



## TERMS OF REFERENCE

### Surgical Procedures, Interventional Radiology & Emergency Centre (SPIRE) Consumer Reference Group

<b>Role</b>	The SPIRE Consumer Reference Group is an advisory body providing guidance, advice and health service consumer insights on matters of design, accessibility, safety (including cultural safety) and amenity in relation to the development and construction of the SPIRE Centre.
<b>Reporting Mechanism</b>	As an advisory body to the SPIRE Project Control Group (PCG), the Group will report directly to the PCG.  The Group receives information from the SPIRE Project Director and, as required, from Working Groups.
<b>Functions</b>	<p>The group provides advice and consumer insights with a focus on:</p> <ul style="list-style-type: none"> <li>• building design</li> <li>• service accessibility – from a range of consumer perspectives</li> <li>• consumer safety, including cultural safety</li> <li>• consumer communications and engagement during the design and construction phases</li> <li>• way-finding and user journeys</li> </ul> <p>The group may provide advice on matters in relation to SPIRE referred to it by the PCG.</p>
<b>Membership</b>	<p><b>Members:</b></p> <ul style="list-style-type: none"> <li>• SPIRE Project Director, (ACTHD) Chair</li> <li>• Communications &amp; Engagement Advisor, (ACTHD)</li> <li>• SPIRE Clinical Director, (CHS)</li> <li>• Patient Experience Team Senior Manager, (CHS)</li> <li>• Health Care Consumer Association staff member</li> <li>• Consumer, Carer and Community representative*</li> <li>• Consumer, Carer and Community representative*</li> <li>• Consumer, Carer and Community representative*</li> <li>• People with Disabilities ACT Inc staff member</li> <li>• Aboriginal &amp; Torres Strait Islander Elected Body, Health Directorate representative</li> <li>• Multicultural Advisory Council ACT representative</li> </ul> <p>* Consumer representatives are to have completed the required ACTHD/CHS training, project induction and agreed to terms of service detailed in Policy DGD16-019</p>

	<b>Attendees:</b> IFCW Design contractor Construction contractor  The Consumer Reference Group may invite other attendees at the Chair's discretion.
<b>Secretariat</b>	Strategic Infrastructure Branch
<b>Agenda requests</b>	The secretariat is to receive requests for agenda items 10 working days before the meeting, unless otherwise advised. Papers are to be distributed no later than 8 working days before the meeting.
<b>Meeting Frequency</b>	Commencing September 2019, quarterly for up to 2 hours, or out-of-session as required. Meet first week of September, December, March and June from 2019 – 2024.
<b>TOR Review Frequency</b>	Annually
<b>TOR Approved</b>	The TOR is to be a tabled for formal approval by the SPIRE PCG.



DGD15-005

# ACT Health

## Policy

### Consumer and Carer Participation in ACT Health

#### Policy Statement

Partnering with consumers and carers in the decision making process is crucial to the effective delivery of a health service. Consumer and carer participation is vital and relevant in all areas of ACT Health, including participation at the individual care level, the program and department level, and at the organisation level.

ACT Health values the contribution consumers and carers make to improving the quality and safety of the health service and is committed to building engagement and genuine partnership with consumers and carers.

ACT Health is committed to the *National Safety and Quality Health Service (NSQHS) Standards* which provide a nationally consistent statement of the level of care that consumers and carers should be able to expect from health services. Partnering with consumers is one of the three *Australian Safety and Quality Goals for Health Care* identified by the Australian Commission on Safety and Quality in Healthcare. These goals support effective partnerships between consumers and healthcare providers and organisations at levels of healthcare provision, planning and evaluation.

All consumers, their carers and families have the right to provide feedback without compromising their privacy or health care. ACT Health services have a responsibility to invite feedback and to respond in a timely and respectful manner.

ACT Health recognises that consumers and carers come from diverse backgrounds including different age groups, genders, cultural backgrounds, and health needs with differing levels of health literacy and experiences of the health system. Participation strategies need to be tailored to groups within the community who might not ordinarily participate to ensure they are culturally or age appropriate. Effective participation with Aboriginal, Torres Strait Islander, culturally and linguistically diverse (CALD), children, and young consumers and carers in decision making processes will help to ensure appropriate and effective health service delivery to these groups. This policy describes a range of strategies for engaging with consumers and carers however, ACT Health staff are not limited to these strategies.

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DGD15-005

Priorities include at:

- Individual care level:
  - Promote patient centred care.
  - Communicate clearly and respectfully in a way and language the consumer or carer can understand.
  - Provide accessible and appropriate information to consumers, carers and the community about the health system, health information, and health care rights.
  - Provide information about treatment options and plans that are developed with consumers and carers.
  - Listen to and act on the decisions made by the consumer and/or carer where appropriate, related to their treatment, including making appropriate referrals.
- Program and department level
  - Involve consumers and carers in all stages of program development from planning to implementation, evaluation and monitoring.
  - Provide access for staff to ongoing training in patient centred care and understanding patient experience.
  - Promote the importance of utilising feedback to inform and improve services.
  - Involve consumer and carers in the development and review of clinical policy, procedures, guidelines, publications, and research.
- Organisational Level:
  - Involve consumers and carers in the safety and quality program.
  - Involve consumers and carers in the review of system level issues which arise from consumer and carer feedback.
  - Include consumers and carers in all aspects of organisational planning and development.
  - Provide information on how to use different models of consumer and carer participation.
  - Ensure selection documentation recognises the applicant's/staff member's role in consumer and/or carer participation.
  - Report publicly on quality and safety and on levels of consumer and/or carer participation.
  - Involve consumer and carers in the development and review of clinical and strategic policy, procedures, guidelines, publications, and research.
  - Ensure consumer and carer feedback is reviewed and action plans are implemented.

## Purpose

The purpose of this policy is to ensure a consistent understanding of consumer and carer participation across ACT Health, and improve and strengthen its application. Additionally,

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this policy outlines the opportunities for consumer and carer partnerships across ACT Health to:

- Improve the quality and safety of our health services.
- Improve health outcomes for consumers and carers.
- Provide access to services.
- Involve consumers and/or carers in decision making at all levels.
- Ensure we understand what is valued by consumers and carers.

## Scope

This document is the overarching policy for all consumer and carer participation within ACT Health. It is to be applied when planning, developing and reviewing all policies/guidelines/procedures/publications/training/business rules as all of these have an impact on the consumer/carer experience, and health outcomes.

This policy applies to all staff working within ACT Health, including contractors, and is applicable to adults, young people, and children.

## Roles & Responsibilities

**ACT Health Executive, including managers,** are responsible for integrating consumer and carer participation into the organisation's culture by:

- providing staff with strategic direction and resources to continually improve and increase partnership with consumers and carers;
- ensuring their staff have access to education related to consumer and carer participation and patient experience;
- including consumer and carer participation in division and branch business plans;
- ensuring this policy is implemented in their areas;
- ensuring job descriptions include consumer/carer participation and patient experience; and
- promoting and implementing this policy.

**ACT Health staff** are responsible for:

- adhering to this policy and the attached Consumer and Carer Participation Framework; and
- ensuring there is meaningful consumer and carer participation in their area of work.

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**Policy and Stakeholder Relations Branch** is responsible for:

- Advising staff of the application of the policy; and
- Evaluating the policy.

## Evaluation

### Outcome Measures

- Consumer and carer participation strategies are included in division and branch business plans.
- The actions around *Standard 2: Partnering with Consumers* accreditation are met.
- Patient experience survey results.
- Staff attendance at consumer and carer participation focussed training and education.

### Method

- Annual survey to be completed by all ACT Health divisions regarding how they have implemented this policy.
- Annual survey to be completed by consumer and carer peak bodies regarding participation by their representatives.
- All new selection documentation recognises the applicant's/staff member's role in consumer and/or carer participation.
- Track and analyse results from patient experience surveys.
- Evaluation of Committees with consumer and/or carer representatives.

Evaluation will be undertaken by Policy and Stakeholder Relations Branch, and will be reported to Executive Director's Council.

## Related Policies, Procedures, Guidelines and Legislation

### Legislation

- Carer Recognition Act 2010 (Cwlth)
- Human Rights Act 2004 (ACT)

### Policies

- ACT Government, Engaging Canberrans: A guide to community engagement
- ACT Health, 2014, ACT Health Business Plan 2014-15.
- ACT Health, Consumer and Carer Participation Framework
- ACT Health, Health Directorate Corporate Plan 2012-2017

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- ACT Health, Language Services Policy (Interpreters, Multilingual Staff and Translated Materials)
- ACT Health, 2013, Toolkit for Chairs and Secretariats with Consumer Representatives.
- Australian Commission on Safety and Quality in Healthcare, Australian Charter of Healthcare Rights.
- Australian Commission on Safety and Quality in Healthcare, 2014, Australian Safety and Quality Goals for Health Care.
- ACT Health, 2003, Listening and Learning Standards.
- ACT Health, 2014, Towards Culturally Appropriate and Inclusive Services, a Co-ordinating Framework: ACT Health (2014-2018).
- Department of Health, 2010, National standards for mental health services 2010, Standard 3. Consumer and carer participation, National Safety and Quality Health Service (NSQHS) Standards, 10 National Standards

### Definition of Terms (only use this section if needed, delete if not needed)

**Consumer:** In ACT Health, the word 'consumer' describes people who use, have previously used, or may use in the future, any health service. It is not limited to those currently using a service.

**Carer:** The word 'carer' describes people who provide unpaid care and support to family members and friends who have a disability, medical condition, mental illness, an alcohol or other drug issue, or who are frail and/or aged.

**Participation:** The term 'participation' is described as a consumer and/or carer being meaningfully involved in the delivery of a person's own care, and/or in decision making about service design, planning and delivery, education delivery, and quality improvement activities, broader strategic and policy development, and evaluation.

### References

1. Austin Health, 2013, *Consumer Engagement Framework*. Melbourne
2. Australian Capital Territory Government, 2011, *Engaging Canberrans: A guide to community engagement*, Canberra.
3. Australian Commission on Safety and Quality in Health Care, 2011, *National Safety and Quality Health Service Standards*, ACSQHC, Sydney.
4. Carers ACT, 2014, *Who are carers?*, Canberra. <http://carersact.org.au/facts/who-are-carers>, accessed 10 October 2017.

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5. Commonwealth of Australia, 2010, Carer Recognition Act 2010, Canberra.
6. Commonwealth of Australia, 2010, National Standards for Mental Health Services, Canberra.
7. Health Care Consumers' Association of the ACT Inc, 2014, HCCA Strategy Plan 2014-2017, Canberra.
8. Health Care Consumers' Association of the ACT Inc, 2014, Who is a health care consumer? Canberra. <http://www.hcca.org.au/consumers>, accessed 10 October 2017.
9. South Australian Department of Public Health, Flinders University, the South Australian Community Health Research Unit, 2000, Improving Health Services Through Consumer Participation A Resource Guide for Organisations, Canberra.  
<http://healthissuescentre.org.au/images/uploads/resources/Improving-health-services-through-cp-resources-guide-for-orgs.pdf>, accessed 10 October 2017.

## Search Terms

*Consumer, carer, participation, engagement*

**Disclaimer:** *This document has been developed by ACT Health specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and Health Directorate assumes no responsibility whatsoever.*

*Policy Team ONLY to complete the following:*

Date Amended	Section Amended	Divisional Approval	Final Approval

*This document supersedes the following:*

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**Ivansson, Zoe (Health)**

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**From:** Catanzariti, John  
**Sent:** Tuesday, 28 May 2019 3:37 PM  
**To:** Burch, Brad (Health)  
**Cc:** Lopa, Liz (Health); Culver, Jakob (Health); Esau, Lloyd; Gray, Sophie  
**Subject:** SPIRE Executive Administration Demountable - PMA Agreement Part B [SEC=UNCLASSIFIED]  
**Attachments:** PART B - PMA Panel Procurement and Contract Authorisation Minute - SHAPE.pdf; PMA Part A - Admin Demountable - Signed.pdf; PMA 2018-21 Panel Work Order - SHAPE Exec Admin\_Executed\_28.05.19.pdf

Brad,

Please find attached PMA Agreement Part B for the Executive Administration Demountable for approval by ACTH. I have also attached the following documents for reference:

- Signed Part A of the PMA Agreement;
- Completed Work Order by Shape Australia Pty Ltd.

In relation to the Project Managers budget for the project, please note that Part A is a GST exclusive amount whereas Part B is GST inclusive.

Please let me know if you require any additional information or have any queries.

Regards,  
John



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Panel of Project Managers Procurement and Contract Authorisation Minute

### PART B

WORK ORDER SUMMARY																
<b>Project Manager's Representative</b>	Name: [REDACTED] Telephone: [REDACTED] Email address: [REDACTED]															
<b>Pricing Information:</b>	<table border="0"> <tr> <td><b>Lump Sum Components</b></td> <td rowspan="15" style="background-color: black; width: 150px;"></td> </tr> <tr> <td>Profit and Support Management Fee (Section A)</td> </tr> <tr> <td> <b>Reimbursable Components</b></td> </tr> <tr> <td>Administration costs (Section B)</td> </tr> <tr> <td>On Site Key Personnel (Section B)</td> </tr> <tr> <td> Project Manager's Subcontracts and Materials (Section C)</td> </tr> <tr> <td>Day Labour Allowance (if required) (Section C)</td> </tr> <tr> <td>Plant and Equipment (if required) (Section C)</td> </tr> <tr> <td> Project Manager's Consultants (Section D)</td> </tr> <tr> <td><b>TOTAL Contract Sum (inc. GST)</b></td> </tr> <tr> <td> Trade Contracts with Principal (if required)</td> </tr> <tr> <td>Contingencies</td> </tr> <tr> <td> <b>MAXIMUM PROJECT BUDGET (inc. GST)</b></td> <td><b>\$3,577,970.00</b></td> </tr> </table>	<b>Lump Sum Components</b>		Profit and Support Management Fee (Section A)	 <b>Reimbursable Components</b>	Administration costs (Section B)	On Site Key Personnel (Section B)	 Project Manager's Subcontracts and Materials (Section C)	Day Labour Allowance (if required) (Section C)	Plant and Equipment (if required) (Section C)	 Project Manager's Consultants (Section D)	<b>TOTAL Contract Sum (inc. GST)</b>	 Trade Contracts with Principal (if required)	Contingencies	 <b>MAXIMUM PROJECT BUDGET (inc. GST)</b>	<b>\$3,577,970.00</b>
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Contingencies																
 <b>MAXIMUM PROJECT BUDGET (inc. GST)</b>		<b>\$3,577,970.00</b>														
<b>Confidential Text</b>		Nil														

#### DIRECTORATE DELEGATE AUTHORISATION TO IMPLEMENT THE PROJECT

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



**DIRECTORATE DELEGATE AUTHORISATION TO IMPLEMENT THE PROJECT**

I also have the properly delegated authority from the Director General of ACT Health Directorate with regard to the above approved procurement to expend \$5,000 per Work Health and Safety Audit in accordance with the Active Certification Policy <http://www.procurement.act.gov.au/About/active-certification>. There is also up to \$1,500 in the project budget to undertake an Industrial Relations and Compliance Audit if necessary.

<b>Delegate Name</b>		<b>Phone Number</b>	
<b>Position and Directorate</b>			
<b>Statement</b>	The Procurement and Contract Authorisation Minute and attachments are approved.		
<b>Signature</b>		<b>Date</b>	


**ACT**  
 Government

 Chief Minister, Treasury and  
 Economic Development

## Panel of Project Managers Procurement and Contract Authorisation Minute

### PART A

PROCUREMENT OVERVIEW	
Name of Project	Surgical Procedures Interventional Radiology and Emergency (SPIRE) Centre Staging and Decanting Package 1 – Demountable Building for Executive Administration Offices
Site	The Site is located at the Canberra Hospital, Garran ACT
Timing/Critical Dates	The Works Commencement Date is May 2019 The estimated Date for Completion of the Services is October 2019 with a Defects Liability Period Until October 2020
Objective or scope of works or services to be provided	The purpose of this PMA Panel engagement is to provide temporary office accommodation for Canberra Health Services Executive staff who are required to be decanted from the existing Building 24 on the Canberra Hospital Campus. Building 24 is scheduled to have demolition commence (under a separate contract) in November/December 2019 to make way for the new SPIRE project.
Nominated Panel Project Manager	Shape Australia Pty Ltd
Panel Deed Number	2018.29696.110.10
Project Number	30440
FINANCIAL SUMMARY	
Funding Source	SPIRE was provided with a \$13.0 million Capital Injection in 2018-19. Which was for Proof of Concept, preparation of detailed business case, and is available for design, decanting, and other early works.
Total Budget	
Infrastructure Finance and Capital Works Fee	4% of Total Budget in accordance with correspondence from the Under Treasurer to the Director General, ACT Health Directorate in July 2018.
Active Certification Audit Allowance	For Infrastructure Projects this should include an allowance for Work Health and Safety Audit/s in accordance with the Active Certification Policy and an Industrial Relations and Compliance Audit if necessary. \$4,000
Project Managers Budget	

<b>PROCUREMENT OVERVIEW</b>
<b>PMA PANEL USE STATEMENT</b>
IFCW recommend the use of a Project Manager (PM) from the PMA panel for the delivery of the project as the scope of work requires co-ordination of various contractors within an operational hospital campus to undertake the required procurement and installation of a new demountable building.

<b>INFRASTRUCTURE FINANCE AND CAPITAL WORKS RECOMMENDATION</b>			
This project meets the requirements of procurement policy, practices, principles and legislation for the Project Management Agreement Panel Deed to be used as the delivery mechanism, as endorsed in the Procurement Plan. This Procurement and Contract Authorisation Plan requires that all projects undertaken using this methodology are assessed, to ascertain the most appropriate Project Manager to deliver the project, taking into account;			
<ul style="list-style-type: none"> <li>✓ Appropriate financial level to undertake the Project;</li> <li>✓ The quoted price (if relevant) and value for money;</li> <li>✓ The capacity and availability of Project Manager's resources (including availability of any special equipment, expertise or products required);</li> <li>✓ The Project Manager's areas of speciality;</li> <li>✓ The Project Manager's ability to respond and complete performance of the work within the required timeframe (including in light of its current workloads); and</li> <li>✓ Attempt to balance workloads between the Panel members.</li> </ul>			
Based upon the above factors, I seek your approval to seek Client authorisation to seek a quotation from Shape Australia Pty Ltd to provide project management services for the above project.			
<b>Project Officer</b>	John Catanzariti	<b>Signature and Date</b>	[Redacted] 12.4.19
		<b>Phone Number</b>	02 5124 8156
<b>PMA Panel Manager</b>	Natasha Kousvos	<b>Signature and Date</b>	[Redacted] 15/4/19
<b>Manager</b>	Not applicable	<b>Signature and Date</b>	n/a
<b>Director</b>	Sophie Gray	<b>Signature and Date</b>	[Redacted] 12.4.19
<b>PMA Panel Director</b>	Rebecca Power	<b>Signature and Date</b>	[Redacted] 15.4.19

<b>DIRECTORATE CONTACT OFFICER / MANAGER ENDORSEMENT</b>			
<b>Name</b>	Brad Burch	<b>Phone Number</b>	02 5124 9719
<b>Directorate, Branch and Section</b>	ACT Health Directorate, Executive Branch Manager, Strategic Infrastructure [Redacted] 23/4/19		

## ATTACHMENT 1

### Work Order Template



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

### Project Management Agreement Work Order

#### Surgical Procedures Interventional Radiology and Emergency (SPIRE) Centre Staging and Decanting Package 1 Demountable Building for Executive Administration Offices

**Project No 30440**

Issued under and subject to the terms of Panel Deed No 2018.29696.110.10 ("Deed") and the Territory's Project Management Agreement - Panel ("Agreement") available online

To respond to this Work Order or for any questions about this Work Order call or email:

**Contact officer: John Catanzariti**  
**Email: [John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)**

#### Instructions to panel member:

Date/Time of issue of this Work Order:

Acknowledgement of receipt of Work Order required?

Time for acknowledgement:

Time to submit response:

Respond to this Work Order by:

- (1) having an authorised representative sign and return the Work Order within the required time; and
- (2) addressing any matters required, including any specified assessment criteria.

If the Project Manager wishes to request any amendments to the Work Order, including requesting any Confidential Text, amend and sign the Work Order and return it to the Territory together with a document clearly detailing the changes requested to the Work Order. The Territory is not bound to accept any requested amendments. If the Project Manager is assessed as the preferred panel member to provide the Services, the Territory and the Project Manager must execute a final version of this Work Order prior to the commencement of the Services.

#### Contract Information

The following table constitutes Schedule 1 (Contract Information) for the purposes of the Agreement. Any terms in capitals have the meaning specified in clause 1.1 of the Agreement, or of the Deed unless otherwise indicated. In this Work Order "Agreement" means the Project Management Agreement - Panel terms and conditions.

#### Project Manager

**Name:** Shape Australia Pty Ltd

**ABN:** 70 003 861 765

**Business address:** 29 Christie Street, St Leonards, NSW 2065

**Office:** Level 1, 121 Marcus Clarke Street, Canberra City 2601

1.	Description of the Project	The purpose of this PMA Panel engagement is to provide temporary office accommodation for Canberra Health Services Executive staff who
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	<i>(See clause 1.1.1 of the Agreement)</i>	are required to be decanted from the existing Building 24 on the Canberra Hospital Campus. Building 24 is scheduled to have demolition commence (under a separate contract) in November/December 2019 to make way for the new SPIRE project. The Schedule of Accommodation outlines the specific requirements of the facility.
2.	<b>Order of precedence Agreement documents</b> <i>(See clause 1.1.1 of the Agreement)</i>	The documents listed below comprise the Agreement and are to be interpreted in decreasing order of priority: (1) the Special Conditions of Contract (if any); (2) Contract Information; (3) Endorsed Design Documents; (4) the General terms of Contract; (5) Project Brief; (6) Principal Material; (7) any other Project Manager's Document; and (8) Project Manager's response to the draft Work Order dated 23 <sup>rd</sup> May 2019
3.	<b>Commencement Date of Agreement</b> <i>(See clause 1.1.1 of the Agreement)</i>	The date that the last party executes this Agreement.
4.	<b>Works Commencement Date</b> <i>(See clause 1.1.1 of the Agreement)</i>	The Works Commencement Date is May 2019.
5.	<b>Date for Completion of the Services</b> <i>(See clause 1.1.1 of the Agreement)</i>	The estimated Date for Completion of the Services is October 2019 with a Defects Liability Period until October 2020.
6.	<b>Location of Site</b> <i>(See clause 1.1.1 of the Agreement)</i>	The Site is located adjacent to Building 26 (multi storey car park) at the Canberra Hospital, Garran ACT
7.	<b>Working Hours</b> <i>(See clauses 1.1.1 and 6.6 of the Agreement)</i>	Unless otherwise approved by the Principal's Representative Working Hours are: (1) the hours between and including 7 a.m. and 6 pm; or (2) if there is a relevant award, enterprise agreement or industrial agreement applicable to Personnel the hours specified in that award, enterprise agreement or industrial agreement, in respect of those Personnel, (3) with the hours in paragraph (2) to prevail in the event of any inconsistency.
8.	<b>Working Days</b> <i>(See clauses 1.1.1 and 6.6 of the Agreement)</i>	Unless otherwise approved by the Principal's Representative Working Days are Monday to Saturday (excluding public holidays in the Territory).

9.	<b>Copies and Format of Contract Material</b> (See clause 1.1.1 of the Agreement)	Unless specified otherwise in the Project Brief, the Project Manager will provide Contract Material in the following number of copies and format: (1) three copies in a hard copy format; and (2) one copy in an electronic format acceptable to the Principal.											
10.	<b>Moral Rights</b> (See clause 1.1.1 and 22.3 of the Agreement)	Additional Permitted Acts: Nil											
11.	<b>Nominated Subcontractors</b> (See clauses 1.1.1 and 3.5 of the Agreement)	Nil											
12.	<b>Nominated Consultants</b> (See clauses 1.1.1 and 3.5 of the Agreement)	Nil											
13.	<b>Time for submission</b> (See Item 1.1.1 Schedule 2 of the Agreement)	By the 5 <sup>th</sup> Business Day of the month following the month which is the subject of the report											
14.	<b>Confidential Text</b> (See clauses 1.1.1 and 18 of the Agreement)	<p><b>Note to Project Manager:</b> The Territory may be required to publish a public text version of this Work Order if the Supplier is the preferred respondent. You may specify below any text within your response to this Work Order that you wish to be considered confidential. Section 35 of the Procurement Act prescribes the only grounds on which information may be considered confidential. Specify the applicable grounds below. As an example, the following information may be considered confidential under the Act: specified personnel; individual components of pricing, and trade secrets or other information with a commercial value. Please refer to the Act for the full list of grounds available to satisfy the requirements of confidential text.</p> <table border="1"> <thead> <tr> <th>Item or identified text</th> <th>Reason for confidentiality (which must satisfy one or more of the grounds set out in section 35 of the Procurement Act).</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Item or identified text	Reason for confidentiality (which must satisfy one or more of the grounds set out in section 35 of the Procurement Act).								
Item or identified text	Reason for confidentiality (which must satisfy one or more of the grounds set out in section 35 of the Procurement Act).												
15.	<b>Principal's Representative</b>	Name: John Catanzariti Telephone: 02 5124 8156 Email address: john.catanzariti@act.gov.au											

	(See clauses 1.1.1 and 19.1 of the Agreement)					
16.	<b>Project Manager's Representative</b> (See clause 1.1.1 and 19.2 of the Agreement)	Name: Mark Mikolajczak Telephone: 0418 607 303 Facsimile: 02 6241 6146 Email address: mark.mikolajczak@shape.com.au				
17.	<b>Security</b> (See clauses 1.1.1, 12.3 and 14 of the Agreement)	Unconditional bank undertaking in the amount of 4% of the Contract Sum in a form acceptable to the Principal				
18.	<b>Details of Existing Material</b> (See clauses 1.1.1 and 22.2 of the Agreement)	Any Material of the Project Manager in existence as at the Works Commencement Date which the Principal may need to use to the extent necessary for the Principal to obtain the full benefit of the Works including the use of the Contract Material				
19.	<b>Principal Supplied Items</b> (See clauses 1.1.1 and 5.1 of the Agreement)	Nil				
20.	<b>Insurance to be maintained by Project Manager</b> (See clauses 1.1.1, 6.2(3), and 20 and Schedule 7)	<b>Public Liability Insurance</b> <table><tr><td>Minimum cover:</td><td>\$10,000,000 in respect of each claim</td></tr><tr><td>Period of cover:</td><td>Until the end of the last Defects Liability Period</td></tr></table>	Minimum cover:	\$10,000,000 in respect of each claim	Period of cover:	Until the end of the last Defects Liability Period
Minimum cover:	\$10,000,000 in respect of each claim					
Period of cover:	Until the end of the last Defects Liability Period					
21.	<b>Vehicle and mobile plan equipment insurance</b> (See clauses 1.1.1, 6, and 20 and Schedule 7 of the Agreement)	All registered vehicles and machinery must have compulsory third party insurance together with third party property damage insurance for not less than \$20 million per occurrence. Any unregistered vehicles, machinery or mobile plant equipment must be covered by a public liability policy with coverage of not less than \$20 million per occurrence.				
22.	<b>Asbestos Insurance</b> (See clauses 1.1.1, 6.2(3), and 20 and Schedule 7)	To the extent required by law. Any element of the Works involving the removal or disruption of asbestos must be performed by a person licensed to do so.				
23.	<b>Marine insurance</b> (See clauses 1.1.1, 6, and 20 and Schedule 7 of the Agreement)	Not required.				
24.	<b>Policy</b>	<table><tr><td>Minimum cover:</td><td>See Policy for details.</td></tr></table>	Minimum cover:	See Policy for details.		
Minimum cover:	See Policy for details.					



	(See clauses and 20 and Schedule 7 of the Agreement)	<table><tr><td>Insurer:</td><td>XL Catlin</td></tr><tr><td>Period of cover:</td><td>Until the issue of the Certificate of Usability.</td></tr><tr><td>Policy Number:</td><td>AU00008055CA18A</td></tr></table>	Insurer:	XL Catlin	Period of cover:	Until the issue of the Certificate of Usability.	Policy Number:	AU00008055CA18A																				
Insurer:	XL Catlin																											
Period of cover:	Until the issue of the Certificate of Usability.																											
Policy Number:	AU00008055CA18A																											
25.	Profit Adjustment Event (See clauses 1.1.1 and 7.1 of the Agreement)	10%																										
26.	Professional Indemnity Insurance (See clauses 1.1.1 and Schedule 7)	(1) Level of cover of Project Manager's professional indemnity insurance shall not be less than: \$5,000,000. (2) Period for which Project Manager's professional indemnity insurance shall be maintained after the Date of Practical Completion: 6 years																										
27.	Address for service of notices (See clause 25.2 of the Agreement)	(1) The email address of the Principal is: <a href="mailto:SharedServicesProcurementInfrastructure@act.gov.au">SharedServicesProcurementInfrastructure@act.gov.au</a> (2) The email address of the Project Manager is: <a href="mailto:John.Catanzariti@act.gov.au">John.Catanzariti@act.gov.au</a>																										
28.	Trade Contracts (See clause 1.1.1)	Not used – no Trade Contracts permitted.																										
29.	Local Industry Participation (See clause 27)	Clause 27 applies. Please attach your Economic Contribution Test																										
30.	Order of Works	Not used																										
31.	Subcontractor Warranties	Trades or areas of work requiring a Subcontractor's or trade contractor's warranty are: <table><tr><th>Building Element</th><th>Minimum Warranty Period (years)</th></tr><tr><td>Lifts</td><td>15</td></tr><tr><td>ICT equipment</td><td>15</td></tr><tr><td>Data and Communications</td><td>15</td></tr><tr><td>Audio Visual</td><td>as per manufacturer's warranty</td></tr><tr><td>Electrical fixtures</td><td>10</td></tr><tr><td>Electrical switchboards</td><td>15</td></tr><tr><td>Light fittings</td><td>5</td></tr><tr><td>Electrical, Fire and Mechanical Control Panels</td><td>15</td></tr><tr><td>External lighting fixtures and poles</td><td>15</td></tr><tr><td>Mechanical Services Equipment</td><td>15</td></tr><tr><td>Mechanical Services Ductwork</td><td>20</td></tr><tr><td>Mechanical Services Pipework</td><td>20</td></tr></table>	Building Element	Minimum Warranty Period (years)	Lifts	15	ICT equipment	15	Data and Communications	15	Audio Visual	as per manufacturer's warranty	Electrical fixtures	10	Electrical switchboards	15	Light fittings	5	Electrical, Fire and Mechanical Control Panels	15	External lighting fixtures and poles	15	Mechanical Services Equipment	15	Mechanical Services Ductwork	20	Mechanical Services Pipework	20
Building Element	Minimum Warranty Period (years)																											
Lifts	15																											
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External lighting fixtures and poles	15																											
Mechanical Services Equipment	15																											
Mechanical Services Ductwork	20																											
Mechanical Services Pipework	20																											



	Fire Protection Systems	15
	Security equipment	15
		as per manufacturer's
	Sanitary Fittings and Fixtures	warranty
	Hydraulic fixtures & pumps	15
	UPS units	10
	Structural Steel	25
	Concrete Structure	25
	Expansion joint systems	10
	Metalwork	10
	Roof Sheeting/flashings/access	
	panels	20
	Facade	20
	Doors and Door hardware	15
	Roller doors	15
	Waterproofing	15
	Suspended Ceilings Grid	10
	Suspended Ceilings Panels	5
	Internal Partitions	10
	Joinery	5
	Painting	5
	Resilient Finishes	5
	Carpet	5
	Floor and Wall Tiling	5
		as per manufacturer's
	Entry Mats	warranty
	Windows	10
	Window Furnishings	2
		as per manufacturer's
	FF&E	warranty
	Signage	5

**SCHEDULE 6 PRICING****A PROFIT AND SUPPORT MANAGEMENT FEES****Item 1. Profit and Support Management Fee****Summary of Profit and Support Management Fee**

- 1.1.1 The Project Manager's lump sum for Profit and the Support Management Fee for the Services, based on the rates set out in the Panel Deed, are as set out in the following table:

*Note: All rates and costs in this section A are GST inclusive*

**PROFIT****SUPPORT MANAGEMENT FEE****TOTAL PROFIT & SUPPORT MANAGEMENT FEE:**

*This fee is deemed to include all costs associated with, but not*

*limited to, the following:*

*Profit,*

*Head Office overheads*

*Head Office accounts staff*

*Head Office indirect expenses*

*Support management staff (including but not limited to)*

*Director Responsible*

*Contract Officer*

*Quality Assurance Manager*

*Support management administration resources,*

*Site operational costs*

*Project Manager's salary,*

*Local travelling expenses,*

*Mobile telephone costs,*

*All tools & equipment of the trade*

*All other operational costs*

*Safety clothing and equipment issued to on-site staff*

*Wet weather equipment*

*First aid equipment*

*Attendances at IRE and WHS Active Certification audits*

*Note: all head office costs being claimed (for example IT costs) and costs of insurances necessary and referable to the Project must be included as part of the Support Management Fee. Note: Off Site and part time on Site staff must be included in the Support Management Fee*

**SCHEDULE 6 PRICING****B REIMBURSABLE COSTS (ADMINISTRATION AND ON SITE PERSONNEL)****Item 1. Reimbursable Costs****1.1 Reimbursable Costs - Administration**

*Note: All rates and costs are GST inclusive. A cost not listed in this Section B will be deemed to be included in the Support Management Fee (see Section A). Reimbursement will only be considered where expenditure has occurred and a receipt for that expenditure is provided.*

Description of Reimbursable Cost	Reimbursable Costs
Authority fees (estimate only)	\$ 24,500.00
<b>TOTAL REIMBURSABLE COSTS (ADMINISTRATION)</b>	<b>\$ 24,500.00</b>

**1.2 Reimbursable Costs for on Site Key Personnel**

Position and name of Key Personnel**	Loaded Salary (daily rate)	Estimated period (weeks)	Reimbursable Costs
<b>Role</b>			
Nominated staff member	\$XXX.00	xx weeks	XXXX
Site Manager Team member to be confirmed		12 weeks at 100% (or 480 hours)	
Services Manager Scott Marshall		12 weeks at 40% (or 192 hours)	
<b>TOTAL REIMBURSABLE COSTS (ON SITE STAFF SALARIES)</b>			

\*\*List of required Site Key Personnel to be provided confirmed with each project received through the Panel Deed. Rates will be provided from the Panel Deed agreement. Site Personnel may include Foreman, Site Manager, etc. Note that the Project Manager is included in Section A of Schedule 6 (Profit & Support Management Fee).

**1.3 Method of calculation - Reimbursable Costs for on Site Key Personnel****1.3.1 Reimbursable Costs for on Site Key Personnel will be calculated on the basis of the daily rate set out in the table above and will:**

(1) be made on the basis of a five day week and there will be no reimbursement for overtime, weekend work or work undertaken on public holidays; and

(2) not include reimbursement for rostered days off (RDO) unless the person actually worked on the RDO, in which case they will be reimbursed at the approved daily rate.

**1.3.2 In this Section B of Schedule 6, the term 'Loaded Salary' means the relevant Key Personnel's base salary plus all other costs in respect of the person's position including but not limited to allowances and loadings for payroll tax, workers compensation and common law insurance,**

**SCHEDULE 6 PRICING**

annual leave and leave bonus, long service leave, sick leave and superannuation where applicable.

The above loaded salary shall be fixed for a minimum period of 18 months. Adjustments will then only be considered in conjunction with movements in the Wage Price Index for Average Weekly Earnings, Australia catalogue no: 6302.0.

**1.4 Summary of Section B of Schedule 6 - Reimbursable Costs Cap**

<b>SUMMARY OF REIMBURSABLE COSTS CAP</b>	<b>Reimbursable Cost Cap</b>
<b>Subtotal - Administration Costs (see clause B1.1)</b>	
<b>Subtotal - On Site Personnel Costs (see clause B1.2)</b>	
<b>TOTAL Section B REIMBURSABLE COSTS CAP</b>	

*Note: total reimbursable costs are fixed for the period of the project; and any items not listed above will be deemed to be included in the Support Management Fee.*

**SCHEDULE 6 PRICING****C REIMBURSABLE COSTS (SUBCONTRACTORS AND MATERIALS, DAY LABOUR, HIRE OF PLANT AND EQUIPMENT)**

<u>Subcontractor or Materials</u>	<u>Cost \$ (inc GST)</u>
Project Manager's Subcontracts and materials	
Day Labour allowance (if required)	
Hire of plant and equipment (if required)	
<b>TOTAL SUBCONTRACTOR AND MATERIALS, DAY LABOUR AND HIRE OF PLANT AND EQUIPMENT REIMBURSABLE COST CAP</b>	

**SCHEDULE 6 PRICING****D. REIMBURSABLE COSTS (CONSULTANTS)**

Consultant	Extent of Service	Fee \$ (inc GST)
Design & Documentation Phase Services	Estimate only. Services will include: Architectural Design Engineering Services Design (Mechanical, Electrical, Communications, Hydraulics and Security) Fire Engineering (Should an alternative solution be required) Private Certifier/NCC Structural Engineering (note, this will include standard structural engineering as well as captive structural engineering carried out by the Module Manufacturer)	
<b>TOTAL CONSULTANCY FEES</b>		
<b>REIMBURSABLE COST CAP</b>		

**SCHEDULE 6 PRICING****E. PROJECT BUDGET**

All rates and costs are GST inclusive

Lump sum components

\$

Profit and Support Management Fee (Section A, Schedule 6)

Reimbursable components

Administration costs (Section B, Schedule 6)

On Site Key Personnel (Section B, Schedule 6)

Project Manager's Subcontracts and Materials (Section C, Schedule 6)

Day Labour Allowance (if required) (Section C, Schedule 6)

Plant and Equipment (if required) (Section C, Schedule 6)

Project Manager's Consultants (Section D, Schedule 6)

**TOTAL Contract Sum**

Trade Contracts with Principal (if required)

Contingencies

**MAXIMUM PROJECT BUDGET**


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\$ 3,577,970.00

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**SCHEDULE 6 PRICING****Notes:**

No contractual arrangement arises until both parties have executed this Work Order. In addition to the matters set out in this Work Order, the provision of Services is subject to and must be read with the Deed and the Agreement.

\* Rates and prices must not exceed the rates set out in the Project Manager's Pricing Information in the Deed.

**Project Manager's Signature**

Project Manager's Director Authorised Person: .....

MARIC MIKOLAJCZAK

**Project Manager's Signature**

Project Manager's Director Authorised Person: .....

Signature: .....

Date: 28 May 2019

Ph: 02 6241 6166

Email: mark.mikolajczak@shape.com.au

Project Manager's Second Director/Secretary Authorised Person: KEVIN HODSON

Signature: .....

Date: 28 May 2019

Ph: : 02 6241 6166

Email: kevin.hodson@shape.com.au

**Territory Approving Officer's Signature**

If the Project Manager is selected to provide the Services, the Territory's approving officer will sign this section and return the Work Order to the Project Manager, at which point the Work Order, together with the terms and conditions of the Deed and of the Territory's Project Management Agreement - Panel become a Contract between the parties with respect to the Services, for the purposes of the Deed. The Project Manager must not commence work unless the Work Order has been signed by the Territory's approving officer and returned to the Project Manager.

SIGNED for and on behalf of the Australian Capital Territory a body politic established by section 7 of the Australian Capital Territory (Self-Government) Act 1998 (Cth) (the Principal) by:

Name:

Signature:

Dae:

Position:



**Ivansson, Zoe (Health)**

---

**From:** Burch, Brad (Health)  
**Sent:** Tuesday, 4 June 2019 3:19 PM  
**To:** Edghill, Duncan  
**Subject:** FW: SPIRE - PPT07 Agenda [SEC=UNCLASSIFIED]  
**Attachments:** SPIRE\_PPT07-20190603.pdf

UNCLASSIFIED

Hi Duncan – as mentioned.

Thanks  
 Brad.

**From:** Fraszczak, Natalia  
**Sent:** Tuesday, 4 June 2019 2:56 PM  
**To:** Doran, Karen (Health) <Karen.Doran@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Bone, Chris (Health) <Chris.Bone@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; Catanzariti, John <John.Catanzariti@act.gov.au>; Esau, Lloyd <Lloyd.Esau@act.gov.au>; Evans, Kate (Health) <Kate.Evans@act.gov.au>; Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>; Harding, Nikki <Nikki.Harding@act.gov.au>; Gray, Sophie <Sophie.Gray@act.gov.au>; JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>; Kinghorne, Sally-Anne (Health) <Sally-Anne.Kinghorne@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Moerman, Mark (Health) <Mark.Moerman@act.gov.au>  
**Cc:** Busic, Babita <Babita.Busic@act.gov.au>  
**Subject:** RE: SPIRE - PPT07 Agenda [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good afternoon all

Please find attached presentation from yesterday's meeting.

Thank you

Regards

Natalia Fraszczak  
 Phone: 02 5124 9106 | [Natalia.Fraszczak@act.gov.au](mailto:Natalia.Fraszczak@act.gov.au)  
 Social Infrastructure Branch | 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)



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.















**Attwood, Courtney (Health)**

---

**From:** Lopa, Liz (Health)  
**Sent:** Tuesday, 11 June 2019 3:22 PM  
**To:** Burch, Brad (Health)  
**Subject:** FW: Weekly SPIRE meeting [SEC=UNCLASSIFIED]  
**Attachments:** Agenda 04-06-19.docx

---

**From:** Esau, Lloyd  
**Sent:** Tuesday, 4 June 2019 1:54 PM  
**To:** Building Health Services Program <BuildingHealthServicesProgram@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; Catanzariti, John <John.Catanzariti@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>  
**Subject:** RE: Weekly SPIRE meeting

UNCLASSIFIED

Please see attached an agenda for the discussion this afternoon.

**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]

*This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.*

-----Original Appointment-----

**From:** Building Health Services Program  
**Sent:** Friday, 24 May 2019 3:58 PM  
**To:** Building Health Services Program; Edghill, Duncan; Burch, Brad (Health); Culver, Jakob (Health); Esau, Lloyd; Catanzariti, John  
**Subject:** Weekly SPIRE meeting  
**When:** Tuesday, 4 June 2019 3:00 PM-4:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.  
**Where:** Meeting Rm 4.04 | Dial in details to be provided



# AGENDA

## SPIRE

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MEETING: Weekly Meeting  
 DATE & TIME: 04 June 2019, 15:00  
 VENUE: ACTHD, Bowes

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### Agenda Items

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#### 1. Key Issues

- 1.1 Completion of Proof of Concept Work
- 1.2 ANU location

#### 2. Models of Care / FB

- 2.1 Review SoR
- 2.2 Procurement process
- 2.3 Timeline for services
- 2.4 Engagement of clinicians

#### 3. Enabling Works & Decanting

- 3.1 Demolition DA
- 3.2 Demolition tender (B8, B24, B5)
- 3.3 Exec demountable – progress update
- 3.4 Production of finalised SoRs for relocated functions
  - (a) B8 modular
  - (b) CaRHU
  - (c) Sexual Health
  - (d) IFCW/IHSS
  - (e) other
- 3.5 ANU decanting issues – B23 & B7

#### 4. Key upcoming procurements

- 4.1 PSP consultant(s)
- 4.2 Cost Planner
- 4.3 Legal

#### 5. Programme

- 5.1 Engagement of Blue Vision
- 5.2 Agree key milestones

#### 6. AOB

**Attwood, Courtney (Health)**

---

**From:** Busic, Babita  
**Sent:** Friday, 14 June 2019 8:14 AM  
**To:** Burch, Brad (Health)  
**Cc:** Culver, Jakob (Health)  
**Subject:** FOR YOUR REVIEW/CLEARANCE FW: SPIRE - PPT07 Meeting Minutes  
 [SEC=UNCLASSIFIED]  
**Attachments:** TCH\_SPIRE - PPT07 Meeting Minutes\_20190603.pdf

Brad

For your clearance prior to me issuing to the attendees.

Thanks

Babita

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 | [www.act.gov.au](http://www.act.gov.au)

*Please consider the environment before printing this email. If printing is necessary, print double-sided and black and white.*

---

**From:** Catanzariti, John  
**Sent:** Thursday, 13 June 2019 7:32 PM  
**To:** Busic, Babita <Babita.Busic@act.gov.au>  
**Subject:** FW: SPIRE - PPT07 Meeting Minutes [SEC=UNCLASSIFIED]

Babita,

Can you clear these with Brad and distribute accordingly.

Thanks,  
 John

---

**From:** [REDACTED]  
**Sent:** Thursday, 13 June 2019 6:47 PM  
**To:** Catanzariti, John <John.Catanzariti@act.gov.au>; Busic, Babita <Babita.Busic@act.gov.au>  
**Cc:** Esau, Lloyd <Lloyd.Esau@act.gov.au>; Gray, Sophie <Sophie.Gray@act.gov.au>; Ernest Girardi  
 [REDACTED]  
**Subject:** SPIRE - PPT07 Meeting Minutes

John,  
 Please find attached PPT 07 meeting minutes. Agenda for the upcoming PPT08 meeting will be issued tomorrow.

 Associate

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

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



The Canberra Hospital  
SPIRE – Proof of Concept Phase

## MINUTES OF MEETING

Meeting Held at: Building 24, Meeting Room 1

**PROJECT: SPIRE Project**

**Consultant: STH**

**Meeting: Project Planning Team**

**Confirmation of previous minutes: N/A**

**Job/File No:**

10421/3.2

**Date:** 03.06.19

**Time:** 3.00 - 4.30pm

**Meeting No:** PPT07

### PRESENT

Name:	Organisation/Department:
Brad Burch	ACTHD
Jakob Culver	ACTHD
Liz Lopa	ACTHD
Monica Lindemann	ACTHD
Colm Mooney	CHS
Sally-Anne Kinghorne	HSPU
Rhona Jason Smith	HSPU
Kate Evans	HSPU
Lloyd Esau	IFCW
Natalia Fraszczak	IFCW
[REDACTED]	STH
[REDACTED]	STH

### APOLOGIES

Bernadette McDonald	CHS
Chris Bone	CHS
Karen Doran	ACTHD
Sophie Gray	IFCW
John Catanzariti	IFCW
Babita Busic	IFCW
[REDACTED]	STH

### DISTRIBUTION:

All present and absent, includes Client/Representatives







**Pond, Aleks (Health)**

---

**From:** Sawczuk, Joel  
**Sent:** Friday, 14 June 2019 12:04 PM  
**To:** Catanzariti, John; Esau, Lloyd; Burch, Brad (Health); Culver, Jakob (Health)  
**Subject:** SPIRE Program [SEC=UNCLASSIFIED]  
**Attachments:** SPIRE Master Program WIP DRAFT 190613.pdf

All,

Please find attached printout from yesterday's session.

Cheers

Joel



Activity ID	Activity Name	Remaining Duration	Start	Finish	Physical % Complete	Notes	2019												2020												2021											
							Jun	Jul	Aug	S	Oct	N	Dec	Jan	F	Mar	Apr	M	Jun	Jul	Aug	S	Oct	N	Dec	Jan	F	Mar	Apr	M	Jun	Jul	Aug	S	Oct	N	Dec	Jan	F	Mar	Apr	M
SPIRE Master Program																																										
MAIN WORKS																																										
Project Milestones																																										
MS1000	Issue EOI	0.0	11-Jun-19	29-Nov-24	0%																																					
MS1010	Demolition Commence	0.0	02-Dec-19*		0%																																					
MS1030	PSP Complete	0.0		12-Feb-20	0%																																					
MS1040	Issue RFT	0.0		19-Feb-20	0%																																					
MS1050	RFT Close	0.0		19-May-20	0%																																					
MS1060	Contract Close (ECI)	0.0		23-Jul-20	0%																																					
MS1020	Demolition Complete	0.0		25-Sep-20*	0%																																					
MS1070	Decant Complete	0.0		25-Sep-20*	0%																																					
MS1080	Contract Close (D&C)	0.0		18-Dec-20*	0%																																					
MS1090	Commence Construction	0.0	11-Jan-21*		0%																																					
MS1100	Construction Complete	0.0		31-May-24*	0%																																					
MS1110	Opening	0.0		29-Nov-24*	0%																																					
Project Management and Governance																																										
Steering Committee																																										
Comms and Engagement																																										
Environment and Approvals																																										
Clinical Reviews																																										
Commercial																																										
Technical Consultant Procurement																																										
Principle Design Consultant																																										
SP1000	Develop RFT Documents	9.0	11-Jun-19	21-Jun-19	0%																																					
SP1010	Approval of PPM	5.0	11-Jun-19	17-Jun-19	0%																																					
SP1020	Tender Period	30.0	24-Jun-19	02-Aug-19	0%																																					
SP1030	Evaluate Tenders & Recommendation	10.0	05-Aug-19	16-Aug-19	0%																																					
SP1040	Delegate Approval	5.0	19-Aug-19	23-Aug-19	0%																																					
SP1050	Enter into Contract (Inc. Negotiations)	10.0	26-Aug-19	06-Sep-19	0%																																					
Health Service Planning (Functional Brief)																																										
SP1060	Develop RFT Documents	9.0	11-Jun-19	21-Jun-19	0%																																					
SP1070	Approval of PPM	5.0	11-Jun-19	17-Jun-19	0%																																					
SP1080	Tender Period	15.0	24-Jun-19	12-Jul-19	0%																																					
SP1090	Evaluate Tenders & Recommendation	5.0	15-Jul-19	19-Jul-19	0%																																					
SP1100	Delegate Approval	5.0	22-Jul-19	26-Jul-19	0%																																					
SP1110	Enter into Contract (Inc. Negotiations)	5.0	29-Jul-19	02-Aug-19	0%																																					
Cost Planner																																										
SP1120	Develop RFT Documents	10.0	08-Jul-19*	19-Jul-19	0%	Engaged through to end of ECI																																				
SP1130	Approval of PPM	5.0	08-Jul-19	12-Jul-19	0%																																					
SP1140	Tender Period	15.0	22-Jul-19	09-Aug-19	0%																																					
SP1150	Evaluate Tenders & Recommendation	5.0	12-Aug-19	16-Aug-19	0%																																					
SP1160	Delegate Approval	5.0	19-Aug-19	23-Aug-19	0%																																					
SP1170	Enter into Contract (Inc. Negotiations)	5.0	26-Aug-19	30-Aug-19	0%	Onboard by PSP Design (Sep)																																				
Legal																																										
SP1240	Approval from Government Solicitor	9.0	11-Jun-19	21-Jun-19	0%																																					
SP1180	Develop RFT Documents	15.0	18-Jun-19	08-Jul-19	0%																																					
SP1190	Approval of PPM	5.0	24-Jun-19	28-Jun-19	0%																																					
SP1200	Tender Period	15.0	09-Jul-19	29-Jul-19	0%																																					
SP1210	Evaluate Tenders & Recommendation	5.0	30-Jul-19	05-Aug-19	0%																																					
SP1220	Delegate Approval	5.0	06-Aug-19	12-Aug-19	0%																																					
SP1230	Enter into Contract (Inc. Negotiations)	5.0	13-Aug-19	19-Aug-19	0%																																					
ECI Procurement																																										
EOI																																										

Issue EOI

Demolition Commence

PSP Complete

Issue RFT

RFT Close

Contract Close (ECI)

Demolition Complete

Decant Complete

Contract Close (D&C)

Commence Construction

06-Sep-19, Technical Consultant Procurement

06-Sep-19, Principle Design Consultant

Develop RFT Documents

Approval of PPM

Tender Period

Evaluate Tenders & Recommendation

Delegate Approval

Enter into Contract (Inc. Negotiations)

02-Aug-19, Health Service Planning (Functional Brief)

Develop RFT Documents

Approval of PPM

Tender Period

Evaluate Tenders & Recommendation

Delegate Approval

Enter into Contract (Inc. Negotiations)

30-Aug-19, Cost Planner

Develop RFT Documents

Approval of PPM

Tender Period

Evaluate Tenders & Recommendation

Delegate Approval

Enter into Contract (Inc. Negotiations)

19-Aug-19, Legal

Approval from Government Solicitor

Develop RFT Documents

Approval of PPM

Tender Period

Evaluate Tenders & Recommendation

Delegate Approval

Enter into Contract (Inc. Negotiations)

23-Jul-20, Commercial

23-Jul-20, ECI Procurement

12-Dec-19, EOI



**Attwood, Courtney (Health)**

---

**From:** Catanzariti, John  
**Sent:** Monday, 17 June 2019 11:18 AM  
**To:** Basic, Babita; Doran, Karen (Health); Burch, Brad (Health); McDonald, Bernadette (Health); Mooney, Colm (Health); Evans, Kate (Health); Lindemann, Monica (Health); Harding, Nikki; Culver, Jakob (Health); Esau, Lloyd; Gray, Sophie; McDonald, Bernadette (Health); Gray, Sophie  
**Cc:** JasonSmith, Rhona (Health); Kinghorne, Sally-Anne (Health); Lopa, Liz (Health); Moerman, Mark (Health)  
**Subject:** SPIRE PPT Meetings [SEC=UNCLASSIFIED]  
**Attachments:** TCH\_SPIRE - PPT07 Meeting Minutes\_20190603.pdf; TCH\_SPIRE - PPT08 Agenda.pdf

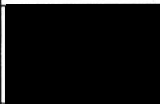
All,

( Please find attached minutes from PPT07 and the agenda for this afternoon's PPT08.

Regards,  
John

Meeting: PPT08  
Meeting Date: 17<sup>th</sup> June 2019  
Time: 3.00pm to 4.30pm

## AGENDA

Item		By
1.0	Introduction	ACTHD
2.0	Review of Previous Meeting Minutes	STH
3.0	Program Update	STH
4.0	SPIRE Scope	
4.1		STH
4.2	Stacking Diagram	STH
5.0	Comparison Study	
5.1	Building Placement and Site Utilisation	STH
5.2	Urban Design and Building Massing	STH
5.3	Future Expansion	STH
5.4	Connectivity to Existing Hospital Assets	STH
5.5	Floor by Floor Comparison	STH
6.0	Next Steps	ALL
7.0	Future Meetings	ALL

## MINUTES OF MEETING

Meeting Held at: Building 24, Meeting Room 1

**PROJECT: SPIRE Project**

**Consultant: STH**

**Meeting: Project Planning Team**

**Confirmation of previous minutes: N/A**

**Job/File No:**

10421/3.2

**Date:** 03.06.19

**Time:** 3.00 - 4.30pm

**Meeting No:** PPT07

### PRESENT

Name:	Organisation/Department:
-------	--------------------------

Brad Burch	ACTHD
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Jakob Culver	ACTHD
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Liz Lopa	ACTHD
----------	-------

Monica Lindemann	ACTHD
------------------	-------

Colm Mooney	CHS
-------------	-----

Sally-Anne Kinghorne	HSPU
----------------------	------

Rhona Jason Smith	HSPU
-------------------	------

Kate Evans	HSPU
------------	------

Lloyd Esau	IFCW
------------	------

Natalia Fraszczak	IFCW
-------------------	------

[REDACTED]	STH
------------	-----

[REDACTED]	STH
------------	-----

### APOLOGIES

Bernadette McDonald	CHS
---------------------	-----

Chris Bone	CHS
------------	-----

Karen Doran	ACTHD
-------------	-------

Sophie Gray	IFCW
-------------	------

John Catanzariti	IFCW
------------------	------

Babita Busic	IFCW
--------------	------

[REDACTED]	STH
------------	-----

### DISTRIBUTION:

All present and absent, includes Client/Representatives









**Lowes, Shannon (Health)**

---

**Subject:** SPIRE - Review RFT Document for PSP Design  
**Location:** ACTH-TCH-HIS-Conference Room (B3 L1 Rm 100 - S15)  
  
**Start:** Mon 17/06/2019 1:00 PM  
**End:** Mon 17/06/2019 2:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Catanzariti, John  
**Required Attendees:** Esau, Lloyd; Lopa, Liz (Health); Burch, Brad (Health); Culver, Jakob (Health); Basic, Babita

Hi,

The purpose of this meeting is to review the attached draft RFT document in relation to the extent of PSP design to be undertaken and associated deliverables.



31050.300 RFT -  
DSC - SPIRE PS...

Regards,  
John



























































































































































































































**Attwood, Courtney (Health)**

---

**From:** El Hussein, Susu  
**Sent:** Wednesday, 19 June 2019 4:44 PM  
**To:** Catanzariti, John; Kevin Hodson; Esau, Lloyd; Burch, Brad (Health); JasonSmith, Rhona (Health); Mark Mikolajczak; Don Rocha  
**Subject:** RE: Discuss Exec Admin Demountable Package of Works [DLM=For-Official-Use-Only]  
**Attachments:** Agenda - Start Up meeting #2 with Shape.pdf

Good Afternoon All,

Please find attached the agenda for tomorrow's meeting.

Kind regards,

**Susu El-Husseini**

Project Manager – Social Infrastructure Branch

Email: [Susu.Elhusseini@act.gov.au](mailto:Susu.Elhusseini@act.gov.au)

Ph: 02 5124 8650

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

-----Original Appointment-----

**From:** El Hussein, Susu

**Sent:** Friday, 14 June 2019 3:01 PM

**To:** El Hussein, Susu; Catanzariti, John; Kevin Hodson

**Cc:** Esau, Lloyd; Burch, Brad (Health); JasonSmith, Rhona (Health); Mark Mikolajczak; Don Rocha

**Subject:** Discuss Exec Admin Demountable Package of Works

**When:** Thursday, 20 June 2019 9:30 AM-10:30 AM (UTC+10:00) Canberra, Melbourne, Sydney.

**Where:** ACTH-TCH-HIS-Meeting Room 1 (B3 L1 Rm 113 - S6)



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

## AGENDA

### Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre – Executive Administration New Accommodation Start Up Meeting

MEETING NO. 2

DATE / TIME: 20 June 2019

VENUE: IFCW Offices - TCH - Building 3 Level 1

No.	Item
1	<b>Program</b> <ul style="list-style-type: none"> <li>• Shape to table overall project program for review/discussion</li> <li>• Key milestones</li> <li>• Client review periods</li> <li>• Design user groups</li> <li>• DA</li> <li>• Early procurement of Modular</li> </ul>
2	<b>Shape Project Team</b> <ul style="list-style-type: none"> <li>• Nominated personnel</li> <li>• Roles and responsibilities</li> </ul>
3	<b>TCH Campus Coordination</b> <ul style="list-style-type: none"> <li>• DISST submission(s)</li> <li>• Modular installation</li> <li>• Proposed/potential road closures</li> <li>• In-ground services</li> </ul>
4	<b>Programme/Planning</b> <ul style="list-style-type: none"> <li>• Key dates</li> <li>• Modular lead time</li> <li>• Schematic design</li> </ul>
5	<b>Communication Protocols</b>

**Attwood, Courtney (Health)**

**From:** Culver, Jakob (Health)  
**Sent:** Friday, 21 June 2019 1:24 PM  
**To:** Lopa, Liz (Health); Esau, Lloyd  
**Cc:** Burch, Brad (Health)  
**Subject:** FOR REVIEW: SPIRE Exec Steering Meeting - Next Tuesday (25 June 2019)  
**Attachments:** 7.1 SPIRE\_PPT-20190617-low.pdf; 4.1 190528 Decision Register SPIRE ESC - 28 May 2019.XLSX; DRAFT Agenda - SPIRE Executive Steering Committee 25 June 2019.docx; 2.1 190528 SPIRE ESC Draft Minutes 28 May v3 - JC TCs.docx; 3.1 190528 SPIRE ESC Outstanding Actions - 28 May 2019.docx

**Importance:** High

UNCLASSIFIED Sensitive

Liz and Lloyd

Please find attached and below suggested agenda and papers for next Tuesday's (25 June 2019) SPIRE Exec Steering Committee meeting.

No.	Item	Paper	Outcome	Lead
1	<b>Welcome and Apologies</b>			Chair
2	<b>Review and Acceptance of Previous Minutes</b>	2.1	Decision	Chair
3	<b>Review and Update on Previous Actions List</b>	3.1	Discussion	Chair
4	<b>Review of Decisions Register</b>	4.1	Noting	Chair
5	<b>ACT Health Directorate Project Update</b>	Verbal	Discussion	ACTHD
6	<b>Project Status Update</b>	6.1	Noting	IFCW
7	<b>Submissions for Noting, Discussion and Decision</b>			
7.1	Update on SPIRE Concept Design	7.1	Discussion	ACTHD
7.2	Update on SPIRE Decanting Project	Pending	Noting	IFCW
7.3	Future for Project and Governance Moving Forward	Verbal	Discussion	Chair
8	<b>Other Business</b>			Chair
9	<b>Meeting Close</b> Next meeting: TBC			

I have also reviewed the previous minutes, actions list and decisions register and made some mark-ups. I am comfortable with these, however do not have visibility on some of the actions therefore would appreciate your review and input on these.

Notably can we settle the following preferably today:

- Finalised agenda for Tuesday – need review and advice on the attached (ALL)
- Input on update against action list attached (ALL)
- Confirmation of Duncan's attendance (LL)

Re. the submission papers/discussion items for the meetings, am proposing:

1. We provide the STH PPT presentation from last week for 7.1 (i.e. update on design)
2. Lloyd – se need an update on Decanting works – e.g. progress of proucrmenets
3. At 7.3 there is a verbal discussion amongst the group on future moving forward

Please review the attached and the above, and let me know if you have any questions or concerns.

Thanks  
Jake

**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](mailto:Jakob.J.Culver@act.gov.au) | A: 2-6 Bowes Street PHILLIP ACT 2606































































## AGENDA

### Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre – Executive Steering Committee

MEETING NO. 5

DATE / TIME: 1:00pm to 2:30pm, 25 June 2019

VENUE: Conference Room 2, Level 2, 2-6 Bowes Street Phillip

Name	Position
<b>Committee Members</b>	
Michael De'Ath [Chair]	Director-General, ACT Health Directorate (ACTHD)
Karen Doran	Deputy Director-General, Corporate Services (ACTHD)
Liz Lopa	Executive Group Manager, Strategic Infrastructure (ACTHD)
Brad Burch	Executive Branch Manager, Strategic Infrastructure (ACTHD)
Bernadette McDonald	Chief Executive Officer, Canberra Health Services (CHS)
Elizabeth Chatham	A/g Chief Operating Officer, Clinical Services (CHS)
Colm Mooney	Executive Director, Infrastructure Management and Maintenance (CHS)
Lloyd Esau	Executive Director, Infrastructure Finance and Capital Works (IFCW) (CMTEDD)
Mark Whybrow	Executive Director, Finance and Budget Division (CMTEDD)
<b>Attendees / Other Invitees</b>	
TBC	<i>SPIRE Program Manager</i>
TBC	<i>SPIRE Clinical Director</i>
Monica Lindemann	Special Advisor, Strategic Infrastructure (ACTHD)
Jakob Culver	Commercial Advisor, Strategic Infrastructure (ACTHD)
Secretariat	Infrastructure, Finance and Capital Works (CMTED)

No.	Item	Paper	Outcome	Lead
1	<b>Welcome and Apologies</b>			Chair
2	<b>Review and Acceptance of Previous Minutes</b>	2.1	Decision	Chair
3	<b>Review and Update on Previous Actions List</b>	3.1	Discussion	Chair
4	<b>Review of Decisions Register</b>	4.1	Noting	Chair
5	<b>ACT Health Directorate Project Update</b>	Verbal	Discussion	ACTHD
6	<b>Project Status Update</b>	6.1	Noting	IFCW
7	<b>Submissions for Noting, Discussion and Decision</b>			
7.1	Update on SPIRE Concept Design	7.1	Discussion	ACTHD
7.2	Update on SPIRE Decanting Project	Pending	Noting	IFCW
7.3	Future for Project and Governance Moving Forward	Verbal	Discussion	Chair
8	<b>Other Business</b>			Chair
9	<b>Meeting Close</b> Next meeting: TBC			



























































**Ivansson, Zoe (Health)**

---

**From:** Campbell, Casey (Health)  
**Sent:** Tuesday, 13 August 2019 3:08 PM  
**To:** Rad, Chadia (Health); Lopa, Liz (Health)  
**Cc:** DDGCorporate; Burch, Brad (Health); Dal Molin, Vanessa (Health); Pulli, Tracey (Health)  
**Subject:** RE: SpIRE staff

UNCLASSIFIED

Hi Chadia

No, he was working for IFCW.

Casey

**Casey-lee Campbell**

Executive Assistant to Liz Lopa

Strategic Infrastructure | Corporate Services | ACT Health Directorate

P: 5124 9707 | E: casey-lee.campbell@act.gov.au | A: 2-6 Bowes Street PHILLIP ACT 2606



**ACT**  
Government

**ACT Health**

**From:** Rad, Chadia (Health) <Chadia.Rad@act.gov.au>  
**Sent:** Tuesday, 13 August 2019 3:04 PM  
**To:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>  
**Cc:** Campbell, Casey (Health) <Casey.Campbell@act.gov.au>; DDGCorporate <DDGCorporate@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Dal Molin, Vanessa (Health) <Vanessa.DalMolin@act.gov.au>; Pulli, Tracey (Health) <Tracey.Pulli@act.gov.au>  
**Subject:** RE: SpIRE staff

Hi Liz

Can we please confirm if the 5 people who transitioned to MPC include Llyod?

**From:** Lopa, Liz (Health)  
**Sent:** Tuesday, 13 August 2019 2:34 PM  
**To:** Rad, Chadia (Health) <Chadia.Rad@act.gov.au>  
**Cc:** Campbell, Casey (Health) <Casey.Campbell@act.gov.au>; DDGCorporate <DDGCorporate@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Dal Molin, Vanessa (Health) <Vanessa.DalMolin@act.gov.au>; Pulli, Tracey (Health) <Tracey.Pulli@act.gov.au>  
**Subject:** SpIRE staff

Hi Chadia

As discussed and as requested coming directly to you.

The planning phase of SPIRE included staff from ACT Health, CHS, Treasury (IFCW) and many specialist consultants including business case specialists, architects, facility planners, urban planners and cost planners.

ACT Health's infrastructure team and executives - including facility and service planners - all worked on the SPIRE project. This team consisted of up to 12 people at any given time. However, these staff were also working on other projects at some times - including the centenary hospital project. A project control group and steering committee existed for the planning phase of the project and included people from across government.

It was always intended to establish a project team focussed on the delivery of SPIRE once the business case was successful. This team had not yet been established when MPC was announced - meaning there were few people

To transfer to a new agency focussed solely on delivery of SPIRE.

5 people transitioned to MPC to continue working on SPIRE.

Get Outlook for iOS

**Ivansson, Zoe (Health)**

---

**From:** Lopa, Liz (Health)  
**Sent:** Tuesday, 27 August 2019 1:33 PM  
**To:** Burch, Brad (Health)  
**Subject:** FW: SPIRE ESC Papers - part 1 [SEC=UNCLASSIFIED]  
**Attachments:** Agenda - SPIRE ESC - 27-08-19.pdf; 1.1 SPIRE ESC Minutes 23-07-19.pdf; 2.1 Outstanding Actions.pdf; 3.1 Decision Register SPIRE ESC 27-08-19.pdf; 4.1 SPIRE Project Governance Structure.pdf; 6.1 Staging & Decanting Strategy (reduced file size).pdf; 7.1 Main Works Indicative Procurement Schedule.pdf; 9.1 Communications and Engagement.pdf

paper at 6.1

**From:** Harding, Nikki  
**Sent:** Monday, 26 August 2019 11:42 AM  
**To:** McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Ponton, Ben <Ben.Ponton@act.gov.au>; Miners, Stephen <Stephen.Miners@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; Harding, Nikki <Nikki.Harding@act.gov.au>; Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Whybrow, Mark <Mark.Whybrow@act.gov.au>; Slater, Amanda (Health) <Amanda.Slater@act.gov.au>; Kinghorne, Sally-Anne (Health) <Sally-Anne.Kinghorne@act.gov.au>; Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Evans, Kate (Health) <Kate.Evans@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Adams, Lachlan <Lachlan.Adams@act.gov.au>; Peffer, Dave <Dave.Peffer@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>  
**Cc:** Wells, Rebecca (Health) <Rebecca.Wells@act.gov.au>; Pulford, Nikki <Nikki.Pulford@act.gov.au>; Fraszczak, Natalia <Natalia.Fraszczak@act.gov.au>; Ross, Carolina <Carolina.Ross@act.gov.au>; Vest, Petra <Petra.Vest@act.gov.au>; Tzavalas, Olivia (Health) <Olivia.Tzavalas@act.gov.au>; Magee, Alexandra <Alexandra.Magee@act.gov.au>  
**Subject:** SPIRE ESC Papers - part 1 [SEC=UNCLASSIFIED]

Good morning all

Please find attached papers for the SPIRE ESC being held from 2:30pm tomorrow at the Canberra Hospital, building 24.

Due to the size of the attachments, papers will be sent over 2 emails.

Regards,

**Nikki Harding** | Governance Officer

Phone: (02) 6205 1757

**Major Projects Canberra** | 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.*




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Major Projects Canberra

## Agenda

### SPIRE Executive Steering Committee Meeting #7

<b>Date</b>	Tuesday, 27 August 2019
<b>Time</b>	14:30 -16:00
<b>Location</b>	Canberra Hospital, Building 24, Level 1, Meeting Room 2
<b>Chair</b>	Bernadette McDonald (interim)

Members		
Bernadette McDonald	BMD	Chief Executive Officer, Canberra Health Services (CHS)
Michael De'Ath	MDA	Director-General, ACT Health Directorate (ACTHD)
Elizabeth Chatham	EC	A/g Chief Operating Officer, Clinical Services (CHS)
Stephen Miners	SM	Deputy Under Treasurer
Ben Ponton	BP	Director-General, EPSDD

Attendees		
Duncan Edghill	DE	A/g Chief Projects Officer (MPC)
Lloyd Esau	LE	A/g SPIRE Project Director (MPC)
Colm Mooney	CM	EGM, Infrastructure and Health Support Services (CHS)
Monica Lindemann	ML	Communications Officer, SPIRE Project Team (MPC)
Amanda Slater	AS	Senior Health Facility Planner, SPIRE Project Team (MPC)
Sally-anne Kinghorne	SAK	Senior Health Facility Planner, SPIRE Project Team (MPC)
Kate Evens	KE	Clinical Liaison, SPIRE Project Team (MPC)
Chris Tarbuck	CT	Facilities Director, Infrastructure and Health Support Services (CHS)
Nikki Harding		Secretariat

Agenda Item	Time	Lead	Item	Action
<b>1. Previous Minutes</b> 1.1 SPIRE ESC Draft Minutes 23 July 2019	13.00	BMD	Paper	Approval
<b>2. Actions List Review</b> 2.1 SPIRE ESC Schedule of Outstanding Actions	13.05	BMD	Paper	Review
<b>3. Decisions Register</b> 3.1 SPIRE ESC Decision Register	13.10	BMD	Paper	Review
<b>4. Governance Structure</b> 4.1 SPIRE Project Governance Structure– Project Board Charter and Governance Framework	13.15	DE/LE	Paper	Approval


**ACT**  
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Agenda Item	Time	Lead	Item	Action
<b>5. Final Proof of Concept Report</b> 5.1 Final Proof of Concept Report	13.20	LE	Paper	Noting
<b>6. Staging &amp; Decanting Strategy</b> 6.1 Staging and Decanting Strategy	13.35	LE/AS	Paper	Decision
<b>7. Main Works Indicative Procurement Schedule</b> 7.1 Main Works Indicative Procurement Schedule	13.45	LE	Paper	Noting
<b>8. Project Director's Report</b>	13.55	LE	Paper	Noting
<b>9. Communications / Media</b> 9.1 Communications and Engagement Report	14.15	ML	Paper	Noting
<b>10. Other Business</b>	14.25	BMD	n/a	n/a













































































































































































































































**Pond, Aleks (Health)**

---

**From:** Fraszczak, Natalia  
**Sent:** Wednesday, 2 October 2019 4:55 PM  
**To:** ACT Health StrategicInfrastructure; Burch, Brad (Health)  
**Subject:** RE: SPIRE Enabling Works PCG Papers [SEC=UNCLASSIFIED]  
**Attachments:** SPIRE Enabling Works PCG #2 - 08.10.2019.pdf

**Categories:** EO

UNCLASSIFIED

Hi Strategic Infrastructure Team

Papers for the next EW PCG attached.

Thank you

Regards

Natalia Fraszczak

**From:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>  
**Sent:** Wednesday, 2 October 2019 4:48 PM  
**To:** Fraszczak, Natalia <Natalia.Fraszczak@act.gov.au>  
**Cc:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Subject:** RE: SPIRE Enabling Works PCG Papers [SEC=UNCLASSIFIED]

Thanks Natalia. I am away next week so Brad Burch will be attending in my absence. Can you please send papers to [ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)?

Thanks

Liz

**From:** Fraszczak, Natalia  
**Sent:** Wednesday, 2 October 2019 4:12 PM  
**To:** Esau, Lloyd <Lloyd.Esau@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Pepper, Dave (Health) <Dave.Pepper@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Stellios, George <George.Stellios@act.gov.au>  
**Cc:** Slater, Amanda (Health) <Amanda.Slater@act.gov.au>; Harris, KatherineM <KatherineM.Harris@act.gov.au>; Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Moerman, Mark (Health) <Mark.Moerman@act.gov.au>; Walsh, James (Health) <James.Walsh@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Jensen, Robyn (Health) <Robyn.Jensen@act.gov.au>; Blockley, Rod (Health) <Rod.Blockley@act.gov.au>; Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>; Wells, Rebecca (Health) <Rebecca.Wells@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Ivansson, Zoe (Health) <Zoe.Ivansson@act.gov.au>  
**Subject:** SPIRE Enabling Works PCG Papers

UNCLASSIFIED

Good afternoon PCG Members

Please find attached papers for the next SPIRE Enabling Works PCG.

Please don't hesitate to contact me if you have any further questions.

Regards

Natalia Fraszczak

Phone: 02 6205 3401 | [Natalia.Fraszczak@act.gov.au](mailto:Natalia.Fraszczak@act.gov.au)

SPIRE Project

Major Projects Canberra | ACT Government

GPO Box 158 Canberra ACT 2601

[www.act.gov.au](http://www.act.gov.au)



I acknowledge the traditional custodians of the ACT the Ngunnawal people, and their continuing connection to land and community. I pay my respect to them, and to the Elders both past and present.



## STAGING &amp; 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
	IM&M Manager Security Planning & Design	Dario Gomes
	Residential Accommodation representative	Eleanor Fogarty/Isabel Massey
	B24 CEO & Exec administration proxy	Nicole Stevenson
	Director Staff Development	Karen O'Brien
	Sexual Health Unit representative	Sarah Martin/Cat Brown
	Child at Risk Health Unit representative	Bronwyn Roberson
	Tissue Viability Unit representative	Ann-Marie Dunk
	Clinical Placement Office	Sian Finch
	ANU Medical School	Prof Zsuzsoka Kecskes
Secretariat	IFCW	

Version #	Issue date	Amendment details	Author
1.0	21/01/2019	Version 1	Jakob Culver

0.1	30/01/2019	Version draft 1	Rhona JasonSmith

Role	Position	Organisation
Senior Owner	Director Strategic infrastructure (SI)	ACTHD
Deputy Senior Owner	Project Director Strategic infrastructure	ACTHD
Project Management Role	Commercial Contract Advisor Infrastructure Finance and Capital Works representative	IFCW

Lead Project Officers	SI Planning & Commissioning Officer SI Clinical Liaison	ACTHD
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	CHS
Infrastructure Management & Maintenance representatives	Accommodation Project Officer PM&M Project officer Fire & Parking Project Officer	CHS
Principal Design Consultant	Principal Design Consultant (External Consultant) – Reporting to IFCW for the development of the Business Case	STH

**Ivansson, Zoe (Health)**

---

**From:** Burch, Brad (Health)  
**Sent:** Tuesday, 8 October 2019 12:20 PM  
**To:** Esau, Lloyd  
**Cc:** Lopa, Liz (Health)  
**Subject:** FW: SOAC meeting this Friday - agenda papers [SEC=UNCLASSIFIED]  
**Attachments:** SOAC Agenda Paper - SPIRE Decanting - Building 24 Replacement - Exemption Request.docx

UNCLASSIFIED

Hi Lloyd

I note one of Liz's actions for today's enabling works meeting is to send through the application which was provided to SOAC for exemption from ABW – see attached.

Note that based on today's agenda and papers, MPC will likely need to seek additional exemptions from SOAC/HoS for the Building 8 replacement (albeit for office accommodation areas only, i.e. SDU, IHSS and MPC areas). Might be worth touching base with the SOAC secretariat to this end.

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**  
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**ACT Health**

**From:** Burch, Brad (Health)  
**Sent:** Tuesday, 30 April 2019 10:01 AM  
**To:** ACTPG SOAC Secretariat <SOACsecretariat@act.gov.au>; Kennedy, Kate <Kate.Kennedy@act.gov.au>  
**Subject:** RE: SOAC meeting this Friday - agenda papers [SEC=UNCLASSIFIED]

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Hi Kate

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Brad.



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**From:** ACTPG SOAC Secretariat

**Sent:** Monday, 29 April 2019 11:25 AM

**To:** Gwilliam, Stephen <[Stephen.Gwilliam@act.gov.au](mailto:Stephen.Gwilliam@act.gov.au)>; Franklin, Alan <[Alan.Franklin@act.gov.au](mailto:Alan.Franklin@act.gov.au)>; Cannon, Rebecca <[Rebecca.Cannon@act.gov.au](mailto:Rebecca.Cannon@act.gov.au)>; Nolan, PeterD <[PeterD.Nolan@act.gov.au](mailto:PeterD.Nolan@act.gov.au)>; Padovan, Matthew <[Matthew.Padovan@act.gov.au](mailto:Matthew.Padovan@act.gov.au)>; Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>

**Cc:** Bailey, Daniel <[Daniel.Bailey@act.gov.au](mailto:Daniel.Bailey@act.gov.au)>; Clarke, Liz <[Liz.Clarke@act.gov.au](mailto:Liz.Clarke@act.gov.au)>; Wales, PhillipB <[PhillipB.Wales@act.gov.au](mailto:PhillipB.Wales@act.gov.au)>; Peters, Clint <[Clint.Peters@act.gov.au](mailto:Clint.Peters@act.gov.au)>

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Hello all,

I'm reasonably certain I've spoken to all areas about papers for the SOAC meeting on Friday. As a reminder, we're on a compressed timeline because of the public holidays last week.

I'll need your approved papers by 10.00am tomorrow morning at the latest.

Any questions, please give me a call. 😊

Kind regards,

--Kate

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## Strategic Office Accommodation Committee

### Agenda Paper [XX]

Date of meeting: 3 May 2019

Agenda Item: SPIRE Decanting – Canberra Health Services Demountable Office Building –  
CHS Executive

**It is recommended the Strategic Office Accommodation Committee:**

- Note that, in order to meet Government's objectives in relation to the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre, removal of Building 24, the current demountable executive office building, needs to commence in the 2019 calendar year.
- Note that the replacement for Building 24 will be a temporary demountable building, with a minimum lifespan of 7 years.
- Agree, given the time frames for delivery of a replacement building and the temporary nature of the replacement, to exempt the Building 24 replacement from the Designated Activity Based Work Environment Policy (ABW Policy).

#### ISSUES

In late 2018, the Minister for Health and Wellbeing, Ms Meegan Fitzharris MLA, announced that, in order to enable the construction of the SPIRE Centre, the demolition of Buildings 5 and 24 on the Canberra Hospital Campus would commence in 2019. The replacement of Building 24 elsewhere on the campus is the first step in a complex decanting process and will allow for the removal of the existing aged demountable and comply with the Minister's announcement.

To replace Building 24 within the tight time constraints, ACT Health has proposed, as part of the SPIRE Business Case, to build a new demountable structure to accommodate the 59 occupants of the existing building. The occupants include: the Canberra Health Services Office of the CEO, key executive leadership including the Office of the Chief Operating Officer, and the executive and support staff for the Divisions of Medicine, Critical Care and Surgery and the Office of Research, as well as other administration, clinical and executive support staff. The demountable will be designed with a minimum asset lifespan of 7 years.

The key and first principle of the ABW Policy states that '*[e]mployees moving into ABW environments must be given the opportunity to consult on how the change will occur.*' While ACT Health and Canberra Health Services (CHS) will seek to consult with employees impacted by this decanting project early and often, the time constraints mean that concept design has a deadline of the end of May 2019, giving barely 4 weeks to consult on what would be a dramatic change to their working environment.

Additionally, the nature of a temporary demountable building means that the quality of acoustic treatments and the overall ability of the building to respond to an ABW environment are somewhat

Chair Kathy Leigh

Contact Officer Liz Lopa, Executive Group Manager, Strategic Infrastructure, ACT Health

## CABINET-IN-CONFIDENCE

limited – particularly when the investment is designed to provide a building lifecycle of only up to 15 years.

Finally, the ABW Policy requires moving to a fully functional EDRMS, which will take significantly longer than the time available for planning and implementing this new build – CHS is a paper based organisation, meaning the lack of a full EDRMS will make an ABW approach much more difficult for CHS staff, and it is understood that there is currently no roadmap or funding to deliver an upgrade for the CHS or ACT Health EDRMS.

CHS has also provided advice that:

- The staff within the new building are predominantly executives and their support staff. These staff are in positions where they discuss confidential patient information on an ongoing basis and it would not be sustainable to use meeting rooms every time this was required;
- The use of an Electronic document management system will also not work as we are still required to keep hard copy files of everything;
- Support staff e.g. Executive Assistant and Executive Officers must work closely with their executives and are required to be situated next to them to ensure adequate support;
- The workstation ratios would not be sufficient under the ABW policy as the staff within this building are mostly backfilled when away due to continuity.

On the basis of the above constraints, CHS have requested that ACT Health seek an exemption from the ABW Policy for this project. CHS will, however, reduce the number of offices as part of the relocation by as much as one half of the existing office allocation in Building 24.

## BACKGROUND

The SPIRE Centre project was announced in 2016 and planning and design have culminated in a detailed business case, which is due for Government consideration in early May 2019. The location of the planned SPIRE Centre displaces a number of aged assets on the campus, including the demountable office building (Building 24).

In the 2018-19 Budget, Government provided \$13 million in capital funding to support further design, decanting and early works for the SPIRE Centre Project. The estimated cost for the replacement of Building 24 is approximately \$4.97 million total end cost and would be met from within the existing appropriation.

The current program requires the decant from Building 24 to occur in late November 2019, this timeframe means that ACT Health will need to let a contract for the new demountable in late June/early July 2019.

**Ivansson, Zoe (Health)**

---

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**Sent:** Tuesday, 8 October 2019 12:29 PM  
**To:** Burch, Brad (Health)  
**Cc:** Lopa, Liz (Health)  
**Subject:** RE: SOAC meeting this Friday - agenda papers [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks Brad

**Lloyd Esau** | Project Director, SPIRE (a/g) & ACT Law Courts  
 Major Projects Canberra | ACT Government  
 T: +61 (0)2 6205 3552 | M [REDACTED]  
 GPO Box 158, Canberra, ACT 2601

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**Cc:** Bailey, Daniel <Daniel.Bailey@act.gov.au>; Clarke, Liz <Liz.Clarke@act.gov.au>; Wales, PhillipB <PhillipB.Wales@act.gov.au>; Peters, Clint <Clint.Peters@act.gov.au>

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