timeframes on these and when we will be in a position to meet with ANU again to progress.

Thanks  
 Bernadette

Bernadette McDonald  
 Chief Executive Officer  
 Canberra Health Services

Phone: 02 5124 2728 | Email: [bernadette.mcdonald@act.gov.au](mailto:bernadette.mcdonald@act.gov.au)  
 Building 24, Level 2, Canberra Hospital, Yamba Drive, Garran ACT 2605

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**Canberra Health  
 Services**

**From:** [REDACTED]  
**Sent:** Tuesday, 14 May 2019 3:56 PM  
**To:** McDonald, Bernadette (Health) <[Bernadette.McDonald@act.gov.au](mailto:Bernadette.McDonald@act.gov.au)>; De'Ath, Michael (Health) <[Michael.De'Ath@act.gov.au](mailto:Michael.De'Ath@act.gov.au)>; Doran, Karen (Health) <[Karen.Doran@act.gov.au](mailto:Karen.Doran@act.gov.au)>  
**Subject:** SPIRE

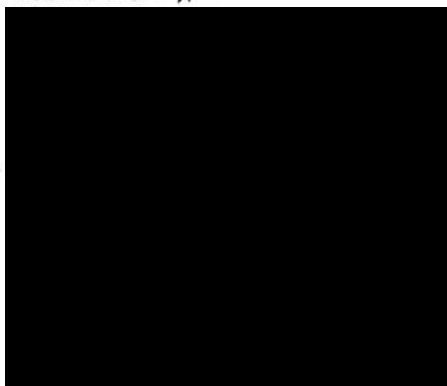
Dear Bernadette, Michael, and Karen

I'm following up on our conversation last week where you took us through a number of alternatives regarding the SPIRE Centre and ANU's future presence at TCH. It was good to get an update on what's possible at this stage.

We're happy for you to start thinking about the feasibility of the different options were there to be an ANU development on the site [REDACTED]. One factor which will clearly impact feasibility is our space requirements, which we estimate are in the order of 15,000 to 20,000 sm2 once we take into account our expansion plans and the co-location of the University of Canberra. Given the constraints on building height and setback from the street I'd be grateful for an indication of whether these sites are consistent with ANU's needs.

Please let me know if you need additional information from us.

Yours sincerely,



**Attwood, Courtney (Health)**

---

**From:** JasonSmith, Rhona (Health)  
**Sent:** Wednesday, 15 May 2019 1:07 PM  
**To:** Burch, Brad (Health)  
**Subject:** Draft B24 SoA [SEC=UNOFFICIAL]  
**Attachments:** Book2.xlsx

Hi Brad,

Updated SoA as discussed.

Rhona

**Rhona JasonSmith**  
. 02 5124 9667  
E: [rhona.jasonsmith@act.gov.au](mailto:rhona.jasonsmith@act.gov.au)

Senior Project Officer  
Facility and Health Planning Unit | ACT Health Directorate | ACT Government  
Level 5, 2-6 Bowes Street  
WODEN ACT 2606



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**ACT Health**



Modality	Agreed Accommodation Position			1 <sup>st</sup> Clinical Request m <sup>2</sup>				STH SoA Area Review	Challenge Checkpoint m <sup>2</sup>				Final Agreed Position m <sup>2</sup>				AusHFG Code	Deviation from HPU B### Y/N	Actual Room Number	Comments
	Qty	Room Area	Total AHFG Area	Qty Req'd	Room Area	Total Req'd Area	Total Variance from AHFG		Qty	Rnam Area	Total Area	Total Variance from AHFG	Qty	Room Area	Total Area	Total Variance from AHFG				
Total Room Area			456				-456													
Total Discounted Circulation			121				-121													
Total Development Area			577				-577													
Target Gross Floor Area																				

Allocated workspaces per directive of Office of CEO CHS      Space calculation as per ACT Gov't Activity Based Work Accommodation Guidelines of 12m2 pp

OFFICES																			
Office Type A 18m2	1	18	18				-18												Chief Executive Officer
Office Type B 12m2	10	12	120				-120												Prof Allied Health COO ED's: Allied Health, N&M, Medical Services, Critical Care, Surgery, Medicine, MHJHADS Group Manager Quality & Safety
Sub-total			138				-138												
Discounted Circulation @ 25%			35				-35												
Total			173				-173												

WORKSTATIONS																			
Workstation 4.4	50	4.4	220.0				-220												Emergency Management Coordinator Business Continuity Manager Interprofessional Learning Coordinator Quality Officers x 6 ACT Blood Counts Manager ACT Transfusion CNC EO's: Medicine, Medical Services, Surgery & Critical Care, COO, CEO, Gp Manager Quality & Safety Project Officer Collaborative Partnership Consumer Feedback x4 EA's: Dir Allied Health, N&M, COO, Medicine, Critical Care, Surgery, CEO, DON Critical Care, Gp Manager Quality & Safety Business Manager's: CEO, COO PA's: ED Medical Services, DON Medicine, DON N&M, DON Surgery, Gp Manager Quality & Safety DON's: Medical Services, Medicine, N&M, Surgery ADON's: Medicine x 3, Surgical Wards, Op Manager's: Medicine, Surgery Admin Manager's: Medicine, Surgery
Discounted Circulation @ 25%			55				-55												
Total			275				-275												

SUPPORT AREAS																			
Meeting Room L-55	1	55	55				-55												With beverage bay
Meeting Room L-20	1	20	20				-20												Shared beverage bay
Meeting Room -9	1	9	9				-9												Shared beverage bay
Meeting Room -12	1	12	12				-12												Shared beverage bay
Breakout rooms	4	9	36				-36												Medicine, Critical Care, Surgery, N&M, Allied Health, Consumer Feedback, other x 4
Breakout rooms	6	7.5	45				-45												
Breakout spaces	6	9	54				-54												Medicine, Critical Care, Surgery, N&M, Allied Health, Consumer Feedback,
Beverage Bay	2	4	8				-8												
File Store	1	10	10				-10												
Reception/Clerical	1	10	10				-10												
Staff toilet 3m2	8	3	24				-24												
Store Photocopy/Stationery 8m2	2	8	16				-16												

Modality	Agreed Accommodation Position			1 <sup>st</sup> Clinical Request m <sup>2</sup>			Total Variance from AHFG	STH 50A Area Review	Challenge Checkpoint m <sup>2</sup>			Total Variance from AHFG	Final Agreed Position m <sup>2</sup>			Total Variance from AHFG	AusHFG Code	Deviation from HPU B/H/N Y/N	Actual Room Number	Comments
	Qty	Room Area	Total AHFG Area	Qty Req'd	Room Area	Total Req'd Area			Qty	Room Area	Total Area		Qty	Room Area	Total Area					
Total Room Area			456				-456													
Total Discounted Circulation			121				-121													
Total Development Area			577				-577													
Toilet accessible 6m2	1	6	6				-6													
Toilet public 3m2	1	3	3				-3													
Waiting 10m2	1	10	10				-10													
Sub-total			318				-318													
Discounted Circulation @ 10%			32				-32													
Total			350				-350													

**Attwood, Courtney (Health)**

---

**From:** JasonSmith, Rhona (Health)  
**Sent:** Wednesday, 15 May 2019 2:53 PM  
**To:** Roberson, Bronwyn (Health); Sansum, Catherine (Health); Kinghorne, Sally-Anne (Health)  
**Cc:** Burch, Brad (Health)  
**Subject:** CARHU SoA Final agreed Position [SEC=UNOFFICIAL]  
**Attachments:** 20190515 S&D SoA.xlsx

Dear Browyn, Cathy & Sally-Anne,

Please find attached the updated Schedule of Accommodation for the CARHU relocation following yesterday's meeting.

Would you please confirm by COB Fri 17 May if this is not an accurate reflection of the discussions, and if there are any additional changes to be considered.

Many thanks

Rhona

**Rhona JasonSmith**

P: 02 5124 9667

E: [rhona.jasonsmith@act.gov.au](mailto:rhona.jasonsmith@act.gov.au)

Senior Project Officer

Facility and Health Planning Unit | ACT Health Directorate | ACT Government

Level 5, 2-6 Bowes Street

WODEN ACT 2606



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# Schedule of Accommodation | SPIRE Staging & Decanting | Child at Risk Health Unit

UNCLASSIFIED



6169  
ACT Health

Building Health Services Program

Modality	AushFG m2 HPU0155			1 <sup>st</sup> Clinical Request m <sup>2</sup>			Total Variance from AHFG	STH SoA Area Review	Challenge Checkpoint m <sup>2</sup>			Total Variance from AHFG	Final Agreed Position m <sup>2</sup>			Total Variance from AHFG	Comments. Maximise natural lighting
	AHFG HPU Qty	Room Area	Total AHFG Area	Qty Req'd	Room Area	Total Req'd Area			Qty	Room Area	Total Area		Qty	Room Area	Total Area		
Total Room Area			327			435	108	0			416	89			457	130	
Total Discounted Circulation			105			139	34	0			133	29			146	42	
Total Development Area			432			574	142	0			550	118			603	171	
Target Gross Floor Area																	

ENTRY/RECEPTION/WAITING Discreet and safe entry. Design of wayfinding critical.																	
Reception/Clerical	1	9	9	2	10	20	11		1	20	20	11	1	20	20	11	Co-joined reception area x 3 staff. Acoustic privacy required as forensic (& other) transcription services provided within his space. Provide for a large collation table. Photocopier/stationary will not be in this location - see clinical support.
Play area, paediatric	1	9	9	1	9	9			1	9	9		1	9	9		Play area for waiting room line-of-site. Active play equipment not to be installed on a wall adjoining a consult/treatment/therapy area.
Waiting	1	15	15	1	20	20	5		1	20	20	5	1	20	20	5	Waiting area in reception line-of-site.
Toilet - public	1	3	3	1	3	3			1	3	3		1	3	3		Public toilets
Toilet Accessible	1	5	5	1	5	5			1	5	5		1	7	7	2	Includes baby change
Parenting room	1	6	6	1	6	6			1	6	6		1	7	7	1	Additional child sized toilet and child height sink
Sub-total			47			63	16				63	16			66	19	
Discounted Circulation @ 32%			15			20	5				20	5			21	6	
Total			62			83	21				83	21			87	25	

PATIENT AREAS																	
Interview room, 12m2	1	12	12	6	12	72	60		3	14	42	30	3	14	42	30	Therapy Rooms. Dual egress & duress alarms. Acoustic attenuation required.
Staff breakout space	0	0		0	0				2	12	24	24	2	12	24	24	Quiet space for staff. Provision of a safe, breakout space to manage distress and/or agitation.
Observation	1	6	6	2	6	12	6		0	0		-5	1	6	6		One-way observation window. Adjoins Development (interview) room.
Development room	1	9	9	2	9	18	9		1	9	9		1	12	12	3	Sized as for interview with observation room AHFG 132 - CAMHU.
Meeting room/family room, 20m2	1	20	20	2	20	40	20		1	20	20		1	24	24	4	Family meeting/group activity room. Dual egress & duress required. Acoustic attenuation required. Room will include a sink for wet activities and storage. Vinyl floor covering.
Consult Room	10	12	120	3	12	36	-84		2	12	24	-95	1	14	14	-106	Dual egress
Universal access consult rooms	2	17	34	2	20	40	6		2	20	40	6	2	19	38	4	17m2 plus 2m2 for Dual egress
Ensuite	2	6	12	2	6	12			2	6	12		2	6	12		direct access from each of universal consult rooms
Forensic trolley	0	12		0	12				1	2	2	2	1	2	2	2	Secure bay/storage required close to universal consultation rooms.
Sub-total			213			230	17				173	-40			174	-39	
Discounted Circulation @ 32%			68			74	5				55	-13			56	-12	
Total			281			304	22				228	-53			230	-51	

Clinical Support Area																	
Clean Utility/Medication Room, 14m2	1	14	14	1	14	14			1	14	14		1	14	14		Accommodate AED, lockable forensic fridge with provision of UPS.
Store	1	9	9	1	9	9			1	9	9		1	9	9		Secure storage of toys/gifts from Foundation etc. Will be (escorted) accessed by children
Store - photocopy/stationery, 8m2	1	8	8	1	8	8			1	8	8		1	8	8		Relocation of space from main reception

UNCLASSIFIED