

**SPIRE: Staging and Decanting Canberra Hospital
Buildings 5 & 24**
EQUIPMENT/FURNITURE/STORAGE REQUIREMENTS

To assist the Accommodation Project Officer to plan and schedule your relocation, please complete and email to Project Officer

Client Group / Unit:		AVR Number:	
Client Contact Officer:		Phone:	
Client Contact Officer backup:		Phone:	

Current Location

Building	Level	Room No	Description	Description of other Furniture / Equipment	Storage Requirements	Comments
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Staff Development (rooms used 6 days week)

5	2		Store room			

Clinical Skills Unit

5	1	5.1.18	Teaching Room	Monitor, whiteboard, Tables, etc		ANU Rm 9
5	1	5.1.12	Kitchenette			
5	1	5.1.19	Foyer	Sign-in table		
5	1	5.1.22	Teaching Room	Examination Couch, Wall-mounted monitor		ANU Rm 8 Dividing wall with Rm 7
5	1	5.1.23	Teaching Room	Projector and screen, examination couch		ANU Rm 7
5	1	5.1.24	Teaching Room	Examination Couch, Wall-mounted monitor		ANU Rm 6, Dividing wall with Rm 5
5	1	5.1.25	Teaching Room	Projector and screen, examination couch		ANU Rm 5
5	1	5.1.27	Teaching Room	Examination Couch, Wall-mounted monitor, infant resus trolley		? ANU Rm 4,
5	1	5.1.28	Teaching Room	Wall-mounted monitor, scrub sink, examination couch, one way mirror		? ANU Rm 3, scrub sink, One way mirror with 5.1.29
5	1	5.1.01	Teaching Room	Examination Couch, Wall-mounted monitor		ANU Rm 2 Dividing wall, Check if monitor or projector
5	1		Teaching Room	Projector and screen, examination couch		ANU Rm 1, Dividing wall, Check if monitor or projector
5	1	5.1.289	Clinical Skills Mock Resus Room	hospital bed, infant resus, resus trolley, wall-mounted monitor	Wall of bench height storage, Wall of full height shelving	space for lifting device,
5	1	5.1.03	Teaching fridge	temperature monitored		
5	1	5.1.03	Storage	5 x full height double door additional depth lockable cupboards	Accommodates storage for ALS suitcases	
	1	5.1.02	Wash-up Area	Training arms drying racks x 3 double, dishwasher, double sink,		Wall space for training arms drying x 3 double, 1 wall full height shelving, 1 wall above bench open storage, wall length working bench, under bench cupboards, +++ bench height drying space, wall mounted cupboards x 2

Tissue Viability Unit

5	1	5.1.68	provides education, training		Full height double storage cupboard, lockable filing	Requires security access to tissue viability clinical products
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Sexual Health

5	1	5.1.30	Reception	Wall mounted information brochures ++, condom distribution	Full height lockable cupboards	Confidential registration required, storage condoms, Full height lockable cupboard
5	1	5.1.31	Administration	MFD, fax,		clinic switch board, filing cabinets multiple
5	1	5.1.33/34	Nurses Station/Clean Utility	Clean utility as per AusHFG, Bench height storage		requires sperate relocation of clean utility from office area as per AusHFG
5	1	5.1.35	Consult Room	Gynae examination table		
5	1	5.1.36	Consult room	Gynae examination table		
5	1	5.1.37	Consult room	Gynae examination table		
5	1	5.1.56	Consult room	Gynae examination table		
5	1	5.1.57	Consult room	Gynae examination table		

SPIRE:				STAFFING			
Staging & Decanting Canberra Hospital Building 5 & 24							
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				
24	1	24.1.08	Exec Group Manager Office of Research				
24	1	24.1.09	Operations Manager Office of Research				
24	1	WS-11	EA to Office of Research				
24	1		Emergency Management Coordinator				
24	1		Business Continuity Manager				
24	1		Quality Officer Critical Care & Clinical Support				
24	1		Quality Officer Medicine				
24	1		Consumer Participation Officer				
24	1		Quality Improvement Program Director				
24	1		Quality Officer Surgical Services				
24	1		Clinical Insights & Outcomes				
24	2	WS-6	Interprofessional Learning Coordinator				
24	2	24.2.04	Prof Allied Health Research				
24	2	WS-9	EA to Dir Allied Health				
24	2	Office D4	Dir Allied Health				
24	2	24.2.09	Dir Nursing and Midwifery CHS				
24	2	WS-17	EO to ED Div Medicine				Relocate with Div Medicine Exec
24	2		EO Medical Services				
24	2		ED Clinical Support				
24	2		EA Clinical Support				
24	2		EO Clinical Support				
24	2		EO Clinical Support				
24	2		Project Officer Collaboration Partnership				
24	2		Inter-professional Learning Coordinator (Allied Health)				
24	2		EA DON Nursing & Midwifery				
24	2	24.2.07	Consumer Feedback Coordinator				
24	2	24.2.07	Consumer Feedback Coordinator				
24	2		Consumer Feedback Coordinator				
24	2		Consumer Feedback Coordinator				
24	2	24.2.16	Chief Executive Officer				
24	2	WS-51	EA to Deputy Director General				
24	2		Deputy Director General				
24	2		Exec Dir Div Medicine				
24	2	WS-49	EA to ED Medicine				
24	2	WS-47	Exec Officer to DDG				
24	2	24.2.15	Executive Director Surgery				
24	2	WS-44	EA to ED Surgical				
24	2	WS-21	Business Manager to CEO				
24	2	WS-22	Exec Officer to CEO				
24	2	WS-23	EA to CEO				
24	2	WS-24	Business Manager to DDG				
24	2	WS-25	PA to ED Div Medicine				
24	2		Dir Medical Services				
24	2		ADON Medical Inpts Div Medicine				
24	2	24.2.41	ADON Ambulatory Services Div Medicine				
24	2	24.2.43	DON Surgical				
24	2	WS-29	Operational Manager Div Medicine				Relocate with Div Medicine Exec
24	2	WS-30	Admin Manager Div Medicine				
24	2	WS-31	PA to DON Medicine				
24	2		DON Div Medicine				
24	2	24.2.46	ADON Clinical Support Services				Division disbanded
24	2	24.2.47	ADON Surgical Wards				
24	2	24.2.48	DON Div Surgery				
24	2	24.2.42	Admin Manager Div Surgery				
24	2		EO to Div Surgery & Critical Care				
24	2		Op Manager Div Surgery				
24	2		PA Clinical Support Services				
24	2		PA DON Surgical				
24	2	WS-37	EA to ED Critical Care				
24	2		ED Critical Care				
1	8A		ADON Renal Services				Div to submit AVR

EQUIPMENT/FURNITURE/STORAGE REQUIREMENTS

Client Group / Unit:	Building 24	AVR Number:		
Client Contact Officer:		Phone:		
Client Contact Officer backup:		Phone:		

[illegible]

Pond, Aleks (Health)

From: Burch, Brad (Health)
Sent: Tuesday, 29 January 2019 10:52 AM
To: Lindemann, Monica (Health)
Subject: letter to ANU staging decanting Jan 2019
Attachments: letter to ANU staging decanting Jan 2019.dot

UNCLASSIFIED

Hi Monica – I have reviewed and made some edits. Did you want to have a look and send through to India for Karen's consideration?

Thanks

Brad



ACT
Government

ACT Health

Dr Imogen Mitchell
Dean
ANU Medical School
Australian National University
By email: cheryl.morse@anu.edu.au.

Surgical Procedures, Interventional Radiology and Emergency Centre – Planning and Engagement

Dear Dr Mitchell

ACT Health has commenced site planning for the new Surgical Procedures, Interventional Radiology and Emergency Centre (SPIRE) at Canberra Hospital, Garran.

As discussed with you in December, the new SPIRE Centre will encompass land on which buildings 5 and 24 are currently located on the Canberra Hospital campus. These structures will need to be removed to accommodate the new building.

To support the 'staging and decanting' phase of the SPIRE project, we have commenced scoping existing services and functions currently housed in these buildings and identifying relocation options. I would like to work with you to determine the best approach to identifying decanting options for ANU Medical School staff and activities currently located in building 5, and the appropriate timing of relocation works.

In relation to the ANU's activities in Building 5, I understand that there is some capacity in Building 4 which could be activated by minor works – better utilisation of the ANU Medical School building would also be consistent with the site's Strategic Asset Management Plan and sustainability goals. ACT Health would be happy to work with your team to explore this potential improvement in utilisation as part of the SPIRE project.

Identifying mechanisms for effectively communicating with ANU staff and students affected by these works is also a priority for the SPIRE project team.

I invite you, or your representative/s, to participate in the Building 5 Staging and Decanting Working Group (terms of reference attached). The Working Group will provide advice on the staging and decanting strategy and input into the final recommendations put to the SPIRE Project Steering Committee for endorsement.

It is anticipated that the first meeting of the Working Group will be held February 2019. Please contact Mr Brad Burch, Executive Branch Manager, Strategic Infrastructure, on (02) 5124 9719 or at brad.burch@act.gov.au to confirm your membership of the Group, or that of your preferred representative/s. A schedule of meeting dates and agenda will follow.

Should you have any questions, please give me a call. I look forward to working with you on this significant project.

Yours sincerely

Karen Doran
Deputy Director-General
Corporate

Attwood, Courtney (Health)

From: Lindemann, Monica (Health)
Sent: Tuesday, 29 January 2019 11:01 AM
To: Finlay, India (Health)
Cc: Burch, Brad (Health)
Subject: draft ANU letter for Karen's review [SEC=UNCLASSIFIED]
Attachments: letter to ANU staging decanting Jan 2019 (002).dot

Hi India

Attached is another letter for Karen's consideration addressed to the Dean ANU Medical School. It is an invitation for involvement in building 5 staging and decanting planning process.

Again, could you advise when this communication is passed on to ANU?

With thanks

(Monica

Monica Lindemann

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



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Dr Imogen Mitchell
Dean
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By email: cheryl.morse@anu.edu.au.

29 January 2019

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Yours sincerely

Karen Doran
Deputy Director-General
Corporate

Attwood, Courtney (Health)

From: Finlay, India (Health) on behalf of Building Health Services Program
Sent: Tuesday, 29 January 2019 4:51 PM
To: Burch, Brad (Health)
Cc: Lindemann, Monica (Health)
Subject: FW: cor19/2158 - draft ANU letter for Karen's review [SEC=UNCLASSIFIED]
Attachments: letter to ANU staging decanting Jan 2019 (002).dot

UNCLASSIFIED

Hi Brad

Both letters to Mr Dykgraaf and Dr Mitchell have been prepared in Trim and placed in your in-tray for signature.

I will process them to Karen in the morning once you have signed.

Kind regards

India Finlay

A/g Executive Officer, Strategic Infrastructure & Procurement Division
 Office of the Deputy Director-General, Corporate Services | ACT Health
 P: (02) 512 49864 | E: India.Finlay@act.gov.au | BuildingHealthServicesProgram@act.gov.au | Level 4, 2-6 Bowes Street PHILLIP ACT 2606

From: Lindemann, Monica (Health)
Sent: Tuesday, 29 January 2019 11:01 AM
To: Finlay, India (Health) <India.Finlay@act.gov.au>
Cc: Burch, Brad (Health) <Brad.Burch@act.gov.au>
Subject: cor19/2158 - draft ANU letter for Karen's review [SEC=UNCLASSIFIED]

India

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Again, could you advise when this communication is passed on to ANU?

With thanks
 Monica

Monica Lindemann

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



ACT
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ACT Health

Dr Imogen Mitchell
Dean
ANU Medical School
Australian National University
By email: cheryl.morse@anu.edu.au.

29 January 2019

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Should you have any questions, please give me a call. I look forward to working with you on this significant project.

Yours sincerely

Karen Doran
Deputy Director-General
Corporate

Pond, Aleks (Health)

From: Culver, Jakob (Health)
Sent: Tuesday, 29 January 2019 4:54 PM
To: Evans, Kate (Health)
Subject: FW: 20181011 Master SPIRE SOA.pdf [SEC=UNCLASSIFIED]
Attachments: 20181011 Master SPIRE SOA.pdf

Hi there

I need to see the detail underpinning the attached summary.

Look fine and around the mark on a quick calculation in the total quantum, but just need to see the detailed spreadsheet.

Thanks
Jakob

From: Morgan, Sam (Health)
Sent: Thursday, 18 October 2018 5:04 PM
To: Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>
Cc: Bartholomew, Carolyn (Health) <Carolyn.Bartholomew@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>
Subject: 20181011 Master SPIRE SOA.pdf [SEC=UNCLASSIFIED]

Jake

Attached is the revised summary with the Plant and Travel separated as discussed.

Cheers

Lowes, Shannon (Health)

From: JasonSmith, Rhona (Health)
Sent: Wednesday, 30 January 2019 8:54 AM
To: Culver, Jakob (Health); Burch, Brad (Health); Lindemann, Monica (Health); Evans, Kate (Health)
Subject: Updated B5 & 24 Mapping
Attachments: Mapping Staff & FFE B5 20190125.xlsx; B24 Staff & FFE Mapping 20190121.xlsx
Categories: Actioned

UNCLASSIFIED

Hi Team,

Please find attached updated docs.

I have applied for access to Q:\CS\Central\Health Services Program\01. Building Health Services Program – Capital so that I can store files for the Staging & Decanting where they are electronically accessible for you.

I'll let you know when that access has been given.

Regards

Rhona

Rhona JasonSmith

P: 02 5124 9667

E: rhona.jasonsmith@act.gov.au

Senior Project Officer

Territory-wide Health Service Planning | ACT Health Directorate | ACT Government

Level 5, 2-6 Bowes Street

WODEN ACT 2606



ACT
Government

ACT Health

STAFFING								
Client Group / Unit:			Canberra Hospital Building 5			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)	
Staff Development								
5	1		Admin Front Reception, Capabiliti					
5	1		Orientation Admin					
5	1		Director Staff Development					
5	1		Hot Desk					
5	1		Work Experience Coordinator					
5	1		Learning & Development & Essential Ed manager					
5	1		Learning & Development & Registered Training Org Manager					
5	1		BLS Educator, MUD Coordinator					
5	1		Pt Experience Trainer					
5	1		EN training Manager					
5	1		PLS Trainer, training & Assessment Trainer					
5	1		CDN Manager, transition to practice Manager					
5	1		CDN Educator Facilitator					
5	1		Clinical Educator Aspicic Technique					
5	1		Basic/Advanced Life Support					
5	1		E-learning Developer					2 x PCs, 4 x Monitors
5	1		E-learning Coordinator					2 x PCs, 4 x Monitors
5	1		Neonatal Educator					
5	1		Hot Desk					
5	1		Admin Capabiliti Officer					
5	1	5.01.188	EN Transition to Practice CDN					2 x Workstations
5	1	5.01.187	RN Transition to Practice Program					2 x Workstations, 1 x Hot Desk
Clinical Skills Unit								
5	1	5.1.21	Clinical Skills Support Officer					
5	1	5.1.21	Hot desk					ANU PC & ACT Health PC
Clinical Placement Unit								
5	1	5.1.105	Clinical Placement Manager					Unit could be located off campus at Bowes St
5	1	5.1.105	Admin officer ASO3					
5	1	5.1.60	Admin officer ASO5					
5	1	5.1.60	Admin officer ASO4					
5	1	5.1.60	HP3					
Tissue Viability Unit								
5	1	5.1.65	CNC Tissue Viability Unit					
5	1	5.1.66	RN Tissue Viability Unit					
5	1	5.1.67	RN Tissue Viability Unit					
5	1	5.1.68	Tissue Viability Unit					
Accommodation & Volunteers								
5	1	5.1.151	Accommodation & Volunteers Manager					Can be relocated off-site
5	1	5.1.152	Volunteer Services Manager					Can be relocated off-site
5	1	5.1.153	Receptionist					
5	1	5.1.153	Receptionist					
5	1	5.1.154	Facilities Officer					
5	1	5.1.155	Volunteer Services Officer					Can be relocated off-site

SPIRE: STAGING AND DECANTING CANBERRA HOSPITAL BUILDING 5

STAFFING							
Client Group / Unit:		Canberra Hospital Building 5			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)
Staff Development							
Sexual Health Office							
5	1	5.1.69	Sexual Health Hot Office				
Sexual Health Unit							
5	1	5.1.31	Administration				
5	1	5.1.31	Administration				
5	1	5.1.31	Administration				
5	1	5.1.31	Administration				
5	1	5.1.31	Administration				
5	1	5.1.33	Nurses Station				Does not meet AusHFG for clean Utility
5	1	5.1.33	Nurses Station				Does not meet AusHFG for clean Utility
5	1	5.1.33	Nurses Station				Does not meet AusHFG for clean Utility
5	1	5.1.33	Nurses Station				Does not meet AusHFG for clean Utility
5	1	5.1.17	Office Manager				Room size does not meet ACT Health Office Accommodation Policy
5	1	5.1.17	RN Hot Desk				
5	1	5.1.17	RN Hot Desk				
5	1	5.1.18	CNC Office				
5	1	5.1.19	Clinical Director's Office				
5	1	5.1.20	Nurse Practitioner				X 2 computers, x 4 monitors
5	1	5.1.20	Registrar				Outreach office, does not meet Office Acc Policy
5	1	5.1.20	Registrar				Outreach office, does not meet Office Acc Policy
5	1	5.1.20	Registrar				Outreach office, does not meet Office Acc Policy
5	1	5.1.22	Staff specialist				Outreach office, does not meet Office Acc Policy
5	1	5.1.22	RN				does not meet Office Acc Policy
5	1	5.1.23	Breakout room /hot office				does not meet Office Acc Policy
5	1	5.1.24	Outreach Manager				
5	1	5.1.24	Outreach hotdesk				
5	1	5.1.69	Hot Office				East Wing B5
CARHU							
5	1	5.1.110	Reception Admin Officer				
5	1	5.1.110	EA Dir CARHU				
5	1	5.1.110	Office Manager				
5	1	5.1.113	Community Intake				
5	1	5.1.113	Community Intake				
5	1	5.1.114	Therapy Team leader				does not meet Office Acc Policy
5	1	5.1.115	Clinical Director				does not meet Office Acc Policy
5	1	5.1.116/117	Social Worker				
5	1	5.1.116/117	Social Worker				
5	1	5.1.116/117	Social Worker				
5	1	5.1.116/117	Social Worker				
5	1	5.1.118/200	RN				
5	1	5.1.118/200	RN				
5	1	5.1.118/200	RN				
5	1	5.1.118/200	RN				
5	1	5.1.118/200	Senior Registrar				
5	1	5.1.118/200	Senior Registrar				
5	1	5.1.121/122	Office 4 person shared (HP3)				
5	1	5.1.121/122	Office 4 person shared (HP3)				
5	1	5.1.121/122	Office 4 person shared (HP3)				
5	1	5.1.121/122	Office 4 person shared (HP3)				

STAFFING								
Client Group / Unit:		Canberra Hospital Building 5			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)	
Staff Development								
5	1	5.1.132/3	Child Health Medical Officer					Does not meet AusHFG
5	1	5.1.132/3	Staff Specialists					0.8 FTE
5	1	5.1.132/3	Staff Specialists					0.4 FTE
5	1	5.1.132/3	Staff Specialists					0.6 FTE
5	1	5.1.134	Manager CARHU					
ANU								
5	2	5.2.163	Australian Child & Adolescent Training Loss & Grief Network					ANU managed
5	2	5.2.163	Australian Child & Adolescent Training Loss & Grief Network					ANU managed
5	2	5.2.163	Australian Child & Adolescent Training Loss & Grief Network					ANU managed
5	2	5.2.163	Australian Child & Adolescent Training Loss & Grief Network					ANU managed
5	2	5.2.163	Australian Child & Adolescent Training Loss & Grief Network					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.164	Research Unit					ANU managed
5	2	5.2.168/172	Patient Recruitment Office					ANU managed
5	2	5.2.169/170/171	ANU IT Manager					ANU managed
5	2	5.2.169/170/171	ANU IT Officer					ANU managed

FURNITURE/FITTINGS/EQUIPMENT

Client Group / Unit:			AVR Number:			
Client Contact Officer:			Phone:			
Client Contact Officer backup:			Phone:			
Current Location					Destination	
Building	Level	Room No	Description	Description of other Furniture / Equipment	Storage Requirements	Comments
Staff Development (rooms used 6 days week)						
5	2		Store room			
Clinical Skills Unit						
5	1	5.1.18	Teaching Room	Monitor, whiteboard, Tables, etc		ANU Rm 9
5	1	5.1.12	Kitchenette			
5	1	5.1.19	Foyer	Sign-in table		
5	1	5.1.22	Teaching Room	Examination Couch, Wall-mounted monitor,		ANU Rm 8 Dividing wall with Rm 7
5	1	5.1.23	Teaching Room	Projector and screen, examination couch		ANU Rm 7
5	1	5.1.24	Teaching Room	Examination Couch, Wall-mounted monitor,		ANU Rm 6, Dividing wall with Rm 5
5	1	5.1.25	Teaching Room	Projector and screen, examination couch		ANU Rm 5
5	1	5.1.27	Teaching Room	Examination Couch, Wall-mounted monitor, infant resus trolley		? ANU Rm 4,
5	1	5.1.28	Teaching Room	Wall-mounted monitor, scrub sink, examination couch, one way mirror with		? ANU Rm 3, scrub sink, One way mirror with 5.1.29
5	1	5.1.01	Teaching Room	Examination Couch, Wall-mounted monitor,		ANU Rm 2 Dividing wall, Check if monitor or projector
5	1		Teaching Room	Projector and screen, examination couch		ANU Rm 1, Dividing wall, Check if monitor or projector
5	1	5.1.289	Clinical Skills Mock Resus Room	hospital bed, infant resus, resus trolley, wall-mounted monitor,	Wall of bench height storage, Wall of full height shelving	space for lifting device,
5	1	5.1.03	Teaching fridge	temperature monitored		
5	1	5.1.03	Storage	5 x full height double door additional depth lockable cupboards	Accommodates storage for ALS suitcases	
5	1	5.1.02	Wash-up Area	Training arms drying racks x 3 double, dishwasher, double sink,		Wall space for training arms drying x 3 double, 1 wall full height shelving, 1 wall above bench open storage, wall length working bench, under bench cupboards, +++ bench height drying space, wall mounted
Tissue Viability Unit						
5	1	5.1.68	provides education, training		Full height double storage cupboard, lockable filing cabinets x	Requires security access to tissue viability clinical products
Sexual Health						
5	1	5.1.30	Reception	Wall mounted information brochures ++, condom distribution	Full height lockable cupboards	Confidential registration required, storage condoms, Full height lockable cupboard
5	1	5.1.31	Administration	MFD, fax,		clinic switch board, filing cabinets multiple
5	1	5.1.32	Corridor Over flow storage		Full height double doors	
5	1	5.1.33/34	Nurses Station/Clean Utility	Clean utility as per AusHFG, Bench height storage		requires sperate relocation of clean utility from office area as per AusHFG
5	1	5.1.35	Consult Room	Gynae examination table		
5	1	5.1.36	Consult room	Gynae examination table		
5	1	5.1.37	Consult room	Gynae examination table		
5	1	5.1.56	Consult room	Gynae examination table		Bariatric clinic room- additional door width
5	1	5.1.57	Consult room	Gynae examination table		Pentamidine clinic room - dual egress

SPIRE: STAGING AND DECANTING CANBERRA HOSPITAL BUILDING 5

FURNITURE/FITTINGS/EQUIPMENT							
Client Group / Unit:				AVR Number:			
Client Contact Officer:				Phone:			
Client Contact Officer backup:				Phone:			
Current Location						Destination	
Building	Level	Room No	Description	Description of other Furniture / Equipment	Storage Requirements		Comments
5	1	5.1.13/8	Consult Room/treatment + disabled ensuite + family conference seating x 6	Gynae examination table, family conference seating			Forensic examination- dual egress
5	1	5.1.14	Resus Trolley				
5	1	5.1.16	Education Room	workstation, projector, 12 tables			seating lecture style 60
5	1	5.1.23	Breakout room /hot office				
5	1	5.1.24	Outreach Manager		equipment storage		Setup for SULIRP
5	1		Blood collection Room	blood collection chair			Does not meet AusHFG
5	1	5.1.50	Waiting room	TV, service display boards, condom dispensing,			Seating x 30
5	1		Sub Wait (corridor) for toilets	seating x 4			
5	1	5.1.51	Patient toilets (clinical care) x 2	Unisex			single stall, one way sample box links with Wet Lab,
5	1	5.1.52	Wet Laboratory	Vaccine fridge (monitored & alarmed), sample fridge (monitored), microscopes x 2, Microscopy sink, extraction fan			Workbench, handbasin
5	1	5.1.43/44/41/53	File room		compactors, open x 24, locked compactor storage x 2		Key pad locked entry, confirm number
5	1	5.1.46	Storage room		Outreach equipment, consumer information, Schools program		
5	1	5.1.32	Corridor Over flow storage				
CARHU (24/7 service)							
5	1	5.1.110	Reception	MFD, fax,	lockable filing cabinet, sealed, non perishable food storage for clients		Entrance secure, hard copy filing
5	1	5.1.150/149	Waiting Room	TV, child play area,			(20) open for observation, cuddle space
5	1	5.1.116	Clinical Director				1 x full height bookcase 1/2 size bookcase,
5	1	5.1.118/200	RN & Reg Office				Audio visual link for court processes
5	1	5.1.144	Client toilet				1 adult size, 1 child size toilet, nappie change
5	1	5.1.125	Store Room		toys, library, therapeutic equipment		
5	1	5.1.128	Consult Room/treatment + family conference seating x 6	Out of Home Care	Double sized storage		non clinical, non threatening
5	1	5.1.129/30	Consult Room/treatment + family conference seating x 6	baby scales, colposcope, video camera, medication & forensic trolley			family conference seating for 6, full height, double lockable cupboard. Requirement for DNA decontamination & collection
5	1	5.1.131	Therapy consult low stimulus	Low stimulus table, trolley	Tambour		18% grey wall colour critical, 2 way mirror
5	1	5.1.132	Therapy room	Therapy toys	Storage for therapy toys		
5	1		Outdoor play	Outdoor play equipment various			Externally secure
5	1	5.1.148	Storage		Linen & clothing		
5	1	5.1.137	File room	Compactors lockable x 17, secure-chain-of-evidence fridge (alarmed), Key cabinet			secure as per agreement with AFP
5	1	5.1.138	Working File Store	Key pad entry			
5	1	5.1.139	Equipment store				
5	1	5.1.141	Patient shower				adjacent to forensic examination room

FURNITURE/FITTINGS/EQUIPMENT

STAFFING

Building 24 Level 1				AVR Number:			
Client Group / Unit:				Phone:			
Client Contact Officer:				Phone:			
Client Contact Officer backup:							
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				
24	1	24.1.08	Exec Group Manager Office of Research				
24	1	24.1.09	Operations Manager Office of Research				
24	1	WS-11	EA to Office of Research				
24	1		Emergency Management Coordinator				
24	1		Business Continuity Manger				
24	1		Quality Officer Critical Care & Clinical Support				
24	1		Quality Officer Medicine				
24	1		Consumer Participation Officer				
24	1		Quality Improvement Program Director				
24	1		Quality Officer Surgical Services				
24	1		Clinical Insights & Outcomes				
24	2	WS-6	Interprofessional Learning Coordinator				
24	2	24.2.04	Prof Allied Health Research				
24	2	WS-9	EA to Dir Allied Health				
24	2	Office D4	Dir Allied Health				
24	2	24.2.09	Dir Nursing and Midwifery CHS				
24	2	WS-17	EO to ED Div Medicine				Relocate with Div Medicine Exec
24	2		EO Medical Services				
24	2		ED Clinical Support				
24	2		EA Clinical Support				
24	2		EO Clinical Support				
24	2		EO Clinical Support				
24	2		Project Officer Collaboration Partnership				
24	2		Inter-professional Learning Coordinator (Allied Health)				
24	2		EA DON Nursing & Midwifery				
24	2	24.2.07	Consumer Feedback Coordinator				
24	2	24.2.07	Consumer Feedback Coordinator				
24	2		Consumer Feedback Coordinator				
24	2		Consumer Feedback Coordinator				
24	2	24.2.16	Chief Executive Officer				
24	2	WS-51	EA to Deputy Director General				
24	2		Deputy Director General				
24	2		Exec Dir Div Medicine				
24	2	WS-49	EA to ED Medicine				
24	2	WS-47	Exec Officer to DDG				
24	2	24.2.15	Executive Director Surgery				
24	2	WS-44	EA to ED Surgical				
24	2	WS-21	Business Manager to CEO				
24	2	WS-22	Exec Officer to CEO				

UNCLASSIFIED

SPIRE Staging and Decanting Canberra Hospital Building 24

STAFFING								
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					
24	2	WS-24	Business Manager to DDG					
24	2	WS-25	PA to ED Div Medicine					
24	2		Dir Medical Services					
24	2		ADON Medical Inpts Div Medicine					
24	2	24.2.41	ADON Ambulatory Services Div Medicine					
24	2	24.2.43	DON Surgical					
24	2	WS-29	Operational Manager Div Medicine					Relocate with Div Medicine Exec
24	2	WS-30	Admin Manager Div Medicine					
24	2	WS-31	PA to DON Medicine					
24	2		DON Div Medicine					
24	2	24.2.46	ADON Clinical Support Services					Division disbanded
24	2	24.2.47	ADON Surgical Wards					
24	2	24.2.48	DON Div Surgery					
24	2	24.2.42	Admin Manager Div Surgery					
24	2		EO to Div Surgery & Critical Care					
24	2		Op Manager Div Surgery					
24	2		PA Clinical Support Services					
24	2		PA DON Surgical					
24	2	WS-37	EA to ED Critical Care					
24	2		ED Critical Care					
1	SA		ADON Renal Services					Div to submit AVR

Client Group / Unit:		Building 24	AVR Number:	
Client Contact Officer:			Phone:	
Client Contact Officer backup:			Phone:	

UNCLASSIFIED

Attwood, Courtney (Health)

From: Catanzariti, John
Sent: Wednesday, 30 January 2019 10:04 AM
To: Burch, Brad (Health)
Cc: Gray, Sophie; Basic, Babita; Culver, Jakob (Health)
Subject: FW: SPIRE Business Case workshops [SEC=UNCLASSIFIED]

Brad,

FYI. These workshops will be incorporated into the combined STH/EY program.

Regards,
 John

From: [REDACTED]
Sent: Tuesday, 29 January 2019 2:27 PM
To: Catanzariti, John <John.Catanzariti@act.gov.au>
Cc: [REDACTED]
Subject: SPIRE Business Case workshops

Hi John,

Hope you had a good long weekend.

Following the meeting last Friday, we have provided revised timeframes for SPIRE business case workshops with proposed dates in the table below:

Workshop	Proposed date	Duration	Rationale	Dependencies
Risk Identification Workshop	11 th February	2 hours	- Workshop to identify and test specific project risks for SPIRE	- Working knowledge of the project including proposed scope and key risks - Risk register from previous business case
Packaging Workshop – Delivery Model section	18 th February	2 hours	- Consideration of packaging components, options and issues prior to assessment of the preferred package and scope at the delivery model workshop	- Working knowledge of the project inclusive of objectives, constraints, benefits, proposed scope and key risks (post risk identification)
Delivery Model Workshop	27 th February	1.5 hours	- Assessment of preferred delivery model(s) against the preferred packaging option and delivery model evaluation criteria	
Risk Quantification Workshop	25 th February	2 hours	- Post finalisation of the risk register, a quantification workshop will determine the	- Outputs from the risk identification process (i.e. risk register) and preliminary cost estimates

			likelihood and probability of key risks	
Early Project Overview	TBC with ACT Government	45 minutes	- 45 minute presentation by the sponsoring Directorates to Treasury and Procurement and Capital Works to present on work undertaken to date including needs analysis and project justification; anticipated delivery model; and any identified gaps to sponsor directorates	- TBC with ACT Government – specifically around Treasury and IFCW attendees
Execution of Market Sounding	W/C 11 th March (TBC with ACT Government)	TBC	- Opportunity to engage the market on project scope, delivery approach and market appetite - Noting that it will be important to maintain flexibility to re-engage the market at a later date if the project changes materially following the deadline for the Business Case in late March	- Market sounding strategy - Sufficiently progressed project scope and potential delivery approaches to be able to test with the market

Before circulating more broadly, we would be keen to talk through timing and required participants for each workshop with you. Can you please let me know if you have time later today for a short teleconference?

Thanks



[Redacted] | Manager | Infrastructure Advisory

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Pond, Aleks (Health)

From: Culver, Jakob (Health)
Sent: Wednesday, 30 January 2019 12:10 PM
To: Burch, Brad (Health)
Cc: Evans, Kate (Health); JasonSmith, Rhona (Health)
Subject: FW: Brief review [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: 20182711 Master SPIRE SOA.xlsx; 20181011 Master SPIRE SOA.PDF

Hi Brad

See below from Kate.

The master SoA for SPIRE (attached Excel) doc is in broad alignment with the PDF high-level summary SoA that we provided to STH as part of the RFQ (there are some minor discrepancies).

terms of the HPU briefs, these were finalised in regards to the updated scope from the BHSP SSC in early October 2018, however the master SOA had updates following this as a result of updates for new AusHFG – this informed the attached PDF that we provided as part of the RFQ (late October). The HPU Briefs do not reflect the updates to circulation as per the new AuSHFG, as the briefs were finalised in early October. The quantum of impact in the aggregate is approx. 2,000 s/m and took the total SPIRE foot print to around 48k s/m (as per the attached PDF).

Kate – I note that there is some minor discrepancies between the numbers in the attached master SoA (excel doc – which appears to be November 2018 dating) and the PDF SoA provided to STH. In this regard, can we check that the schedule as per the Excel doc is the latest and correct to continue with moving forward (in particular if there are any impacts above the circulation line.

Brad – Suggest way forward:

- Check that the latest master SoA (excel doc) is correct version to move forward with.
- Seek confirmation to provide this to STH as soon as possible.
- Concurrently with the above, have the HPU Briefs updated with the correct and latest SOA (noting that the aggregate impact/change of 2k s/m is in relation to new updated circulation).
- Provide updated HPU Brief to STH

Suggest that we need to cover all this off by early next week. We are also waiting on STH's SoA that informed their initial concept, so we can understand the basis of their figures.

Hope this make sense, please let me know if you have any questions or queries and if you are happy with the above approach.

Thanks
 Jake

From: Evans, Kate (Health)
Sent: Wednesday, 30 January 2019 10:57 AM
To: Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>
Cc: JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>
Subject: Brief review

UNCLASSIFIED Sensitive

Hi Jake,

I have spent a few hours reviewing the Master SoA. Plant and travel were included in the summary page, which showed a total of [REDACTED] I am not sure how STH reached the number they quoted in the meeting last week – I can only assume they may have included SDU/sexual health/CARHU? It may be worth clarifying if they received these HPU briefs in the package of documents.

There is discrepancies between the numbers in the HPU and the numbers in the Master SoA, with the Master showing greater numbers. I believe this can be attributed to the updated circulation areas as per the new AusHFGs, which were released post submission of the brief to STH. Amanda Slater was updating the SoA to align with the new AusHFGs.

I am assuming the HPU briefs will need updating with the new SoA, to reflect the new AusHFGs. I can continue to work on this and get that to you tomorrow or Friday.

Happy to discuss further. I can be contacted on my mobile.

Kind regards

Kate Evans NP

Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer

Phone: (02) 5124 9668 Email: 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

SPIRE	Total Room Allowance m2	Circulation Allowance m2	Total m2
Acute Cardiac Care Unit and Interventional Cardiac Laboratories			
Perioperative & Interventional Centre			
Surgical Inpatient Unit			
ICU - Adult/HDU/PICU			
ICU Clinical Admin			
Emergency Department			
Emergency Department - Clinical Admin			
Helipad/Retrieval Services			
Procedure Rooms			
Sterilising Services			
Receiving/Dispatch Loading Dock			
Subtotal SPIRE			
Services and Support			
Retail/Entry			
Education and Admin			
IT/Server Room			
Subtotal			
Subtotal			
Plant and Travel Allowance			
Total			
Campus Pressures	Total Room / m2		
B5 West Wing - Staff Development Unit, ANU			
CARHU			
ACT Pathology			
Sexual Health			
Subtotal			
Plant and Travel Allowance			
Total			

20181011 Master SPIRE SOA Summary.xls

59,085 V1

Pond, Aleks (Health)

From: Mooney, Colm (Health)
Sent: Wednesday, 30 January 2019 12:41 PM
To: Doran, Karen (Health); Burch, Brad (Health)
Subject: SPIRE /CHWC Staging and Decanting program

UNCLASSIFIED Sensitive: Cabinet

Karen/Brad

At the IMM S/C earlier today IFCW have advised that they have are awaiting an instruction from AHD to develop a program of staging and decanting activities for CHWC Extension /SPIRE project!

As per our discussion at the ECHWC exec steering committee last week can you request development of this program on a page such that CHS S&D moves and other project interdependencies can be mapped as a matter of urgency.

Please call me if you have any questions.

Thanks

Colm

Colm Mooney AIPM CPPE

Executive Director | Infrastructure Management and Maintenance

T 02 512 49711 E colm.mooney@act.gov.au

Level 1, Building 3, Canberra Hospital | GPO Box 825 Canberra ACT 2601 | act.gov.au



ACT
Government

**Canberra Health
Services**

Pond, Aleks (Health)

From: JasonSmith, Rhona (Health)
Sent: Wednesday, 30 January 2019 2:46 PM
To: Burch, Brad (Health)
Cc: Culver, Jakob (Health)
Subject: SPIRE Staging & Decanting Planning Phase Sequence of Activities

UNOFFICIAL

Hi Brad,

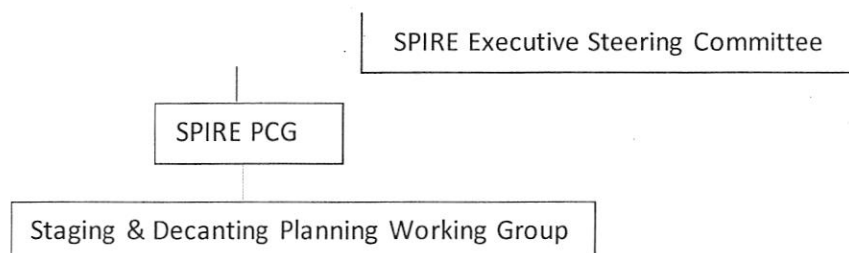
Jake and I met recently to articulate the sequence and components of Staging and Decanting planning activities for your consideration.

Please note that due to accommodation pressures on campus, the project may be required to deliver additional administration space to ensure that clinical areas remain designated for clinical services

Week 29 Jan – 1 Feb	The high level Decanting Strategy for staff & services in Buildings 5 & 24 will be provided by STH
Week 4 Feb – 8 Feb	Circle back to CARHU, Sexual Health, Staff Development/Clinical Skills seeking feedback
Week 4 Feb – 8 Feb	Submission of Decanting Strategy to PCG for Approval
Week 11 Feb – 15 Feb	Circle back to services & STH
Week 11 Feb – 15 Feb	1 st Staging & Decanting User Group meeting

Health Planning Deliverables

- Project scope
 The Staging and Decanting of Buildings 5 & 24 project is a key enabling activity for SPIRE. The SPIRE Staging and Decanting Project includes two Project Components:
 - Project Component 1 – Building 24 Staging and Decanting Works - involves the relocation of services and demolition of Building 24.
 - Project Component 2 – Building 5 Staging and Decanting Works – involves the relocation of services and demolition of Building 5.
 - Continuity of Operations - Both Project Components involve working in an operating environment. All staff involved in the project must be aware of the priority that any disruption to the delivery of health services must be fully planned in consultation with the team delivering the health services, and all efforts made to minimise the disruption.
- Governance structure



- Services planning, facility planning
 - B24 Models of Service Delivery
 - A Model of Service Delivery refers to non-clinical support services that are provided by the organisation to support patient care. The provision of centralised non-clinical support services ensures consistent provision, access and application of services.
 - B5 HPU's & MOC/Service Delivery

- Staff Development, Clinical Skills Unit
- Child at Risk Health Unit
- Sexual Health
- Documents & deliverables
 - Staging & Decanting Planning Program
 - Proof of Concept
 - Functional Brief
 - Preliminary Sketch Plans
 - Final Sketch Plans
 - Recommended User Group list (see below)
 - Mapping staff & FFE lists (1st draft completed)
- Stakeholder engagement

STAGING & DECANTING USER GROUP MEMEBERS AND ATTENDEES

Representation	Position	Individual
Chair	Director SI or Project Director	TBC
Members	STH representative	STH Project Coordinator
	IFCW representative	John Catanzariti
	Strategic Infrastructure (SI) Planning & Commissioning Officer	Rhona JasonSmith
	SI Clinical Liaison Officer	Kate Evans
	SI Communications Officer	Monica Lindemann
	IM&M Accommodation Project Officer	Robyn Jensen
	IM&M PM&M Project Officer	Dave Gilbert
	IM&M Fire & Parking Project Officer	Michael Warylo
	B24 CEO & Exec administration proxy	TBC
	Director Staff Development	Karen O'Brien
	Sexual Health Unit representative	TBC
	Child at Risk Health Unit representative	TBC
	Tissue Viability Unit representative	Ann-Marie Dunk
	Residential Accommodation representative	TBC

Please let me know if you require any clarification or have any comments or changes regarding above information.

Cheers

Rhona

Rhona JasonSmith

P: 02 5124 9667

E: rhona.jasonsmith@act.gov.au

Senior Project Officer

Territory-wide Health Service Planning | ACT Health Directorate | ACT Government

Level 5, 2-6 Bowes Street

WODEN ACT 2606



ACT
Government

ACT Health

Pond, Aleks (Health)

From: Lindemann, Monica (Health)
Sent: Wednesday, 30 January 2019 3:01 PM
To: Evans, Kate (Health)
Subject: ambulance and air ambulance arrivals [SEC=UNCLASSIFIED]

Hi Kate

I'd like the following information so that we are prepared to answer questions from the public regarding potential noise/traffic along Palmer and Gilmore streets as a result of SPIRE location.

Trend information over 5 years:

Average number of daily ambulance departures and arrivals from TCH ED with siren on (eg average daily departures with siren over past 5 years is 5 per day, average number of arrivals with siren is 3 per day)

Average Number of daily (or weekly) helicopter arrivals (eg average weekly arrival over past 5 years is 3 per week)

Busiest day of the week for ambulance and air (Tuesday for ambulance, Sat for air)

Busiest time of day for ambulance and air (eg 2-4pm ambo, 6-9am air)

Can you assist? If not this exact info, it would be good to know what info is available.

With thanks
 Monica

Monica Lindemann

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

Pond, Aleks (Health)

From: Gray, Sophie
Sent: Wednesday, 30 January 2019 5:51 PM
To: Burch, Brad (Health)
Cc: Catanzariti, John; Esau, Lloyd
Subject: SPIRE Governance [SEC=UNCLASSIFIED]

Hi Brad

At our combined project team meeting on Tuesday you advised that the governance ToR for SPIRE were now developed. Is it possible for you to forward a copy to IFCW. This will give us a heads up for planning, programming and coordination with the consultants programmes.

Thanks
Sophie

Pond, Aleks (Health)

From: Burch, Brad (Health)
Sent: Thursday, 31 January 2019 10:06 AM
To: Evans, Kate (Health); JasonSmith, Rhona (Health)
Cc: Culver, Jakob (Health); Lindemann, Monica (Health)
Subject: FW: SPIRE: MoC Working Assumptions
Attachments: 10421_MoC Analysis_Rev 1.pdf; 10421_MoC Analysis_Rev 1.xlsx

UNCLASSIFIED For-Official-Use-Only

Hi Kate and Rhona

Could you please provide some notes against each of the queries from STH, where possible – there might be some where we need guidance from CHS. I would like to review and send through to CHS for their input as soon as practical.

Thanks and regards

Brad

Brad Burch | Executive Branch Manager, Strategic Infrastructure

Strategic Infrastructure and Procurement

Corporate Services

(02) 6207 2385 or [REDACTED] | brad.burch@act.gov.au**ACT**
Government**ACT Health****From:** [REDACTED]**Sent:** Tuesday, 29 January 2019 2:20 PM**To:** Catanzariti, John <John.Catanzariti@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>**Cc:** [REDACTED] Busic, Babita
<Babita.Busic@act.gov.au>**Subject:** RE: SPIRE: MoC Working Assumptions

Hi John / Brad

Please refer attached MoC: Working Assumptions document – reformatted into Excel as requested.

Regards



Managing Director
SILVER THOMAS HANLEY
 PELACO COMPLEX
 BUILDING 3, LEVEL 2
 21-31 GOODWOOD STREET
 RICHMOND, 3121
 VIC, AUSTRALIA

M: [REDACTED]
 T: [REDACTED]
 F: [REDACTED]
 E: [REDACTED]
 W:sth.com.au

From: [REDACTED]**Sent:** Monday, 21 January 2019 1:56 PM**To:** Catanzariti, John (<John.Catanzariti@act.gov.au>)

Cc: [REDACTED]
Subject: SPIRE: MoC Working Assumptions

Hi John

Further to our kick-off meeting and the request from Bernadette and Colm for some prompts around the Model of Care, I have developed the attached discussion paper for their consideration. I would be happy to present or discuss the paper on Friday either during the PPT or at some other point in the day, noting that we will be on site from 10:00am to 4:30pm.

Please call should you have any further queries.

Regards



Managing Director
SILVER THOMAS HANLEY
PELACO COMPLEX
BUILDING 3, LEVEL 2
21-31 GOODWOOD STREET
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M: [REDACTED]
T: [REDACTED]
F: [REDACTED]
E: [REDACTED]
W:sth.com.au

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Pond, Aleks (Health)

From: Caruana, Rebecca (Health)
Sent: Thursday, 31 January 2019 10:49 AM
To: Evans, Kate (Health)
Subject: FW: Airmaestro data [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hey Kate,

As per our conversation.

Email trail of request for data for CRRS.

I'm not sure if the data that is requested to be included in the Regional Trauma Service SSP will meet your requirements.

Good luck.

Let me know if you need anything further.

FYI Kelvin's PA is Luke Powell.

Kind Regards
 Bec

From: Caruana, Rebecca (Health)
Sent: Friday, 7 December 2018 9:07 AM
To: Grove, Kelvin (Health) <Kelvin.Grove@act.gov.au>
Cc: JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>
Subject: RE: Airmaestro data [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good morning Kelvin,

Were you able to obtain the data from Airmaestro to input into the Regional Trauma Service SSP?
 If not, do you think you will be able to acquire it before Christmas?

Kind Regards
 Rebecca
 02 5124 9669

From: Grove, Kelvin (Health)
Sent: Tuesday, 27 November 2018 2:26 PM
To: Caruana, Rebecca (Health) <Rebecca.Caruana@act.gov.au>
Subject: RE: Airmaestro data [SEC=UNCLASSIFIED]

I'll chase it today.

Cheers

K

Dr Kelvin Grove

Clinical Director, Capital Region Retrieval Service
 Building 2, Level3
 Canberra Hospital
 Yamba Drive,
 Garran ACT 2605
 Phone: 02 51245278
 Fax: 02 51252157
 Mobile: [REDACTED]
 E-mail: kelvin.grove@act.gov.au

Care | Excellence | Collaboration | Integrity



From: Caruana, Rebecca (Health)
Sent: Tuesday, 27 November 2018 2:21 PM
To: Grove, Kelvin (Health) <Kelvin.Grove@act.gov.au>
Subject: RE: Airmaestro data [SEC=UNCLASSIFIED]

Good afternoon Kelvin,

Just thought I would check in to see if there has been progression with obtaining the data requested for Regional Trauma Service SSP from Airmaestro?

Kind Regards
 Rebecca

From: Caruana, Rebecca (Health)
Sent: Monday, 12 November 2018 2:30 PM
To: Grove, Kelvin (Health) <Kelvin.Grove@act.gov.au>
Cc: JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>
Subject: Airmaestro data [SEC=UNCLASSIFIED]

Dear Kelvin,

Thank you for meeting with me today to discuss the Regional Trauma Services Specialty Service Plan (SSP). Further to our conversation, the data that we would request to highlight the pre-hospital phase of the trauma patient journey is as follows:

Canberra Helicopter:

- Total number of missions
- % Trauma related
- Destination breakdown (Primary Transfers)
 - Canberra Hospital
 - NSW Hospital (Bega, Wagga, Albury)
 - VIC Hospital (Alfred)
 - No transfer
- Secondary Transfers
 - Hospital to Hospital Transfers ICU or Paediatric (these numbers may highlight challenges i.e. paediatric neuro trauma).

Also total number of patients brought to Canberra Hospital by other helicopters within the network (Orange or Wollongong).

If we can have 2015-16, 2016-17, and 2017-18 data to show the trend in activity this would be appreciated.

If you require further clarification or anything to add let me know.

Kind Regards

Rebecca Caruana | Health Planning Officer

Phone: 02 6205 3202 | Email: rebecca.caruana@act.gov.au

Territory Wide Health Service Planning | ACT Health Directorate | ACT Government

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Allen, Jonas (Health)

From: Evans, Kate (Health)
Sent: Thursday, 31 January 2019 11:41 AM
To: JasonSmith, Rhona (Health)
Subject: 10421_MoC Analysis_Rev 1 (KE edits).xlsx
Attachments: 10421_MoC Analysis_Rev 1 (KE edits).xlsx

UNCLASSIFIED Sensitive

Hi Rhona,

Please find attached my comments on the MoC assumptions paper. Please feel free to update and comment as needed.

Kind regards

Kate

Pond, Aleks (Health)

From: Culver, Jakob (Health)
Sent: Thursday, 31 January 2019 11:52 AM
To: Gray, Sophie; Catanzariti, John
Cc: Esau, Lloyd; Burch, Brad (Health); Lindemann, Monica (Health); Building Health Services Program; DDGCorporate
Subject: SPIRE Governance - PCG and ESC [DLM=For-Official-Use-Only]
Attachments: 190101 Draft-for-Discussion only - SPIRE Governance Model Options v0.7.pdf
Importance: High

Hi Sophie and John

Please find attached the governance model for the SPIRE project for the business case development period. The governance model has been agreed to by the Director-General and has been noted by the CEO of Canberra Health Services.

Can I please ask that IFCW take the lead on scheduling meetings for both the PCG and Exec Steering Committee? In regards to the PCG, given the Exec Group Manager position is not yet filled, the PCG will likely be chaired by the Deputy Director-General Corporate (to be confirmed, however please include on invite for PCG)

Terms of Reference for each of the PCG and Exec Steering Committee are currently in draft pending clearance processes, and will be provided for first meetings for review and endorsement.

In addition to these key governance groups, I note project meetings will also be occurring to progress design work led by STH and development of the business case led by EY. In this respect, the scheduling of meetings of the key governance groups should occur (as best as possible) at appropriate time points around the project meetings. Meetings of the PCG and Exec Steering Committee are intended to occur monthly.

Should you have any questions, concerns or issues in regards to this please let me know and we can discuss and work through.

Thanks and regards
 Jakob

Jakob J Culver

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

PROJECT GOVERNANCE MODEL – BUSINESS CASE DEVELOPMENT PERIOD

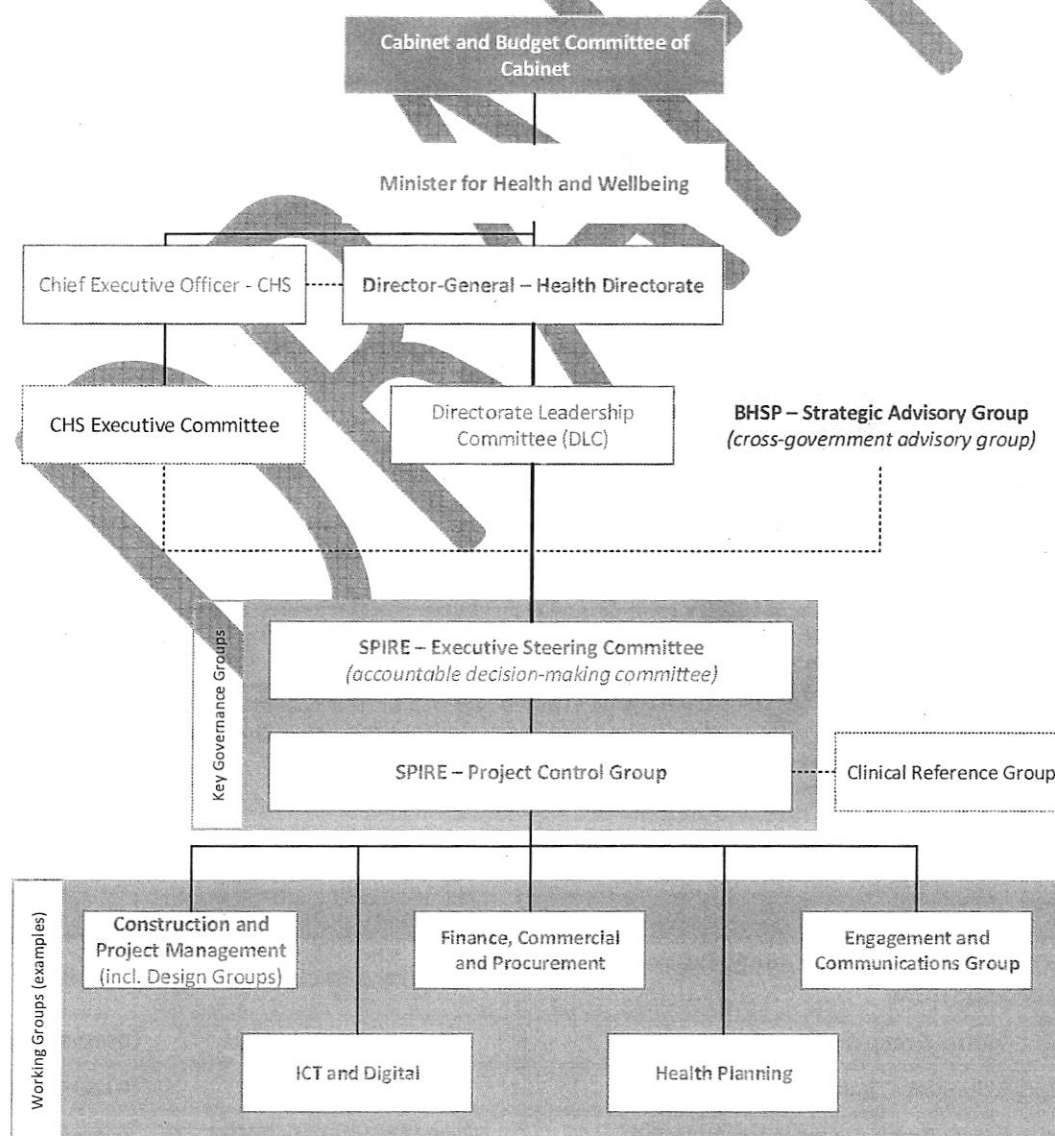
Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre

Tier 1 projects are defined in The Capital Framework as projects which are either over \$50 million in value or are over \$10 million in value and categorised as High Risk. With the Transition of ACT Health to two organisations, Tier 1 projects remain with the ACT Health Directorate, with Canberra Health Services (CHS) and Calvary Public Hospital Bruce (CPHB) as key clients.

This paper outlines the proposed project governance model for the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre Project, for the business case development phase of the project (through to the end of the 2018-19 financial year). Project governance for beyond the business case development phase (2019-20 forward) will be outlined in the detailed business case for the project and agreed by the Minister for Health and Wellbeing and the Treasurer through the 2019-20 Budget context processes.

The project governance model comprises of an Executive Steering Committee (accountable decision-making body) and Project Control Group (decision-setting and monitoring body) reporting to the Director-General of the ACT Health Directorate through the Directorate Leadership Committee (DLC). In addition, the governance model comprises a high-level cross-government advisory committee – Building Health Services Program (BHSP) Strategic Advisory Group – which will be chaired by the Director-General of the ACT Health Directorate.

Proposed Governance Structure



Draft-for-Discussion

Roles and Responsibilities – Key Individuals within the Governance Structure

Role	Position	Organisation
Senior Owner	Director-General (Chair: SPIRE – Executive Steering Committee)	ACTHD
Deputy Senior Owner	Deputy Director-General, Corporate Services (Deputy Chair: SPIRE – Executive Steering Committee)	ACTHD
Project Executive	Executive Director, Strategic Infrastructure and Procurement (Chair: SPIRE – Project Control Group)	ACTHD
Deputy Project Executive	Executive Branch Manager, Strategic Infrastructure	ACTHD
Project Management Role	Position to be filled (IFCW during the business case development period and staging and decanting)	ACTHD
Lead Project Managers	Position to be filled	ACTHD
Senior User	Chief Executive Officer	CHS
Deputy Senior User	Deputy Director-General, Clinical Services	CHS
User Representatives	Executive Director, Critical Care Executive Director, Surgery and Oral Health Executive Director, Medical Services Executive Director, Nursing and Midwifery Executive Director, Infrastructure Management and Maintenance	CHS
Lead Clinicians ¹ (for example)	Clinical Director, Emergency Department Clinical Director, Surgery Clinical Director, Intensive Care Clinical Director, Coronary Care	CHS
SPIRE Clinical Director	SPIRE Clinical Director (appointed by the Chief Executive Officer)	CHS
Senior Supplier	Executive Director, Infrastructure Finance and Capital Works (IFCW)	IFCW
Deputy Senior Supplier	Director, Social Infrastructure Branch	IFCW
Principal Design Consultant	Principal Design Consultant (External Consultant) – Reporting to IFCW for the development of the Business Case	STH ²
Business Case Advisor	Business Case Advisor (External Consultant) – Reporting to ACTHD	EY ²
Service Delivery Planning Consultant	Service Delivery Planning Consultant (External Consultant) – Reporting to ACTHD	TBC

1. In addition to Lead Clinicians, other clinical stakeholders will form part of the Working Groups to inform progression of project elements (e.g. design user groups to inform early design and preliminary/final design processes). Lead Clinicians will form part of the proposed Clinical Reference Group.

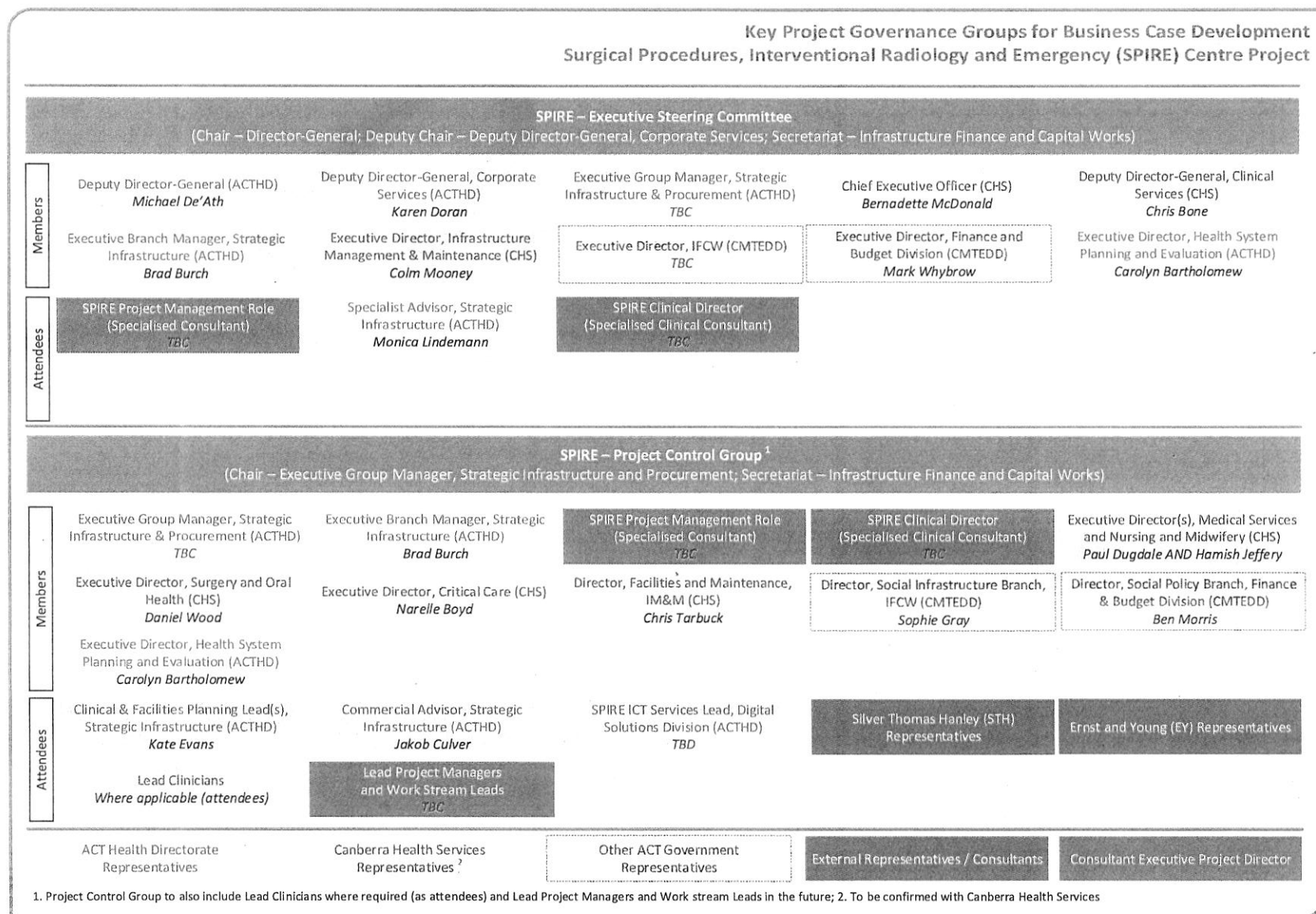
2. STH – Silver Thomas Hanley; EY – Ernst & Young

Proposed Scheduling of First Meetings for Governance Groups

Meeting	Date	Scheduling Status
Kick-Off Meeting – STH and EY and Key Executives from ACTHD, CHS and IFCW	10 January 2019	Completed
1 st Project Control Group meeting	Mid-Late January 2019	To be scheduled
1 st Executive Steering Committee meeting	Early February 2019	To be scheduled
1 st BHSP Strategic Advisory Committee meeting	Early-Mid February 2019	To be scheduled

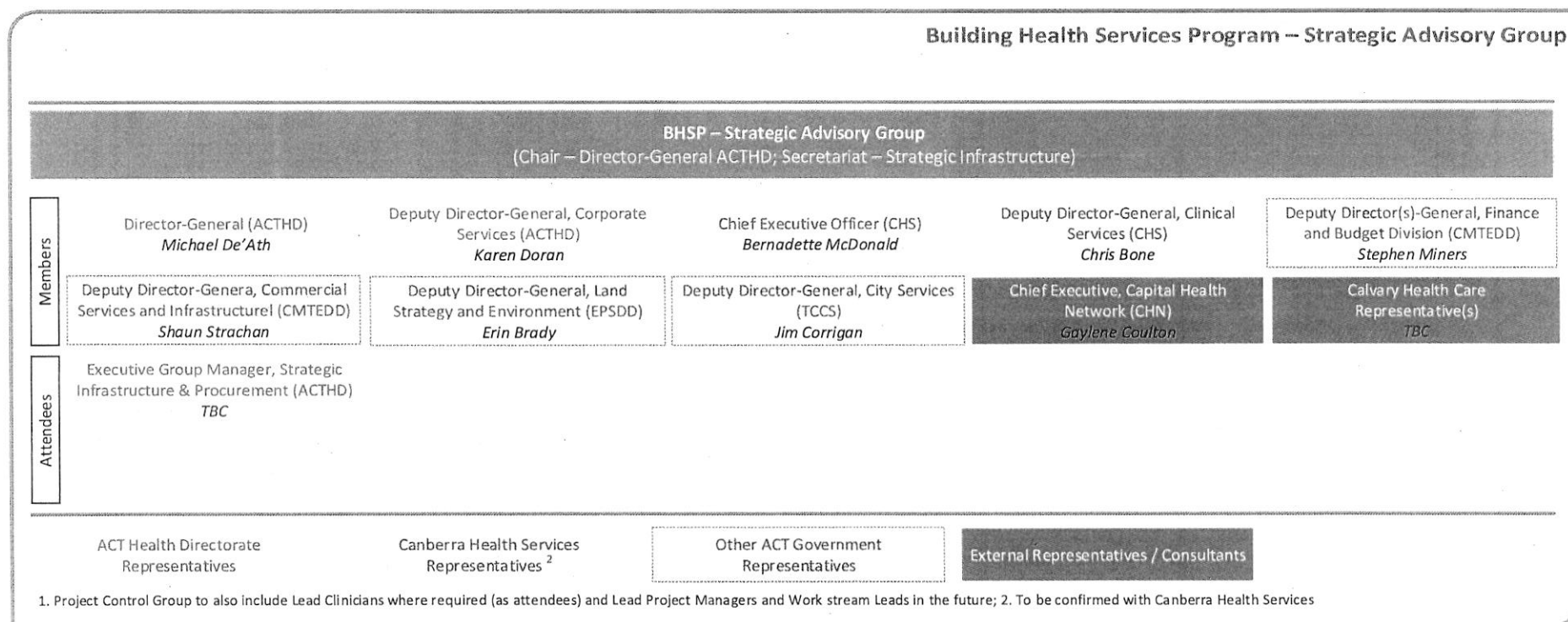
Draft-for-Discussion

Proposed Stakeholders of Key Governance Groups – Part A (Executive Steering Committee and Project Control Group)



Draft-for-Discussion

Proposed Stakeholders of Key Governance Groups – Part B (BHSP Strategic Advisory Group)



Pond, Aleks (Health)

From: Evans, Kate (Health)
Sent: Thursday, 31 January 2019 12:03 PM
To: Grove, Kelvin (Health); Lamond, David (Health)
Cc: Powell, Luke (Health)
Subject: Helipad Utility data

UNCLASSIFIED Sensitive

Good Morning Kelvin and Dave,

I hope you have enjoyed your time off.

As you would be aware, we are moving forward with the SPIRE centre. At present we are trying to collate data related to the helipad utility. In particular, we are looking for data regarding the current usage, including breakdowns with days of the week and times of the day; and trends in utility. From previous conversations we have had, there appears to be no current ACT Health data on this.

I spoke with Rebecca Caruana this morning, who indicated there had been a request form your department for Airmaestro data. Can I please enquire if the above data is included in the request? Or if there is capacity to add it to the request?

Otherwise can you please direct me to the most appropriate place to find out this data?

Happy to chat further about this at anytime.

Kind regards

Kathleen Evans

Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer

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

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

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Lowes, Shannon (Health)

From: JasonSmith, Rhona (Health)
Sent: Thursday, 31 January 2019 12:32 PM
To: Burch, Brad (Health)
Cc: Culver, Jakob (Health); Evans, Kate (Health)
Subject: Response to 10421_MoC Analysis_Rev 1 (KE edits).xlsx
Attachments: Copy of 10421_MoC Analysis_Rev 1 (KE edits).xlsx

UNCLASSIFIED

Hi Brad,

Please find attached responses from Kate and myself regarding the working assumptions document for SPIRE.

Regards

Rhona

Rhona JasonSmith

P: 02 5124 9667

E: rhona.jasonsmith@act.gov.au

Senior Project Officer

Territory-wide Health Service Planning | ACT Health Directorate | ACT Government

Level 5, 2-6 Bowes Street

WODEN ACT 2606

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

Pond, Aleks (Health)

From: Burch, Brad (Health)
Sent: Thursday, 31 January 2019 12:48 PM
To: Catanzariti, John; Lloyd.Esau@act.gov.au; Gray, Sophie
Cc: Culver, Jakob (Health)
Subject: Office Accommodation on Level 8 of the Multi Deck Car Park
Attachments: 100525 HCA NSC Accommodation Level 8 No 12 240510.pdf

UNCLASSIFIED For-Official-Use-Only

Hi John, Sophie and Lloyd

Not for action yet – however, Karen has asked us to consider a more permanent solution to admin staff at Canberra Hospital, and I recalled that Level 8 of the multi deck car park was discussed as a decanting space for admin in the past. I note that this will have a flow on effect for car parking more broadly, which we would need to manage. The concept would be that it could potentially decant Buildings 23,24 and some of 3 and 6 admin into this area (not all within the \$500 million though).

Can you please keep this on the radar, in case we need to add it into the mix on SPIRE Staging and Decanting. Would be keen on any views from the team on any show stoppers with this one as well, and if it becomes a preferred options, any way we could expedite delivery (noting the requirement for DA etc., although it may not require public notification).

I've attached the feasibility report from Hindmarsh in 2010, and a quick escalation suggests that it may be in the vicinity of [REDACTED] in today's dollars.

Thanks and regards

Brad Burch | Executive Branch Manager, Strategic Infrastructure

Strategic Infrastructure and Procurement

Corporate Services

(02) 6207 2385 or [REDACTED] brad.burch@act.gov.au



ACT
Government

ACT Health

TCH New Southern Carpark



71 Constitution Avenue
Campbell ACT 2612
Tel: 02 62474999 Fax: 02 62480751
ABN 15 126 578 176

**FEASIBILITY STUDY for
Accommodation on Level 8, Southern Carpark
TO THE CANBERRA HOSPITAL CAMPUS**

DOCUMENT REFERENCE:

12 rev 2

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TCH New Southern Carpark

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ABN 15 126 578 176

Executive Summary

In response to Thinc Projects request for a investigation work for decanting offices on Level 8 of the new Southern Carpark, we enclose review paper number 12. The extent of this report is simply to investigate the options and advise constraints and opportunities.

The investigation was undertaken by the design team with each discipline reporting on the issues which would need to be addressed. The Architect has produced outline sketches of the proposal and these are attached.

An outline brief was provided by Thinc Projects and is included in this report.

We understand that the works would be done as a separate project after completion and handover of the carpark although provision for certain infrastructure works that would be required for the accommodation have now been incorporated into the carpark construction.

A handwritten signature in black ink, appearing to read 'David Colbertaldo'.

David Colbertaldo
Manager Construction Operations, - ACT

24 May 2010

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71 Constitution Avenue
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ABN 15 126 578 176

1.0 Brief

The brief for the work is:

- a. Enclose part of Level 8 with walls approx 1.2m in from inside face of façade all around perimeter and all around opening in L8 slab for central ramps (ie a doughnut shape), and provide windows at regular intervals in these walls
- b. Provide suspended ceiling to enclosed portion of L8
- c. Provide amenities for proposed occupants possibly suspended above the ramps at the western end so as to get gravity services out under L8 slab
- d. Provide all necessary fire walls and/or fire corridors required for areas and/or escape distances
- e. Provide external door to parking ramps for occupants' use and provide external doors to each section of area between external walls of office areas and façade so as to allow access for maintenance (note these latter doors to be keyed for maintenance access only).
- f. Standard of finishes, engineering services and security to be similar to Building 23
- g. The power supply to the carpark would have to be increased to allow for offices
- h. Provide one or two drainage stacks built-in for the toilets and tea rooms
- i. Check the load on the slab as the total design load is currently 3kPa

2.0 Background

The New Southern Carpark is designed for approximately 1880 car spaces to provide parking for current and future requirements. We understand that the 267 spaces on Level 8 will not be required in the short term and that the space could be utilised for temporary accommodation to decant staff from other buildings which are planned for redevelopment.

The paper identifies the issues and constraints which will need to be considered for this strategy to proceed.

3.0 Deliverables

This paper has been developed and issued in response to a request for a feasibility study into the possibility of providing accommodation on Level 8.

The deliverables for this initial stage are to:

Set out a report by design discipline and including constructability and programming issues; concept design drawings being a L8 plan showing architectural and key engineering services requirements plus a marked up roof plan showing where there would possibly be translucent roofing over the ramps and where there would possibly be air-conditioning plant

Should ACT Health wish to proceed further, the following deliverables would be to:-

- a) Outline Return Brief highlighting issues and listing questions for stakeholders and BVN, PTW, AECOM

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- b) Draft and Final Design reports for PSP & FSP milestones at A3 or A4 size
- c) Consultant Drawings & Specifications at 1:200 scale, plus reduced versions bound into the reports
- d) Cost estimates, plus copies bound into the reports
- e) Minutes of all meetings with stakeholders and consultants, including those with Authorities
- f) Provide project program,
- g) Lodge Development & Building applications,

4.0 Timeframe

This paper has been prepared as construction of the new Southern Carpark proceeds with the intention that the carpark will be completed and handed over for full operation prior to any fitout works on Level 8. However, to avoid any abortive works and to ensure that services and infrastructure for these works are provided, it would be prudent for ACT Health to make an early 'in principle' decision on whether or not this proposal is likely to proceed.

This decision will also dictate the need for a roof structure to be incorporated into the carpark construction. This decision is required in the next few weeks to enable design, planning and production times to be met.

The other issue which has a significant effect on the existing structure is the incoming mains supply. The proposed 4 x 300mm² cables are sufficient for the carpark but will require to be upgraded to 12 x 300mm² to cater for the level 8 accommodation with air conditioning. The cost to upgrade these cables now would be around \$75,000 extra. It would be extremely difficult to pull these extra cables through the conduits at a later date and would involve a lengthy power shutdown of all power to the carpark.

If the project is to proceed, we propose the following time frame for the Level 8 accommodation design and construction process;

1. Decision to proceed – 11 June 2010
2. Appoint consultant team - 1 July 2010,
3. Brief Confirmation – 1 July 2010,
4. PSP submission – 1 September 2010,
5. FSP – 1 October 2010,
6. Development Application – 15 November 2010,
7. Development Application approval – 1 January 2011,
8. Document Readiness – 30 January 2011,
9. Tender contracts – February 2011,
10. Building Application - February 2011,
11. Commence construction - 1 March 2011,
12. Complete construction 1 November 2011,

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5.0 Cost Plan

WT Partnership have prepared a cost estimate base on the design brief and outline sketches. This includes trade costs for external walls, partitions and doors, wall and floor finishes, insulation, ceilings, fitments, hydraulics, mechanical, fire, electrical and communications. It also includes preliminaries costs, design fees and a contingency, but excludes Project Management costs and other management charges.

Note that allowances for Furniture and Equipment and Fitments amount to [REDACTED] There is no provision for additional hydrants or hose reels.

[REDACTED]

6.0 Reports

The following reports are included in Appendix A:-

- Colin Stewart Architects report
- Structural Feasibility Report
- BCA fire safety design advice
- Hydraulics Feasibility Report
- Mechanical & Electrical Report

7.0 Sketches

The following sketches are included in Appendix 2:-

- Architectural Plan – Roof Office
- Architectural Section – Roof Office
- John Raineri – Electrical Services Power & Data indicative Reticulation
- John Raineri – Mechanical Services Concept Layout

8.0 Recommendations

In summary, it is achievable to provide decanting accommodation on Level 8 within the proposed roof line and to comply with fire and other building regulations.

A separate Development Application and Building Approval will be required. It would be advisable to allow as much time as possible for design and consultation to finalise Final Sketch Plan and seek approval prior to submission of a Development Application.

In the meantime, an in principle decision would enable some certainty in relation to roof design and construction and the need to upgrade the power supply into the building.

TCH New Southern Carpark

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ABN 15 126 578 176

Attachment A

- WT Cost Plan

Estimate Summary

Job Name : 2986-ROOFTOPOFFICESJob DescriptionClient's Name: The Canberra Hospital

TCH Car Park Roof Top Offices

Preliminary Budget Estimate

Prepared 17 May 2010

Trd	Trade Description	Trade	Cost/m2	Trade
No.		%		Total

Trade Break Up

Job Name : 2986-ROOFTOPOFFICES

Job Description

Client's Name: The Canberra Hospital

TCH Car Park Roof Top Offices

Preliminary Budget Estimate

Prepared 17 May 2010

Item No.	Item Description	Quantity	Unit	Rate	Mark Up %	Amount
Trade : 1 <u>Floor insulation</u>						
1	Floor insulation	4,850.00	m2	45.00		218,250.00
	<u>Floor insulation</u>				Total :	218,250.00
Trade : 2 <u>External walls and windows</u>						
1	External wall comprising FC sheeting paint finish, double stud frame, plasterboard internal lining and insulation	1,635.00	m2	220.00		359,700.00
2	Extra over for windows	981.00	m2	450.00		441,450.00
	<u>External walls and windows</u>				Total :	801,150.00
Trade : 3 <u>Internal walls and doors</u>						
1	Internal walls and doors	4,585.00	m2	90.00		412,650.00
	<u>Internal walls and doors</u>				Total :	412,650.00
Trade : 4 <u>Wall finishes</u>						
1	Wall finishes	4,585.00	m2	20.00		91,700.00
	<u>Wall finishes</u>				Total :	91,700.00
Trade : 5 <u>Floor finishes</u>						
1	Floor finishes	4,585.00	m2	90.00		412,650.00
	<u>Floor finishes</u>				Total :	412,650.00
Trade : 6 <u>Ceiling finishes</u>						
1	Ceiling finishes	4,585.00	m2	60.00		275,100.00
	<u>Ceiling finishes</u>				Total :	275,100.00
Trade : 7 <u>Fitments</u>						
1	Fitments	4,585.00	m2	100.00		458,500.00
	<u>Fitments</u>				Total :	458,500.00
Trade : 8 <u>Loose furniture and equipment</u>						
1	Loose furniture and equipment	4,585.00	m2	400.00		1,834,000.00
	<u>Loose furniture and equipment</u>				Total :	1,834,000.00
Trade : 9 <u>Hydraulic services</u>						
1	Hydraulic services	1.00	Item	120,000.00		120,000.00

Trade Break Up

Job Name : 2986-ROOFTOPOFFICES

Job Description

Client's Name: The Canberra Hospital

TCH Car Park Roof Top Offices

Preliminary Budget Estimate

Prepared 17 May 2010

Item	Item Description	Quantity	Unit	Rate	Mark	Amount
No.					Up %	

Trade : **9** Hydraulic servicesHydraulic services

Total : 120,000.00

Trade : **10** Mechanical services

1 Mechanical services

1.00 Item

1,600,000.00

1,600,000.00

Mechanical services

Total : 1,600,000.00

Trade : **11** Fire services

1 Fire detection

1.00 Item

60,000.00

60,000.00

2 Fire hydrants and hose reels

1.00 Item

50,000.00

50,000.00

Fire services

Total : 110,000.00

Trade : **12** Electrical services

1 Electrical services

1.00 Item

600,000.00

600,000.00

Electrical services

Total : 600,000.00

Trade : **13** Communication services

1 Communication services

1.00 Item

150,000.00

150,000.00

Communication services

Total : 150,000.00

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Attachment B

- Colin Stewart Architects report
- Structural Feasibility Report
- BCA fire safety design advice
- Hydraulics Feasibility Report
- Mechanical & Electrical Report