

Sub-wait			Supported.
WC - public, including baby change		Given that these WC's are oversized there is potential to designate one WC as accessible (5m2) with the other toilet as a standard WC with baby change facilities (4m2). The extra space could be reallocated to the adjacent 'store' and play area.	
WC - staff		Potential to reallocated extra m2 to the adjacent store	
Clean utility		Given space constraints, having a smaller clean utility is preferable to staff travelling to another stream for medications and supplies	Supported acknowledging design constraints around existing building envelope and existing infrastructure including pylons.
Store x2			
Corridor GFA total			Supported acknowledging design constraints around existing building envelope
Resus - 5 Bays			
Airlock x2		No operational implications	Supported acknowledging design constraints around existing building envelope
Ambulance Store		Potential overcrowding of space, to be managed operationally i.e. use of mobile devices to data input	Supported acknowledging design constraints around existing building envelope
X-ray			? if space could be reallocated
Equipment store		Supports operational requirements	Supported acknowledging design constraints around existing building envelope
R-4 (Neg-P-Iso)		No operational implications.	Supported acknowledging design constraints around existing building envelope
R-5 (Neg-P-Iso)			Supported acknowledging design constraints around existing building envelope
Corridor GFA total			
Clinical Forensic Medic			
Consult		Extra space allocation could be used for storage and will support operational requirements	Supported
Wait			Supported acknowledging design constraints around existing building envelope. This area will also be a combined wait and play area.
Stream B			
Crutch store		Given the amount of equipment utilised by physio in the ED it is likely that this store will have the dual purpose of both crutch and physio store	Supported acknowledging design constraints around existing building envelope
Distressed relatives		No operational implications	Supported acknowledging design constraints around existing building envelope
Procedure rooms P-1 and P-2			Supported acknowledging design constraints around existing building envelope
Treatment bays S-1 to S-11			Supported acknowledging design constraints around existing building envelope

Store-1 & Store-2		Storage will support operation requirements	Supported
Staff Base		Will support operational requirements	Supported
Sub wait			
WC ACC			Supported acknowledging design constraints around existing building envelope and existing infrastructure including pylons.
Security room			Supported acknowledging design constraints around existing building envelope
Corridor GFA total			Supported acknowledging design constraints around existing building envelope
Waiting/Triage			
Airlock		The airlock will be a dual purpose area where ambulance triage will also occur. Although areas will not be separate having the space for this function to occur support operational requirements	Supported
Assessment bay		Supports operational requirements.	Supported
Concierge		Supports operational requirements.	Supported
Triage/ Reception		The proposed triage area will accommodate 5 staff. Although it is oversized, the design has had to fit around existing layouts and structures such as pylons	Supported acknowledging design constraints around existing building envelope and existing infrastructure including pylons.
Waiting			?
WC - Accessible			?

Ivansson, Zoe (Health)

From: SPIRE Project Team
Sent: Wednesday, 23 October 2019 11:01 AM
To: Esau, Lloyd; Stellios, George; Lopa, Liz (Health); Mooney, Colm (Health); Chatham, Elizabeth (Health); Pepper, Dave (Health); O'Neill, Cathie (Health); Tarbuck, Chris (Health); Burch, Brad (Health); Jensen, Robyn (Health); Folger-Pleuger, Anne (Health); Slater, Amanda (Health); Harris, KatherineM; Ludvigson, John (Health); Drake, Angie (Health); Moerman, Mark (Health); Walsh, James (Health); Blockley, Rod (Health); Rea, Katrina (Health)
Subject: SPIRE Enabling Works PCG Minutes - 8 Oct 2019
Attachments: Enabling Works TOR FINAL.pdf; Enabling Works PCG #2 - Minutes 08.10.2019.pdf; Enabling Works PCG - Decision Register.pdf; Enabling Works PCG - Action Register.pdf

UNCLASSIFIED

Dear PCG Members

Minutes, decision register and action items of the last PCG meeting (8 Oct 2019) attached.

Updated Terms of Reference attached for your information.

Regards

Natalia Fraszczak
 Phone: 02 6205 3401 | Natalia.Fraszczak@act.gov.au
 SPIRE Project
 Major Projects Canberra | ACT Government
 GPO Box 158 Canberra ACT 2601
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.





SPIRE

Delivering a new emergency, surgical and critical healthcare
facility at the Canberra Hospital

Enabling Works PCG - Terms of Reference



Prepared by:

MAJOR PROJECTS CANBERRA

ACT Government
Level 3, Callam Offices
50 Easty Street
Woden ACT 2606

September 2019

DOCUMENT CONTROL

Contact for enquiries and proposed changes

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Contact officer George Stellios
 Title Commercial Director
 Phone 02 6207 8705

Version History

Version No.	Date	Author	Comments
1.0	7 Sep 2019	Lloyd Esau	First draft to PCG
2.0	15 Sep 2019	Lloyd Esau	Updated following discussion at 10.09.19 PCG
3.0	8 Oct 2019	Lloyd Esau	Changes accepted (08.10.19 PCG)

Endorsement

These Terms of Reference were presented to the Enabling Works PCG on 10 September 2019 for endorsement. They were endorsed subject to the following comments:

- section to be added for conflict of interests (added at section 2.3 in rev 2.0); and
- clarification required on decision making authority of the EW OCG (added at section 4.1 in rev 2.0).

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1 Introduction

1.1 The Purpose of This Document

These Terms of Reference establishes the SPIRE Enabling Works Project Control Group (EW PCG) and defines its authority, responsibility and composition.

1.2 The Project

For the purposes of these Terms of Reference the "SPIRE Project" refers to the planning, procurement and delivery of a new emergency, surgical and critical healthcare facility at the Canberra Hospital campus in Garran.

"SPIRE" is an acronym for 'Surgical Procedures, Interventional Radiology and Emergency' and was coined during the early stages of the project's inception. It remains in use as a name for the project but is not used to describe the facility that will be constructed.

The SPIRE Project is broken down into distinct phases: Definition; Project Design; Enabling Works; Main Works Procurement; Main Works Delivery; and Commissioning. These stages, along with indicative timescales are indicated in Table 1 below.

Table 1: Project Phases and Project Stages

Project Phase	Project Stage	Estimated Period
Definition	Needs analysis	2016 – Q3 2019 (completed)
	Proof of Concept Design	
	Business Case	
Enabling Works	Staging & Decanting and site preparation	Q3 2019 – Q4 2020
Project Design	Pre-tender design	Q4 2019 – Q2 2020
	Post-tender design by contractor	Q3 2020 – Q2 2021
Main Works Procurement	Main ECI tender process	Q4 2019 – Q4 2020
	Detailed design and fixed price offer	
Main Works Delivery	Main construction stage	Q1 2021 – 2023/24
	Building commissioning and acceptance	
Clinical Commissioning	Preparations for operational commencement	2023/24

The SPIRE Project consists of two main streams of activity that will run in parallel during 2019 and 2020. These are:

1. the SPIRE Main Works – the planning, design, procurement and delivery of the new emergency, surgical and critical healthcare facility and the process of clinical commissioning that will follow completion of construction; and
2. the SPIRE Enabling Works – the planning, design, procurement and delivery of multiple projects necessary to facilitate the decant from and demolition of Buildings 5 and 24.

These Terms of Reference refer only to the Enabling Works stage.

1.3 Relationship to other Governance bodies

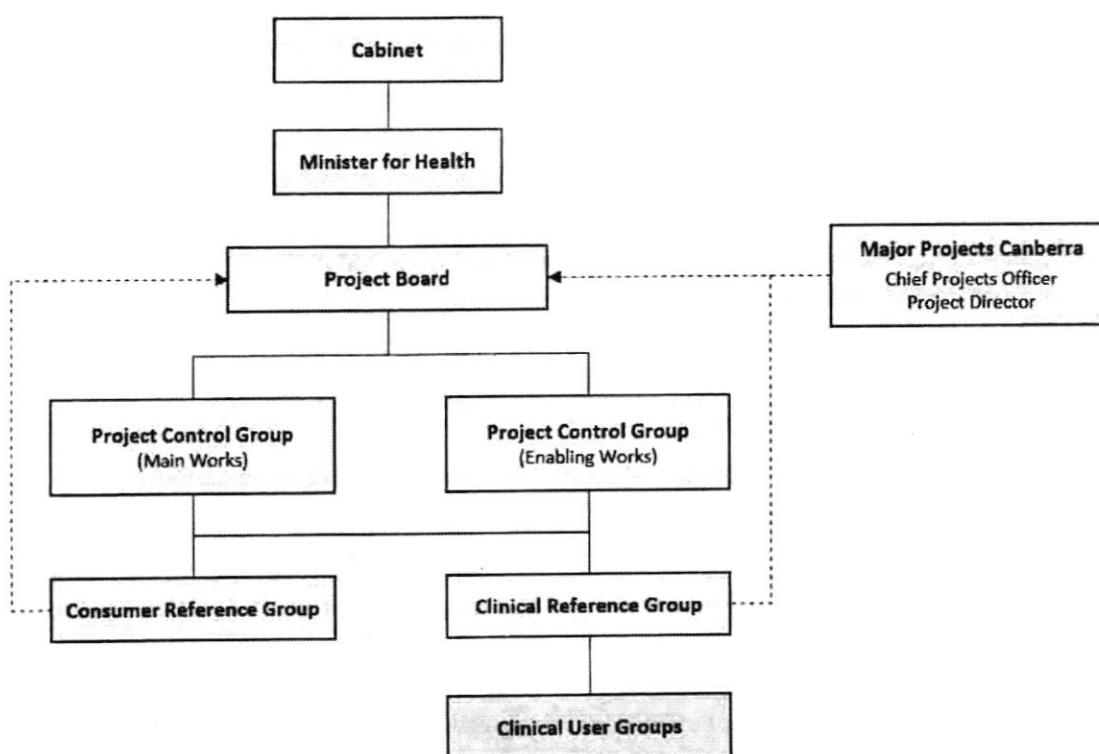
To ensure that appropriate focus is placed on both streams of activity, a PCG is established for both aspects of the SPIRE Project, Enabling Works and Main Works. The Project Director will ensure that issues which overlap these two areas of focus are understood by both PCGs.

The EW PCG will report to the SPIRE Project Board via the Project Director on all matters that require escalation for approval at that level.

1.4 Project Governance Structure

Figure 1 shows the structure of the governance arrangements for the SPIRE project.

Figure 1: Project Governance Structure



2 Function of the Early Works Project Control Group

2.1 Purpose of the EW PCG

The EW PCG will function as the primary working group for all matters relating to the Enabling Works component of the SPIRE Project. It will approve project delivery decisions where these fall within the overarching strategy and parameters that have been approved by the Project Board.

2.2 Role of the EW PCG

The EW PCG provides mutually agreed guidance, direction and oversight to the SPIRE Project Team and endorsement of recommendations from the Project Director. The PCG monitors project performance and reports to the SPIRE Project Board, escalating matters for approval where required.

Specific functions of the EW PCG include:

1. Represent relevant operational areas involved with, or impacted by, decanting of existing services and functions associated with the SPIRE project.
2. In partnership with communications and stakeholder engagement teams, provide appropriate and consistent engagement and communication with staff of Canberra Health Services to both gain input to, and disseminate information from the SPIRE EW PCG.
3. Endorse and/or make recommendations to the Project Board regarding the budget for the various aspects of the Enabling Works.
4. Provide direction, guidance and oversight to the Project Team during the planning and design development phases of the Enabling Works project.
5. Endorse and/or make recommendations to the Project Board on the proposed approach to the decanting of Buildings 5 and 24 and any related projects associated with the Enabling Works.
6. Advise on and/or approve brief changes, scope, prioritisation, risk management, design, budget allocation and staging of the works;
7. Review financial management for all aspects of the projects as well as financial progress against approved project budgets.
8. Monitor progress against the project programme to ensure that project milestones, timeframes are being met and outcomes achieved.
9. Review project risks and associated treatments through the life of the project.
10. Engage with the ACT Health Directorate, Canberra Health Services, and other relevant Stakeholders where appropriate.
11. Apply / implement policy, planning objectives and operational recommendations.
12. Endorse scope variations where these remain within the budgets endorsed by the Project Board.
13. Ensure that the Project Board is provided with adequate reporting of scope, cost and program matters, including significant changes to brief and budget to facilitate review and approval where required.
14. Approve service relocation plans and support clinical and administrative service delivery during relocation and commencement of full services in partnership with the SPIRE Project Team.
15. Oversee transition and commissioning activities relating to occupation of destination locations.

The SPIRE Project Team will be responsible for providing regular updates to the EW PCG.

2.3 Conflicts of Interest

A conflict of interest arises where an EW PCG participant has an interest that conflicts, could be perceived to conflict, or has the potential to conflict with the interests of the Territory in conducting the project.

Members and other participants must:

1. disclose to the Chair of the EW PCG any actual, perceived or potential conflicts of interest which may exist as soon as they become aware of the issue; and
2. take any necessary and reasonable measures to try and resolve the conflict.

Declarations of conflicts of interest will be considered by the Probity Advisor on a case by case basis to ensure the impartiality of EW PCG participants can be assured without imposing undue burdens on the individuals concerned.

2.4 Working Groups

The EW PCG may recommend the formation of Working Groups to inform the delivery of projects for endorsement and provide the Project Board with advice regarding various issues. The EW PCG will nominate Working Group Chairs and recommend the membership of each group.

3 Membership, Roles and Responsibilities

3.1 Members and Proxies

Table 1 lists the members and regular attendees of the EW PCG.

The approach towards the use of proxies is outlined in Section 3.4.

Table 2: EW PCG Membership

EW PCG Role	Position	Individual
Chair	SPIRE Project Director	Lloyd Esau
Member	Chief Operating Officer (CHS)	Elizabeth Chatham
Member	EGM, IHSS (CHS)	Colm Mooney
Member	Deputy CEO, Strategy, Policy and Planning (CHS)	Dave Pepper
Member	Commercial Director (SPIRE Project Team)	George Stellios
Member	EGM, Strategic Infrastructure and Procurement (ACTHD)	Liz Lopa
Member	Executive Director (CHS)	Cathie O'Neill
Attendee	Facilities Director, IHSS (CHS)	Chris Tarbuck
Attendee	Senior Director, ICT Infrastructure (ACTHD, DSD)	Mark Moerman
Attendee	Facility Planner (SPIRE Project Team)	Amanda Slater
Attendee	Project Manager(s) (SPIRE Project Team)	Katherine Harris
Attendee	Senior Manager, Capital Project Delivery, IHSS (CHS)	James Walsh
Attendee	Senior Manager Staff Accommodation Projects (CHS)	Robyn Jensen
Attendee	Stakeholder Engagement and Communications (CHS)	Angie Drake
Attendee	Communications Manager	Monica Linderman
Secretariat	Project Administration Officer (SPIRE Project Team)	Natalia Fraszczak

Other attendees will be present depending on the agenda for each meeting.

3.2 Secretariat Function

The EW PCG is supported by the secretariat. The secretariat's responsibilities include:

1. circulate the EW PCG agenda;
2. record minutes and actions from each meeting;

3. coordinate the collection and distribution of all documentation for meetings; and
4. maintaining, updating and ensuring all EW PCG members have an up to date copy of the EW PCG Terms of Reference.

3.3 The Role of Members

Members are participants of the EW PCG. They are required to review issues presented to them and resolve matters for endorsement in a timely manner.

3.4 Use of proxies

Members and attendees are to nominate a proxy to attend a meeting if unable to attend. The nominated proxy must have a suitable briefing to fulfil the position and to be able to make an informed decision.

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

Where the member noted at Section 3.1 appoints a delegate, this person will be a member and will not be counted as a proxy.

4 Meeting Principles

4.1 Decision Making

The EW PCG is authorised to endorse or approve all matters relating to the Enabling Works phase of the project except where the matter in question:

1. will introduce an item of non-essential additional scope to the Enabling Works phase that has not been authorised by the Project Board or Cabinet;
2. will cause the approved budget for the Enabling Works phase to be exceeded; or
3. has been determined by the EW PCG to be a matter that required escalation to the Project Board.

EW PCG decisions will typically take the form of one of the following:

- endorsed – the recommendations tabled at the meeting are endorsed as presented in the paper;
- endorsed subject to... – the recommendations tabled are endorsed subject to specific changes;
- not endorsed – the recommendations tabled are not endorsed, with a summary of rework required provided;
- approved – the recommendations tabled at the meeting are approved as presented in the paper; or
- noted – where the EW PCG receives a briefing paper or a verbal briefing but is not required to make a decision.

EW PCG members must attend meetings with the authority to make decisions on recommendations that are tabled. It is the member's responsibility to attain the necessary authority from the organisations they represent, or to indicate at the meeting that this is being sought. To the extent practicable, it is the member's responsibility to undertake any investigations or consultation required to form a position on a recommendation.

The EW PCG will endeavour to make decisions based on consensus of all members. Where consensus cannot be reached, the matter may be escalated to the Project Board for a decision.

4.2 Quorum

A quorum is constituted when a minimum of 50% of members (including the Chair) attend a meeting. This number may include no more than one proxy.

Where the Chair is not able to attend a meeting, one of the other members will chair the meeting.

4.3 Meeting Frequency

The EW PCG will meet every month until the conclusion of the Early Works Phase of the SPIRE Project.

4.4 Minutes and Meeting Papers

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

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

4.5 Decisions and Actions Register

All decisions and actions will be recorded in a Decisions and Actions Register. The register will reflect the meeting minutes.

SPIRE Project



SPIRE Enabling Works Project Control Group Minutes of Meeting

Meeting Details

Meeting: SPIRE Project Enabling Works PCG #2
Date: Tuesday, 8 October 2019
Location: Canberra Hospital, Building 24, Level 1, Meeting Room 1

Present

Members:

Lloyd Esau	LE	A/g SPIRE Project Director (MPC)
George Stellios	GS	A/g SPIRE Commercial Director (MPC)
Brad Burch	BB	A/g Director, Infrastructure Reform (ACTH) – proxy for LL
Chris Tarbuck	CT	Facilities Director, IHSS (CHS) – proxy for CM

Attendees:

Amanda Slater	AS	Senior Health Facility Planner, SPIRE Project Team (MPC)
Katherine Harris	KH	Project Manager, SPIRE Enabling Works (MPC)
John Ludvigson	JL	Senior Director, Operational Support Services (CHS)
Anne Folger-Pleuger	AFP	Leasing and Contracts Management (CHS) – proxy for RJ
Angie Drake	AD	Communications (CHS)
Mark Moerman	MM	Senior Director, ICT Infrastructure (CHS)
Natalia Fraszczak	NF	Secretariat (MPC)

Apologies:

Elizabeth Chatham	EC	A/g Chief Operating Officer, Clinical Services (CHS)
Colm Mooney	CM	Executive Group Manager, IHSS (CHS)
Dave Peffer	DP	Deputy CEO, Strategy, Policy and Planning (CHS)
Linda Kohlhagen	LK	A/g Chief Operating Officer (CHS)
Liz Lopa	LL	Executive Group Manager, Health Services Program (ACTHD)
Monica Lindemann	ML	Communications, SPIRE Project Team (MPC)
James Walsh	JW	Capital Project Delivery, IHSS (CHS)
Robyn Jensen	RJ	Accommodation Manager, IHSS (CHS)

Rod Blockley	RB	UCPH Liaison Officer, IHSS (CHS)
Katrina Rea	KR	Business Manager, COO (CHS)

Minutes

1. Minutes of previous meetings

Minutes have been approved as read.

2. Enabling Works PCG Terms of Reference (ToR)

1. Changes approved with no further comments. ToR to be recirculated to the Members.

DECISION 1: PCG approved the amendments in the Terms of Reference

ACTION 13: NF to distribute the EW PCG Terms of Reference to the PCG members

3. Action Register

1. Discussed.
-

4. Staging and Decanting Strategy Resolution

4.1 CARHU HPU Brief

1. BB noted that HPU Brief must be approved by the ACT Health Directorate.
2. PCG has approved the CARHU HPU brief, subject to ACTHD approval.

DECISION 2: The PCG approved the CARHU HPU Brief

ACTION 14: AS to coordinate the approval process with BB and LL

4.2 CSHC HPU Brief

1. HPU Brief must be approved by the ACT Health Directorate.
2. PCG has approved the CSHC HPU brief, subject to ACTHD approval.

DECISION 3: The PCG approved the CSHC HPU Brief.

ACTION 15: AS to coordinate the approval process with BB and LL

4.3 Building 8 Schedule of Accommodation (SoA)

1. PCG notes the SoA paper.
2. There will be a separate entry for the CSHC.
3. All users agreed with the proposed space ("like for like"). Final paper to be presented to the PCG at the next meeting.

ACTION 16: KH/AS to provide PCG with final SoA for approval

4. BB asked if there was a planning issue for a building over 2 stories. KH to confirm with STH.

ACTION 17: KH to confirm with STH if there is a potential issue with the DA when the building is over 2 stories.

5. Building 8 will not be an office accommodation and the ABW conditions do not apply. ANU lays outside of the Territory scope of accommodation.

5. Enabling Works Project Updates

5.1 Accommodation Policy

1. ANU teaching and training will be moved to level 1 Library with some support spaces to be refurbished on level 2.
2. Building 8 SoA is complete.
3. PCG agrees that the exemption from the ABW policy should be sought. This approach is supported by the CEO.

ACTION 18: AS to seek exemption from ABW

5.2 Building 28

1. Submission made to DA (enquiry around parking) impacted the submission date. LE and GS to seek EPSDD opinion on best option to move forward. CT to speak to the claimant.

ACTION 19: LE & GS to seek EPSDD opinion on best option to move forward

ACTION 20: CT to speak to the claimant – LE will forward the details to CT

2. Revised program indicates completion end of January 2020 / early February 2020.
3. Services redirection pending soil testing.
4. Modular units scheduled to be installed before Christmas.
5. Program of works will be circulated to PCG when available.

ACTION 21: KH to circulate the program when available

6. LE to send a letter to CT regarding the lift.

ACTION 22: LE to send a letter to CT regarding the lifts

7. Building 28 will be both gas and electric. KH to confirm and advise BB.

ACTION 23: KH to confirm if building 28 will be both gas and electric

5.3 Executive parking

1. Parking behind building 9 has been considered; however, this has not progressed. SPIRE will seek CEO's agreement; in the interim, the executives will use parking behind building 24, as agreed by the CEO.

DECISION 4: Existing executive parking (behind building 24) will be used after the executives move to building 28, as agreed by the CEO.

2. There may be a designated parking spot for the CEO available on level 2 (multistorey carpark).

5.4 Building 8

1. RFT has been drafted; SoA will be included.
2. Building 8 will be 100% electric.

5.5 Building 3 Level 1 (CARHU)

1. RFT for PSP design is currently opened on TendersACT (closing 24 October).

5.6 Hospital Road Services

1. KH awaits a response from RB.

ACTION 24: RB to respond to KH regarding services

2. Trunk management – the road's capacity must be confirmed as a matter of urgency. KH to check.

ACTION 25: KH to confirm the Hospital Road's capacity

5.7 CIT Carpark

1. The Project Team is completing the Cabinet Submission.
 2. Meeting with Education Department will be held on 24 Oct.
 3. Community consultations will be scheduled once the CabSub has been approved.
 4. DA will be required to be submitted.
-

6. Communications

1. Update at next meeting
-

7. ICT Report

7.1 DAS Recommendation

1. The options paper has been discussed.
2. Option 3 has been endorsed by the PCG, noting there is six to eight weeks lead time on equipment.

DECISION 5: The PCG endorsed the option 3 of the DAS recommendation report

3. BB requested a breakdown of cost to ensure that we stay within the allotted budget.

ACTION 26: MM to prepare a breakdown of costs

4. KPI 50 - CHS business requirements.

ACTION 27: JL to follow up on the KPI 50 requirement and report at the next PCG

The meeting closed at 2:15pm

Next meeting: Tuesday 12 November 2019, 1:00pm.

SPIRE Project



SPIRE Enabling Works Project Control Group Actions Register

Action items from last meeting

Purpose of Paper

To review action items which remained open at the conclusion of the meeting held on 8 October 2019.

Required Consideration

This paper is issued for information.

Background

Nil.

Author

Name: Natalia Fraszczak, SPIRE Enabling Works PCG Secretariat, SPIRE Project

Date: 23 October 2019

Attachments

1. Actions Register

Actions Register

Outstanding action item	Comments	Raised (Meeting No)	Status	Responsible	Deadline
Action 6: KH to provide detailed enabling works program at the next PCG meeting	GS and KH working with EY and other MPC team members to develop high level enabling program	EW PCG #1	Pending	KH	8/10/2019
Action 7: KH to issue new B28 program to the PCG members	KH to issue most current program prior to next PCG meeting	EW PCG #1	Pending	KH	8/10/2019
Action 9: KH/AS to apply for an exempt from ABW	Pending. BB advised that the number of offices may have to be reduced.	EW PCG #1	Pending	KH/AS	8/10/2019
Action 12: GS and KH to meet with CT re: services located behind retaining wall along Hospital Road	RB to assist KH	EW PCG #1	Pending	GS/KH	8/10/2019
Action 13: NF to distribute the EW PCG Terms of Reference to the PCG members		EW PCG #2	Complete	NF	25/10/19
Action 14: AS to coordinate the CARHU HPU Briefs approval process with BB and LL		EW PCG #2	Pending	AS	22/10/19
Action 15: AS to coordinate the CSHC HPU Briefs approval process with BB and LL		EW PCG #2	Pending	AS	22/10/19
Action 16: KH/AS to provide PCG with final SoA for approval		EW PCG #2	Pending	KH/AS	5/11/19

Outstanding action item	Comments	Raised (Meeting No)	Status	Responsible	Deadline
Action 17: KH to confirm with STH if there is a potential issue with the DA when the building is over 2 stories		EW PCG #2	Pending	KH	5/11/19
Action 18: AS to seek exemption from ABW for buildings 8 and 28		EW PCG #2	Pending	AS	14/10/19
Action 19: LE and GS to seek EPSDD opinion on best option to move forward regarding the submission made to DA (enquiry around parking)		EW PCG #2	Pending	LE/GS	5/11/19
Action 20: CT to speak to the DA respondent – LE will forward the details to CT		EW PCG #2	Pending	CT	10/10/19
Action 21: KH to circulate the program when available – building 28		EW PCG #2	Pending	KH	5/11/19
Action 22: LE to send a letter to CT regarding the lifts – building 28		EW PCG #2	Pending	LE	5/11/19
Action 23: KH to confirm if building 28 will be both gas and electric		EW PCG #2	Pending	KH	5/11/19
Action 24: RB to respond to KH regarding services on Hospital Rd		EW PCG #2	Pending	RB	5/11/19
Action 25: KH to confirm the Hospital Road's capacity		EW PCG #2	Pending	KH	5/11/19

Outstanding action item	Comments	Raised (Meeting No)	Status	Responsible	Deadline
Action 26: JL to follow up on the KPI 50 requirement and report at the next PCG		EW PCG #2	Pending	JL	12/11/19

SPIRE Project



SPIRE Enabling Works Project Control Group Decisions Register

Purpose of Paper

To provide an overview of all decisions made by the SPIRE Enabling Works Project Control Group.

Required Consideration

This paper is issued for information.

Background

Nil.

Author

Name: Natalia Fraszczak, SPIRE Enabling Works PCG Secretariat, SPIRE Project

Date: 22 October 2019

Attachments

1. Decisions Register

Decisions Register at 25 October 2019

No	Description	PCG endorsed / approved	Comments
1	PCG approved the amendments in the Terms of Reference	PCG#2	
2	The PCG approved the CARHU HPU Brief	PCG#2	
3	The PCG approved the CSHC HPU Brief	PCG#2	
4	Existing executive parking (behind building 24) will be used after the executives move to building 28, as agreed by the CEO	PCG#2	
5	The PCG endorsed the option 3 of the DAS recommendation report	PCG#2	

SPIRE Project



SPIRE Enabling Works Project Control Group Decisions Register

Purpose of Paper

To provide an overview of all decisions made by the SPIRE Enabling Works Project Control Group.

Required Consideration

This paper is issued for information.

Background

Nil.

Author

Name: Natalia Fraszczak, SPIRE Enabling Works PCG Secretariat, SPIRE Project

Date: 22 October 2019

Attachments

1. Decisions Register

Decisions Register at 25 October 2019

No	Description	PCG endorsed / approved	Comments
1	PCG approved the amendments in the Terms of Reference	PCG#2	
2	The PCG approved the CARHU HPU Brief	PCG#2	
3	The PCG approved the CSHC HPU Brief	PCG#2	
4	Existing executive parking (behind building 24) will be used after the executives move to building 28, as agreed by the CEO	PCG#2	
5	The PCG endorsed the option 3 of the DAS recommendation report	PCG#2	

SPIRE Project



SPIRE Enabling Works Project Control Group Actions Register

Action items from last meeting

Purpose of Paper

To review action items which remained open at the conclusion of the meeting held on 8 October 2019.

Required Consideration

This paper is issued for information.

Background

Nil.

Author

Name: Natalia Fraszczak, SPIRE Enabling Works PCG Secretariat, SPIRE Project

Date: 23 October 2019

Attachments

1. Actions Register

Actions Register

Outstanding action item	Comments	Raised (Meeting No)	Status	Responsible	Deadline
Action 6: KH to provide detailed enabling works program at the next PCG meeting	GS and KH working with EY and other MPC team members to develop high level enabling program	EW PCG #1	Pending	KH	8/10/2019
Action 7: KH to issue new B28 program to the PCG members	KH to issue most current program prior to next PCG meeting	EW PCG #1	Pending	KH	8/10/2019
Action 9: KH/AS to apply for an exempt from ABW	Pending. BB advised that the number of offices may have to be reduced.	EW PCG #1	Pending	KH/AS	8/10/2019
Action 12: GS and KH to meet with CT re: services located behind retaining wall along Hospital Road	RB to assist KH	EW PCG #1	Pending	GS/KH	8/10/2019
Action 13: NF to distribute the EW PCG Terms of Reference to the PCG members		EW PCG #2	Complete	NF	25/10/19
Action 14: AS to coordinate the CARHU HPU Briefs approval process with BB and LL		EW PCG #2	Pending	AS	22/10/19
Action 15: AS to coordinate the CSHC HPU Briefs approval process with BB and LL		EW PCG #2	Pending	AS	22/10/19
Action 16: KH/AS to provide PCG with final SoA for approval		EW PCG #2	Pending	KH/AS	5/11/19

Outstanding action item	Comments	Raised (Meeting No)	Status	Responsible	Deadline
Action 17: KH to confirm with STH if there is a potential issue with the DA when the building is over 2 stories		EW PCG #2	Pending	KH	5/11/19
Action 18: AS to seek exemption from ABW for buildings 8 and 28		EW PCG #2	Pending	AS	14/10/19
Action 19: LE and GS to seek EPSDD opinion on best option to move forward regarding the submission made to DA (enquiry around parking)		EW PCG #2	Pending	LE/GS	5/11/19
Action 20: CT to speak to the DA respondent – LE will forward the details to CT		EW PCG #2	Pending	CT	10/10/19
Action 21: KH to circulate the program when available – building 28		EW PCG #2	Pending	KH	5/11/19
Action 22: LE to send a letter to CT regarding the lifts – building 28		EW PCG #2	Pending	LE	5/11/19
Action 23: KH to confirm if building 28 will be both gas and electric		EW PCG #2	Pending	KH	5/11/19
Action 24: RB to respond to KH regarding services on Hospital Rd		EW PCG #2	Pending	RB	5/11/19
Action 25: KH to confirm the Hospital Road's capacity		EW PCG #2	Pending	KH	5/11/19

Outstanding action item	Comments	Raised (Meeting No)	Status	Responsible	Deadline
Action 26: JL to follow up on the KPI 50 requirement and report at the next PCG		EW PCG #2	Pending	JL	12/11/19

Ivansson, Zoe (Health)

From: SPIRE Project Team
Sent: Friday, 25 October 2019 1:09 PM
To: SPIRE Project Team; Esau, Lloyd; Stellios, George; Lopa, Liz (Health); Mooney, Colm (Health); Chatham, Elizabeth (Health); Peffer, Dave (Health); O'Neill, Cathie (Health); Tarbuck, Chris (Health); Burch, Brad (Health); Jensen, Robyn (Health); Folger-Pleuger, Anne (Health); Slater, Amanda; Harris, KatherineM; Ludvigson, John (Health); Drake, Angie (Health); Moerman, Mark (Health); Walsh, James (Health); Blockley, Rod (Health); Rea, Katrina (Health)
Subject: RE: SPIRE Enabling Works PCG Minutes - 8 Oct 2019
Attachments: Enabling Works PCG #2 Minutes 8.10.19.pdf; Enabling Works PCG - Decision Register.pdf; Enabling Works PCG - Action Register.pdf

UNCLASSIFIED

Good afternoon

Please find attached revised minutes of the last PCG meeting (8 Oct 2019).

Regards

Natalia Fraszczak

From: SPIRE Project Team
Sent: Wednesday, 23 October 2019 11:01 AM
To: Esau, Lloyd <Lloyd.Esau@act.gov.au>; Stellios, George <George.Stellios@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Peffer, Dave (Health) <Dave.Peffer@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Jensen, Robyn (Health) <Robyn.Jensen@act.gov.au>; Folger-Pleuger, Anne (Health) <Anne.Folger-Pleuger@act.gov.au>; Slater, Amanda (Health) <Amanda.Slater@act.gov.au>; Harris, KatherineM <KatherineM.Harris@act.gov.au>; Ludvigson, John (Health) <John.Ludvigson@act.gov.au>; Drake, Angie (Health) <Angie.Drake@act.gov.au>; Moerman, Mark (Health) <Mark.Moerman@act.gov.au>; Walsh, James (Health) <James.Walsh@act.gov.au>; Blockley, Rod (Health) <Rod.Blockley@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>
Subject: SPIRE Enabling Works PCG Minutes - 8 Oct 2019

UNCLASSIFIED

Dear PCG Members

Minutes, decision register and action items of the last PCG meeting (8 Oct 2019) attached.

Updated Terms of Reference attached for your information.

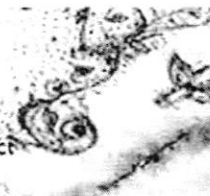
Regards

Natalia Fraszczak
 Phone: 02 6205 3401 | Natalia.Fraszczak@act.gov.au
 SPIRE Project
 Major Projects Canberra | ACT Government
 GPO Box 158 Canberra ACT 2601

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.



SPIRE Project



SPIRE Enabling Works Project Control Group Minutes of Meeting

Meeting Details

Meeting: SPIRE Project Enabling Works PCG #2
Date: Tuesday, 8 October 2019
Location: Canberra Hospital, Building 24, Level 1, Meeting Room 1

Present

Members:

Lloyd Esau	LE	A/g SPIRE Project Director (MPC)
George Stellios	GS	A/g SPIRE Commercial Director (MPC)
Brad Burch	BB	A/g Director, Infrastructure Reform (ACTH) – proxy for LL
Chris Tarbuck	CT	Facilities Director, IHSS (CHS) – proxy for CM

Attendees:

Amanda Slater	AS	Senior Health Facility Planner, SPIRE Project Team (MPC)
Katherine Harris	KH	Project Manager, SPIRE Enabling Works (MPC)
John Ludvigson	JL	Senior Director, Operational Support Services (CHS)
Anne Folger-Pleuger	AFP	Leasing and Contracts Management (CHS) – proxy for RJ
Angie Drake	AD	Communications (CHS)
Mark Moerman	MM	Senior Director, ICT Infrastructure (CHS)
Natalia Fraszczak	NF	Secretariat (MPC)

Apologies:

Elizabeth Chatham	EC	A/g Chief Operating Officer, Clinical Services (CHS)
Colm Mooney	CM	Executive Group Manager, IHSS (CHS)
Dave Pepper	DP	Deputy CEO, Strategy, Policy and Planning (CHS)
Linda Kohlhagen	LK	A/g Chief Operating Officer (CHS)
Liz Lopa	LL	Executive Group Manager, Health Services Program (ACTHD)
Monica Lindemann	ML	Communications, SPIRE Project Team (MPC)
James Walsh	JW	Capital Project Delivery, IHSS (CHS)
Robyn Jensen	RJ	Accommodation Manager, IHSS (CHS)

Rod Blockley
Katrina Rea

RB
KR

UCPH Liaison Officer, IHSS (CHS)
Business Manager, COO (CHS)

Minutes

1. Minutes of previous meetings

Minutes of PCG 1 (10 September 2019) have been approved as read.

2. Enabling Works PCG Terms of Reference (ToR)

1. Changes approved with no further comments. ToR to be recirculated to the Members.

DECISION 1: PCG approved the amendments in the Terms of Reference

ACTION 13: NF to distribute the EW PCG Terms of Reference to the PCG members

3. Action Register

1. Discussed.
-

4. Staging and Decanting Strategy Resolution

4.1 CARHU HPU Brief

1. BB noted that HPU Brief must be approved by the ACT Health Directorate.
2. PCG has approved the CARHU HPU brief, subject to ACTHD approval.

DECISION 2: The PCG approved the CARHU HPU Brief, subject to ACTHD approval

ACTION 14: AS to coordinate the approval process with BB and LL

4.2 CSHC HPU Brief

1. HPU Brief must be approved by the ACT Health Directorate.
2. PCG has approved the CSHC HPU brief, subject to ACTHD approval.

DECISION 3: The PCG approved the CSHC HPU Brief, subject to ACTHD approval

ACTION 15: AS to coordinate the approval process with BB and LL

4.3 Building 8 Schedule of Accommodation (SoA)

1. PCG notes the SoA paper.
2. There will be a separate entry for the CSHC.
3. All users agreed with the proposed space ("like for like"). Final SoA to be presented to the PCG at the next meeting.

ACTION 16: KH/AS to provide PCG with final SoA for approval

4. BB asked if there was a planning issue for a building over 2 stories. KH to confirm with STH.

ACTION 17: KH to confirm with STH if there is a potential issue with the DA when the building is over 2 stories.

5. Building 8 will not be an office accommodation and the ABW conditions do not apply. ANU lies outside of the Territory scope of accommodation.

5. Enabling Works Project Updates

5.1 Accommodation Policy

1. ANU teaching and training will be moved to level 1 Library with some support spaces to be refurbished on level 2.
2. Building 8 SoA is complete.
3. PCG agrees that the exemption from the ABW policy should be sought. This approach is supported by the CEO.

ACTION 18: AS to seek exemption from ABW

5.2 Building 28

1. Submission made to DA (enquiry around parking) has impacted the likely approval timeframe for the DA and the construction program. LE and GS to seek EPSDD opinion on best option to move forward. CT to speak to the claimant.

ACTION 19: LE and GS to seek EPSDD opinion on best option to move forward

ACTION 20: CT to speak to the claimant – LE will forward the details to CT

2. Revised construction program indicates completion end of January 2020 / early February 2020.
3. Services redirection pending soil testing.
4. Modular units scheduled to be installed before Christmas.
5. Construction program will be circulated to PCG when available.

ACTION 21: KH to circulate the program when available

6. LE to send a letter to CT regarding the lift.

ACTION 22: LE to send a letter to CT regarding the lifts

7. Building 28 will be both gas and electric. KH to confirm and advise BB.

ACTION 23: KH to confirm if building 28 will be both gas and electric

5.3 Executive parking

1. Options for expanded parking behind building 9 have been considered; investigations ongoing. SPIRE Project will seek CEO's agreement; in the interim, the executives will continue to use parking behind building 24, as agreed by the CEO.

DECISION 4: Existing executive parking (behind building 24) will continue to be used after the executives move to building 28, as agreed by the CEO

2. Options for designated parking for the CEO on level 2 of multistorey carpark are being considered and investigated.

5.4 Building 8

1. RFT has been drafted; SoA will be included.
2. Option for building 8 to be 100% electric will be considered during design if possible.

5.5 Building 3 Level 1 (CARHU)

1. RFT for PSP design is currently open on Tenders ACT (closing 24 October).

5.6 Hospital Road Services

1. KH awaits a response from RB.

ACTION 24: RB to respond to KH regarding services

2. Trunk management – the road's capacity must be confirmed as a matter of priority. KH to confirm with STH.

ACTION 25: KH to confirm the Hospital Road's capacity and report back when possible

5.7 CIT Carpark

1. The Project Team is completing the Cabinet Submission.
2. Meeting with Education Department scheduled for 24 October 2019.
3. Community consultations will be scheduled once the Cabinet Submission has been approved.
4. DA will be required to be submitted prior to undertaking the works.

6. Communications

1. Update at next meeting.

7. ICT Report

7.1 Building 28 Audio-Visual Services Options Paper

1. Option paper was discussed as presented, Option 3 (mixed approach) is the recommended option, noting there is six to eight-week lead time on new equipment.
2. BB queried if there is sufficient funding in the budget to cover the cost estimate associated with Option 3, MM to prepare breakdown of costs and report back to next PCG.
3. PCG agreed in principle to support Option 3; pending confirmation of the ICT budget; updated budget provision to be provided by MM.

DECISION 5: PCG agreed in principle to support Option 3 of the Audio-Visual Services Options Paper

ACTION 26: MM to prepare breakdown of costs and updated budget provision and report back to next PCG

7.2 Building 28 Mobile Coverage Options Paper

1. The options paper was discussed as presented.
2. Option 1 (The use of existing Coverage from Building 1) is endorsed by the PCG.

DECISION 6: PCG endorsed Option 1 of the Mobile Coverage Options Paper

3. Discussion was had as to the KPI for capacity for 50 simultaneous mobile phone users in the Emergency Operations Centre, JL to follow up and report back.

ACTION 27: JL to follow up on the KPI 50 requirement and report at the next PCG

The meeting closed at 2:15pm. Next meeting: Tuesday 12 November 2019, 1:00pm.

SPIRE Project



SPIRE Enabling Works Project Control Group Decisions Register

Purpose of Paper

To provide an overview of all decisions made by the SPIRE Enabling Works Project Control Group.

Required Consideration

This paper is issued for information.

Background

Nil.

Author

Name: Natalia Fraszczak, SPIRE Enabling Works PCG Secretariat, SPIRE Project

Date: 22 October 2019

Attachments

1. Decisions Register

Decisions Register at 25 October 2019

No	Description	PCG endorsed / approved	Comments
1	PCG approved the amendments in the Terms of Reference	PCG#2	
2	The PCG approved the CARHU HPU Brief, subject to ACTHD approval	PCG#2	
3	The PCG approved the CSHC HPU Brief, subject to ACTHD approval	PCG#2	
4	Existing executive parking (behind building 24) will be used after the executives move to building 28, as agreed by the CEO	PCG#2	
5	PCG agreed in principle to support Option 3 of the Audio-Visual Services Options Paper	PCG#2	
6	PCG endorsed Option 1 of the Mobile Coverage Options Paper		

SPIRE Project



SPIRE Enabling Works Project Control Group Actions Register

Action items from last meeting

Purpose of Paper

To review action items which remained open at the conclusion of the meeting held on 8 October 2019.

Required Consideration

This paper is issued for information.

Background

Nil.

Author

Name: Natalia Fraszczak, SPIRE Enabling Works PCG Secretariat, SPIRE Project

Date: 23 October 2019

Attachments

1. Actions Register

Actions Register

Outstanding action item	Comments	Raised (Meeting No)	Status	Responsible	Deadline
Action 6: KH to provide detailed enabling works program at the next PCG meeting	GS and KH working with EY and other MPC team members to develop high level enabling program	EW PCG #1	Pending	KH	8/10/2019
Action 7: KH to issue new B28 program to the PCG members	KH to issue most current program prior to next PCG meeting	EW PCG #1	Pending	KH	8/10/2019
Action 9: KH/AS to apply for an exempt from ABW	Pending. BB advised that the number of offices may have to be reduced.	EW PCG #1	Pending	KH/AS	8/10/2019
Action 12: GS and KH to meet with CT re: services located behind retaining wall along Hospital Road	RB to assist KH	EW PCG #1	Pending	GS/KH	8/10/2019
Action 13: NF to distribute the EW PCG Terms of Reference to the PCG members		EW PCG #2	Complete	NF	25/10/19
Action 14: AS to coordinate the CARHU HPU Briefs approval process with BB and LL		EW PCG #2	Pending	AS	22/10/19
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Action 20: CT to speak to the DA respondent – LE will forward the details to CT		EW PCG #2	Pending	CT	10/10/19
Action 21: KH to circulate the program when available – building 28		EW PCG #2	Pending	KH	5/11/19
Action 22: LE to send a letter to CT regarding the lifts – building 28		EW PCG #2	Pending	LE	5/11/19
Action 23: KH to confirm if building 28 will be both gas and electric		EW PCG #2	Pending	KH	5/11/19
Action 24: RB to respond to KH regarding services on Hospital Rd		EW PCG #2	Pending	RB	5/11/19
Action 25: KH to confirm the Hospital Road's capacity		EW PCG #2	Pending	KH	5/11/19

Outstanding action item	Comments	Raised (Meeting No)	Status	Responsible	Deadline
Action 26: MM to prepare breakdown of costs and updated budget provision and report back to next PCG		EW PCG #2	Pending	MM	12/11/19
Action 27: JL to follow up on the KPI 50 requirement and report at the next PCG		EW PCG #2	Pending	JL	12/11/19



ACT
Government

Major Projects Canberra

HEALTH PLANNING UNIT BRIEF

*BUILDING 8 – OVERARCHING
REQUIREMENTS*

MAJOR PROJECTS CANBERRA

DATE: OCTOBER V0.1

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

- Approvals

Name	Position	Signature	Date

- Document Version History

Rev No	Issue Date	Issued By	Issued To	Reason for Issue
V0.1	21/10/19	MPC		Draft tender
V0.2	28/10/19	MPC	PCG	Noting/comment

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

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HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

1. Introduction

The ACT Government committed to an expansion of the Canberra Hospital in the 2016 election with the development of a Surgical Procedures, Interventional Radiology, and Emergency (SPIRE) Centre. In September 2018, the Building Health Services Program Strategy Steering Committee agreed in-principle for the eastern corridor (North End) of the Canberra Hospital Campus, Garran be scoped as the future site of the SPIRE project.

This brief has been developed in response to the eastern corridor site proposal and requiring demolition of building 5. Services within that building will be decanted to other locations, one of those services is the Staff Development Unit (SDU) which will be canting to the new Building 8 modular.

The purpose of this document is to articulate the overarching Building 8 requirements, and should be read in conjunction with specific Health Planning Unit Brief for other services including:

- Canberra Sexual Health Centre (CSHC)
- Staff Development Unit (SDU)
- Surgical Training Centre (STC)

2. Description of the service

Building 8 will be a three-storey modular or light construction building, located on the site of the current building 8 which is to be demolished.

3. Scope of service

Services to be provided out of Building 8 include

- Canberra Sexual Health Centre
- Staff Development Unit
 - Teaching and Training
 - Staff Office Accommodation
- Australian National University Medical School– Staff Office Accommodation
- Staff Accommodation for Infrastructure Health Support Services, Social Infrastructure Branch and SPIRE Project team
- Surgical Training Centre

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

4. Workforce

Canberra Sexual Health Centre	24
Staff Development Unit	41
ANU Medical School	18
Surgical Training Centre	2
IHSS	41
SIB	24
Total	148

5. Operational description and associated design requirements

5.1. Access

5.1.1. Access points for staff, patients and visitors

The lift is to be access controlled. There will be free patient access to CSHC during business hours, however these patients will not be able to access other floors.

There will be separate patient/staff entrances.

There is to be a telephone/directory at each entry point to enable visitors to the building to contact staff within the building.

The lift is to accommodate a full sized bed.

5.1.2. After-hours access, and how this will be controlled

Building access and zone access will be via electronic access control.

Weekend access to the SDU is required.

5.2. Non-clinical support

5.2.1. Environmental and Supply Services

Environmental and Supply services will be provided as per CHS facility wide policies.

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

Waste will be sorted at the source. There are to be bins for recycling and biodegradable material.

Waste streaming bays are to be included with provision for secure waste bins.

5.3. Amenities for patients, staff and visitors

5.3.1. Rest rooms, seating, kitchenettes / beverage bays, staff rooms

Staff amenities will be distributed through the building.

There is to be access to store/photocopier for each service.

Seating will be available for visitors in the lift foyers

5.4. Security requirements

5.4.1. Access cards, telephones, call points and alarms

The building is to have zoned free access during business hours but will be access controlled outside business hours.

Nurse call is not required except for CSHC – see CSHC HPU

Each functional area is to be access controlled separately.

Each foyer is to have a phone/directory to enable visitor contact to staff

5.4.2. Mobile/personal duress systems

Mobile duress is not required

Fixed duress is required in CSHC and SDU – see specific design briefs

5.5. Information Communication Technology (ICT)

See specific requirements in HPU briefs and overarching ICT Specification

6. Specific design requirements

6.1. Overarching Design Requirements

Wayfinding is to be intuitive.

Work groups are to be set up as Pods.

Corridors and doorways are to accommodate a full sized bed in all areas apart from designated administrative areas.

6.2. Specific Design Requirements

For specific design requirements of each area, please see additional HPU briefs including:

- Canberra Sexual Health Centre HPU Brief v1.1
- Staff Development Unit HPU Brief v 0.4

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

- Surgical Training Centre HPU Brief v0.1

The ANU PhD student's office is to have controllable lighting

7. Functional Relationships

CSHC is to be located on the third floor

SDU/ STC Teaching and training spaces to be colocated if possible

SDU teaching and training and administration to be colocated

ANU administration and SDU administration space to be colocated.

Major Projects Canberra – SPIRE project team; Major Projects Canberra Social Infrastructure Branch and Infrastructure Health Support Services are to be grouped in the same vicinity with partition divisions.

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

8. Schedule of Accommodation

SoA may also appear in specific HPU briefs – SDU/ CSHC/ STC

SHARED AMENITIES	Qty	Room Area	Total Area	Comments
Total Room Area			241	
Total Discounted Circulation			28	
Total Development Area			269	
SHARED SUPPORT SERVICES AND AMENITIES				
Airlock/Entry	1	6	6	
Waiting Area	1	10	10	Ground floor
Beverage Bay	1	4	4	Ground floor
Store- photocopier	5	8	40	2 per 2nd and 3rd floor
Staff Room	2	35	70	2nd & 3rd floor
Toilet accessible	1	6	6	
Waste Streaming	3	4	12	Each floor
Toilet staff	10	3	30	Number as per NCCA
Meeting Room	1	30	30	
Meeting Room	1	20	20	
Cleaners room	1	5	5	
Disposal Room	1	8	8	
Sub-total			241	
Discounted Circulation @ 10%				
Total			241	

STAFF DEVELOPMENT UNIT	Qty	Room Area	Total Area	Comments
Total Room Area			1,116	
Total Discounted Circulation			292	
Total Development Area			1,408	

STAFF DEVELOPMENT UNIT				
OFFICES AND WORKSTATIONS				
Reception	1	10	10	
Office - workstations	41	4	180	26 SDU Staff, 2 simulation team staff, 9 Allied Health Training staff, 4 manual handling
Break out space	2	9	18	

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS VO.2

Store photocopy/stationery	1	20	20	2 x multifunction printers, collation table x 1
Simulation storage	1	20	20	Located B3 L2
Sub-total			238	
Discounted Circulation @ 15%			36	
Total			274	

TEACHING AND TRAINING SPACES				
Store Equipment	1	20	20	Training area - basic life support equipment loan trolleys
Training room	2	130	260	Operable walls to enable 4 rooms
Manual Handling Store	1	20	20	Beds, lifters
Clinical skills teaching room - CU	1	20	20	5.1.18 - CU teaching room
Computer Training room	1	30	30	5.2.160, Computer training- 8 x training bays, 1 x trainer station
Computer Training room	1	40	40	5.2.161, Computer training- 8 x training bays, 1 x trainer station
Sub-total			390	
Discounted Circulation @ 15%			59	
Total			449	

SYNERGY				
Office, Professor	4	12	48	
Workstations	7	4	31	
Sub-total			79	
Discounted Circulation @ 15%			12	
Total			91	

SURGICAL TRAINING CENTRE				
Waiting/breakout	1	10	10	
Tutorial room/Meeting room/ Handover room with Resource area	1	50	50	Surgical handovers, clinical tutorials (seating 20-25), video conferencing, academic library, 2 workstations computer-based simulation. Retractable wall
Clinical skills laboratories	1	45	45	2 x hospital beds, Procedural, surgical or life support scenarios. AVL link up
Viewing Room	1	10	10	
Surgical skills laboratories/tutorial room	1	50	50	Procedural, surgical or life support scenarios. 6 workstations, 2 x AV screens per workstation AVL link up to ORs
Common room	2	25	50	Computer/e-learning/ reading/library/study area/ x4

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS VO.2

				hot desks/ beverage bay (shared)
Quiet room	1	9	9	Multipurpose, AVL link up for management supervision of remote surgical placements
Office, 4 people shared	1	20	20	Medical Education Support/ lab assistant/ Tutor shared
Breakout space	1	9	9	
Storeroom	1	9	9	
Sub-total			253	
Discounted Circulation @ 15%			38	
Total			291	

ANU				
OFFICES AND WORKSTATIONS -				
ANU Medical School Volunteer & Pt Recruitment Office	2	4	9	5.2.172, 5.2.168
Office of Research - Child & Adolescent Trauma Grief and Loss	6	4	26	5.2.163
Office ANU Academic Unit of Psychological & Addiction Medicine Research Unit	8	4	35	5.2.164,
Psychiatry and addiction medicine PhD students	1	12	12	
Interview room	2	9	18	
Computer Lab	1	55	55	5.2.166, 5.2.167
Sub-total			155	
Discounted Circulation @ 15%			23	
Total			179	

CANBERRA SEXUAL HEALTH CENTRE	Qty	Room Area	Total Area	Comments
Total Room Area			552	
Total Discounted Circulation			177	
Total Development Area			729	

Entry/Reception/Waiting				
Airlock- Entry 10m2	1	10	10	
Reception/Clerical,	1	9	9	Up to 4p
Office -4-person shared 20m2	1	20	20	With reception/ admin

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

Store - Files, 20m2	1	30	30	Compactus.
Bay - photocopier/stationary	1	8	8	With reception/admin, shredder, x2 MFD, 2x secure waste
Waiting, 28m2	1	31	31	Include a play wall
Beverage Bay	1	4	4	associated with wait
Self-registration kiosk	3	1	3	
Toilet-Accessible 6m2	1	6	6	
Sub-total			121	
Discounted Circulation @ 32%			39	
Total			160	

Patient Areas-CSHC				
Sub-wait	1	9	9	Vulnerable/distressed persons
Treatment room	10	14	140	
Ensuite	1	5	5	Ensuite adjacent to one treatment room
Interview room	1	12	12	
Resource room	1	16	16	Multipurpose room/ NGO
Toilet-Accessible 6m2	1	6	6	
Toilet patient 4m2	2	4	8	
Toilet sub-wait	0	0		Consider space requirements through design and provision of discounted circulation
Sub-total			196	
Discounted Circulation @ 32%			63	
Total			259	

Clinical Support Area-CSHC				
Bay- resuscitation	1	2	2	
Linen	1	2	2	
Clean Utility/Medication Room, 14m2	1	14	14	Dual access
Dirty Utility	1	8	8	
Laboratory	1	14	14	include additional power points - future proofing
Staff station, 10m2	1	10	10	10m2 standard size for 12 rms
Office - Clinic workroom	1	12	12	staff work, handovers, follows on from reception
Store-equipment 14m2	1	14	14	outreach equip, consumer info
Store -General, 9m2	1	9	9	General stock storage
Cleaner's room 5m2	1	5	5	ISS contractors
Sub-total			90	
Discounted Circulation @ 32%			29	
Total			118	

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS VO.2

Staff Areas -CSHC				
Meeting room	1	30	30	Connected to staff station, operable wall to separate
Staff room 18m2	1	18	18	Connected to meeting room, operable wall to separate
Waste streaming Bay	1	3	3	collocated with staff room
Lockers	1	2	2	collocated with staff room
Beverage Bay	1	4	4	collocated with staff room
Office -4-person shared 20m2	1	20	20	
Office -Single person 9m2	3	9	27	CNC, staff specialist x 2
Office -Single person 12m2	1	12	12	Director
Office- 2-person shared 12m2	1	12	12	Research/ office manager
Office workstation 4.4m2	4	4	18	NP, Reg x 3, RN, Hot Desk
Sub-total			146	
Discounted Circulation @ 32%			47	
Total			192	

INFRASTRUCTURE	Qty	Room Area	Total Area	Comments
Total Room Area			464	
Total Discounted Circulation @15%			70	
Total Development Area			533	
SPIRE Project team				
20 Staff - following ACT Gov guidelines	20	4	88	
Interview	1	9	9	
Meeting Room	1	55	55	
Sub-total			152	
Discounted Circulation @15%			23	
Total			175	

MPC - SI / IHSS				
Office, 12m2	1	12	12	ED IHSS
ED IHSS support staff	3	4	13	
IHSS Operational and Support Services	7	4	31	
IHSS Safety and Risk	5	4	22	
IHSS Project Delivery	25	4	110	
MPC - SIB	24	4	106	
Interview	2	9	18	
Sub-total			312	
Discounted Circulation @ 15%			47	
Total			358	

HEALTH PLANNING UNIT BRIEF – B8 OVERARCHING REQUIREMENTS V0.2

TOTAL		Qty	Room Area	Total Area
SHARED SUPPORT SERVICES AND AMENITIES				241
STAFF DEVELOPMENT UNIT				
OFFICES AND WORKSTATIONS				274
TEACHING AND TRAINING SPACES				449
ANU				
OFFICES AND WORKSTATIONS				179
SURGICAL TRAINING CENTRE				291
SPIRE Project team				175
MPC - SI / IHSS				358
CANBERRA SEXUAL HEALTH CENTRE				729
SYNERGY				91
TOTAL				2786
TRAVEL AND ENGINEERING @25%		0.25		697
				3483

MAJOR PROJECTS CANBERRA

DATE



Agenda

SPIRE Enabling Works PCG

Date	Tuesday, 12 November 2019
Time	12.00-13.00
Location	Canberra Hospital, Building 24, Meeting Room 2
Chair	Lloyd Esau

Members		
Lloyd Esau	LE	A/g SPIRE Project Director (MPC)
Elizabeth Chatham	EC	Chief Operating Officer (CHS)
Dave Pepper	DP	Deputy CEO, Strategy, Policy and Planning (CHS)
Colm Mooney	CM	EGM, IHSS (CHS)
Cathie O'Neill	CO	A/g Executive Director, Cancer Ambulatory & Community Health (CHS)
Liz Lopa	LL	EGM, Strategic Infrastructure & Procurement (ACTHD)
George Stellios	GS	A/g SPIRE Commercial Director (MPC)

Attendees		
Amanda Slater	AS	Staging and Decanting Lead (MPC)
Katherine Harris	KH	Project Manager, SPIRE Enabling Works (MPC)
Chris Tarbuck	CT	Facilities Director, IHSS (CHS)
Mark Moerman	MM	Senior Director, ICT Infrastructure (CHS)
James Walsh	JW	Capital Project Delivery, IHSS (CHS)
Katrina Rea	KR	Business Manager, COO Office (CHS)
Robyn Jensen	RJ	Accommodation Manager, IHSS (CHS)
Rod Blockley	RB	UCPH Liaison Officer, IHSS (CHS)
Sarah Coye	SC	Communications and Stakeholder Engagement (MPC)
Natalia Fraszczak	NF	Secretariat (MPC)

Agenda Item	Lead	Item	Action
1. Minutes of previous meeting	LE	Paper	Approval
2. Action Register	LE	Register	Update
3. Decision Register	LE	Register	Update
4. Staging and Decanting Strategy			
4.1 Building 8 Overarching Requirements HPU Brief	AS	Paper	Noting
4.2 Staff Development Unit HPU Brief	AS	Paper	Approval



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Major Projects Canberra

Agenda Item	Lead	Item	Action
5. Enabling Works Project Updates 5.1 Construction program 5.2 Enabling Works Accommodation Policy 5.3 Building 28 5.4 Building 8 Demo 5.5 Building 8 Modular 5.6 Building 3 L1 (CARHU) 5.7 Building 4 5.8 Hospital Road Services 5.9 Former Woden CIT – temp carpark project	KH	Paper	Noting
6. ICT Report 6.1 ICT Report (general) 6.2 ICT breakdown of costs 6.3 Building 28 update 6.4 KPI 50 mobile phone users requirement 6.5 ICT & Security sub-committee (ToR)	MM MM MM JL MM	Verbal Verbal Verbal Verbal Paper	Noting Noting Noting Noting Approval
7. Communications	LE/SC	Verbal	Noting
8. Other Business 8.1 Executive carparking (Building 9) 8.2 Multi story carpark Level 2	All		

SPIRE Project



SPIRE Enabling Works

Project Control Group

Building 8 Requirements including Schedule of Accommodation Meeting Paper

Meeting Paper Details

Meeting Date: 12 November 2019
Agenda Item: 4.1
Paper Type: For Information and comment
From: Amanda Slater
Drafted: 15 October 2018

Proposed Resolution

That the PCG:

- Note overarching Building 8 requirements and provide comment as appropriate
- **Note** the Final Building 8 Schedule of Accommodation (SoA) included in Building 8 Brief

SPIRE Project



SPIRE Enabling Works Project Control Group Staff Development Unit Brief Meeting Paper

Meeting Paper Details

Meeting Date: 12 November 2019

Agenda Item: 4.2

Paper Type: For Approval

From: Amanda Slater

Drafted: 28 October 2019

Proposed Resolution

That the PCG:

- **Approve** the Staff Development Unit Brief



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Major Projects Canberra

HEALTH PLANNING UNIT BRIEF

STAFF DEVELOPMENT UNIT

CANBERRA HEALTH SERVICES

MAJOR PROJECTS CANBERRA

DATE

STAFF DEVELOPMENT UNIT HEALTH PLANNING UNIT BRIEF – V0.4

- **Approvals**

Name	Position	Signature	Date
K O'Brien	Director, Staff Development Unit		21/10/2019

- **Document Version History**

Rev No	Issue Date	Issued By	Issued To	Reason for Issue
V. 0.1	19/9/19	AS	KO	Review
V0.2	4/10/19	AS	KO	Review
V0.3	11/10/19	AS	KO	Review
V0.4	21/10/19	AS	PCC	Approval/ tender

STAFF DEVELOPMENT UNIT HEALTH PLANNING UNIT BRIEF – V 0.4

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1. Introduction

The ACT Government committed to an expansion of the Canberra Hospital in the 2016 election with the development of a Surgical Procedures, Interventional Radiology, and Emergency (SPIRE) Centre. In September 2018, the Building Health Services Program Strategy Steering Committee agreed in-principle for the eastern corridor (North End) of the Canberra Hospital Campus, Garran be scoped as the future site of the SPIRE project.

This brief has been developed in response to the eastern corridor site proposal and requiring demolition of building 5. Services within that building will be decanted to other locations, one of those services is the Staff Development Unit (SDU) which will be canting to the new Building 8 modular.

The purpose of this document is to outline existing Staff Development Unit services along with additional training services at other locations within the Canberra Hospital campus. This includes the Allied Health team of 10 people currently located in Building 6, and the Simulation team in Building 3, Level 1

The basis of this redevelopment is like for like and utilising an adapted ACT Health Accommodation Policy, overarching building design requirements will be capture in the Building 8 overarching requirements Brief.

2. Description of the service

Staff Development Unit (SDU) provides a variety of services to enable the delivery of exceptional tertiary level health care to the Canberra community and people from Southern New South Wales.

Functions of SDU include:

- Professional and vocational learning across the organisation – including orientation and specific skill development programs such as neonatal paediatric and adult life support training, venepuncture and assessor training
- Administration of the learning management system
- Reporting of organisation-wide training and development
- Coordination of programs, such the high school work experience program and the Transition to Practice nursing program
- E Learning development and administration
- Work, Health and Safety Programs including manual handling and occupational violence response training.

Training rooms are multifunctional and used by teams across a variety of health and community services to deliver training, conduct meetings and hold conferences/expo style events. Staff from Calvary Public Hospital Bruce can attend some training courses and programs in the SDU.

Training and education to groups of trainees (attendance 4 to 50 people) may be through:

- Face to face training or workshops

STAFF DEVELOPMENT UNIT HEALTH PLANNING UNIT BRIEF – V0.4

- Online training using dedicated computer workstations
- E-learning programs
- Life support equipment loan service
- Scenario or simulation-based learning.

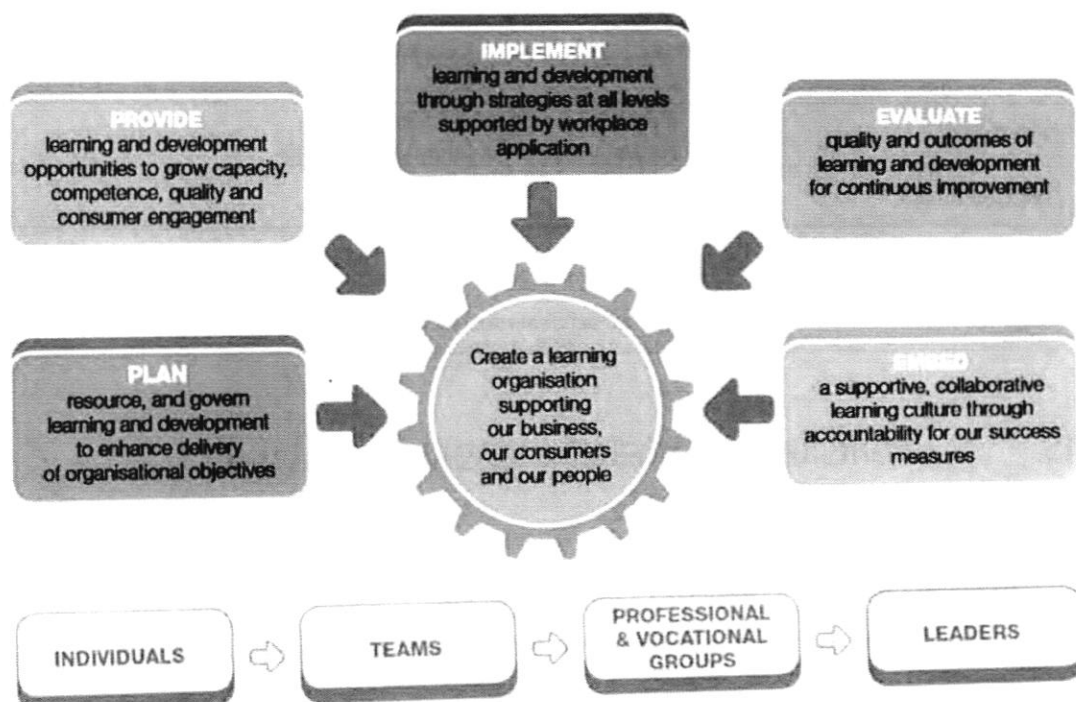
Group training will accommodate up to 80 people per room, with education models including power point presentations (theatre style), table work, small working groups, breakout sessions and rotating skills stations.

3. Scope of service

SDU offers inter-professional learning and development opportunities for students, staff and contractors across the public and private sector, contributing to the wellbeing of patients and carers who access our health services. A wide range of educational programs based on progressive training models are provided to meet National Quality and Safety Health Service Standards and are developed in partnership with Universities and health care consumers. Training provided includes:

- essential staff education;
- inter-professional scenario-based learning;
- procedural skills;
- crisis response skills;
- manual handling and
- computer training.

4. Model of Care Summary



STAFF DEVELOPMENT UNIT HEALTH PLANNING UNIT BRIEF – V0.4

Health Learning and Development Framework

5. Workforce - Current

Position Levels	Headcount	Comments
SDU staff		Approximates only
SDU Director	1	
SDU Assistant Director	1	
Administration Learning and Development Managers Educators Clinical Development Nurses	27	Capabiliti Administrator/Office Manager Work Experience Coordinator L&D Essential Education Manager, L&D Project Manager Work Experience Program Coordinator Neonatal Educator Midwifery Educator Basic and Advanced Adult Life Support Educator E-learning developer E-learning coordinator Hot desk x 1 Patient Experience/Paediatric Life Support Educator, Transition to Practice Managers x 2 EN Transition to Practice Program Clinical Development Nurses (4) RN Transition to Practice Program Clinical Development Nurses (4) (5 workstations) Clinical Skills Educators x 2 Manual Tasks Team x 4 (4 workstations)
Clerical	2	Reception and Capabiliti help desk Reception and Orientation Coordinator
Simulation team	2	Simulation Educator Technician
Allied Health	9	Director Clinical Educators
Surgical Training Centre		MESO & clinical supervisor

6. Policies impacting on the built environment

The SDU will adhere to the relevant design and space standards outlined in the Australasian Health Facility Guidelines (AusHFG).

Other policies impacting on the built environment include but are not limited to:

STAFF DEVELOPMENT UNIT HEALTH PLANNING UNIT BRIEF – V 0.4

- ACT Health (2012) – Work Health & Safety Act and Regulations and Management Systems Policy.
- ACT Health Accommodation guidelines
- Infection Prevention Control Policy
- Disability Discrimination Act, 1992

7. Operational description and associated design requirements

7.1. Access

7.1.1. Admission to the unit

Access to the area will be via lift from Hospital Road. The lift needs to be big enough to accommodate a full-sized hospital bed and a small number of people at the same time. The lift will also be utilised to evacuate people in the case of a medical emergency.

Wayfinding – Training attendees will be clearly directed to SDU floor on level 1 when entering the building. Access to the SDU reception area will be in close proximity to the lift and electronic wayfinding boards will direct people to the appropriate training space.

7.1.2. Access points for staff, patients and visitors

There will be a single point of entry

7.1.3. After-hours access, and how this will be controlled

Afterhours access will be electronically controlled. There are CHS teams and community groups who access the training rooms on weekends and afterhours, access is provided by security.

7.2. Non-clinical support

7.2.1. Administration

All reception and administration from all areas together, along with ANU administration if possible.

Staff are to be arranged in working groups which will maximise interprofessional learning opportunities and development of team-based training to deliver patient centred care

- Senior SDU Admin (near a meeting room) – 3 Pax
- E Learning Hub (back corner – furthest from reception area) – 4 Pax. This group are responsible for design of E learning. They require large corner desks (as they use multiple computers), and a quiet corner location to be able to focus.
- Project Zone – 5 Pax
- Nurse and Midwifery Educator Zone – 6 Pax
- Transition to Practice Team – 8 Pax closely located to a small meeting room to facilitate ad hoc debrief with new graduate nurses
- Allied Health Zone – 9 Pax

STAFF DEVELOPMENT UNIT HEALTH PLANNING UNIT BRIEF – V 0.4

- Manual Tasks – 4 Pax

7.2.2. Environmental and Supply Services

As per facility wide requirements

Sunday night cleaning is required due to training space use over weekend.

7.3. Amenities for patients, staff and visitors**7.3.1. Rest rooms, seating, kitchenettes / beverage bays, staff rooms**

A beverage bay will be available for use by participants of training sessions, otherwise shared facilities will be available throughout Building 8.

The beverage bay to be accessible by all training rooms, situated in the circulation space. Built in cabinetry and the ability to provide catering to participants. If possible, café style or built in bench seating (ie under window) to facilitate networking and small group interactions between sessions.

7.4. Security requirements**7.4.1. Access cards, telephones, call points and alarms**

The unit will be accessible by proximity card.

There will be secure separation between the SDU administration area and training spaces

Training space – each training room is to be access controlled, with access to trainers as delegated on IAM system (SDU Director approved and if within the scope of their education role).

Visiting educators and facilitators will be provided access by SDU reception staff or security if afterhours access is required.

A telephone will be available in the reception area to enable emergency response teams to be called if required.

7.4.2. Mobile/personal duress systems

Duress is to be located at the reception area, within the administration area (Clinical Development Nurse desk area) and in each training room

7.5. Information Communication Technology (ICT)

CHS network is required across the building.

Each training room requires a projector, interactive whiteboard, standard white boards and video-conferencing facilities, with associated data/power.

Future learning will be facilitated using virtual reality and other dynamic technologies. There should be future proofing with the ability to use the 'cloud'.

STAFF DEVELOPMENT UNIT HEALTH PLANNING UNIT BRIEF – V 0.4

An ICT link to SPIRE will enable training opportunities i.e. surgery skill simulation programs with remote video-link access

8. Specific design requirements

Facility-wide or overarching design requirements are covered in the Strategic Level Brief, and Building 8 HPU therefore this section should only describe those which are different or are additions.

8.1. Overarching Design Requirements

Learning spaces are to be flexible and adaptable in size, enabling the space to be utilised by small groups and large with the use of automated operable walls. This design will enable flexible modes of training utilising state of the art technology to facilitate an optimal learning environment.

Intuitive wayfinding – people will be able to find the appropriate training space without having to check into reception through use of digital display screens and clearly marked room numbers.

8.2. Specific Design Requirements

To enhance flexibility training rooms are to be flexible training spaces. The two large rooms are to have automated operable walls to enable use of space as either 4 rooms, or two large rooms.

Corridors and doorways are to be able to accommodate a full-sized bed.

One large training room will be used for Occupational Aggression Response Training. This room will require:

- additional acoustic attenuation -floor, walls and ceiling
- flooring that will accommodate physical training/jumping and high impact i.e. people may be taken to the floor in a rapid and vigorous rate
- storage for floor mats

A Storeroom for manual handling will need to accommodate handling equipment including beds and lifters. Equipment will be moved in and out of the room where manual handling training is provided in order to enable multi-use of the room.

Admin space – Paper based resources are utilised, therefore a long bench is required to enable compiling of paper handouts - standing height with deep drawers below, and photocopiers nearby.

9. Functional Relationships

Due to the physical requirement around training, particularly occupation violence training, the SDU is best located on the ground floor of B8.

SDU Administration has an operational relationship with ANU Administration to be collocated if possible.

STAFF DEVELOPMENT UNIT HEALTH PLANNING UNIT BRIEF – V 0.4

SDU teaching and training and the Surgical Training Centre have a training relationship and could be collocated if possible.

10. Schedule of Accommodation

OFFICES AND WORKSTATIONS				
Reception	1	10	10	
Office - workstations	41	4	180	26 SDU Staff, 2 simulation team staff, 9 Allied Health Training staff, 4 manual handling
Break out space	2	9	18	
Store photocopy/stationery	1	20	20	2 x multifunction printers, collation table x 1
Simulation storage	1	20	20	Located B3 L2
Sub-total			238	
Discounted Circulation @ 15%			36	
Total			274	
TEACHING AND TRAINING SPACES				
Store Equipment	1	20	20	Training area - basic life support equipment loan trolleys
Training room	2	130	260	Operable walls to enable 4 rooms
Manual Handling Store	1	20	20	Beds, lifters
Clinical skills teaching room - CU	1	20	20	5.1.18 - CU teaching room
Computer Training room	1	30	30	5.2.160, Computer training- 8 x training bays, 1 x trainer station
Computer Training room	1	40	40	5.2.161, Computer training- 8 x training bays, 1 x trainer station
Sub-total			390	
Discounted Circulation @ 15%			59	
Total			449	
SYNERGY				
Office, Professor	4	12	48	
Workstations	7	4	31	
Sub-total			79	
Discounted Circulation @ 15%			12	
Total			91	

MAJOR PROJECTS CANBERRA
DATE

SPIRE Project



SPIRE Project Enabling Works Project Control Group Project Manager's Report Meeting Paper

Meeting Paper Details

Meeting Date: 12 November 2019

Agenda Item: 5

Paper Type: For Noting

From: Katherine Harris

Drafted: 04 November 2019

Proposed Resolution

That the PCG:

- **Note** the Project Manager's Report

SPIRE Project Enabling Works

Current status of enabling works program

The following briefly sets out the current status of the projects forming the Enabling Works element of the project together with identified key risks.

Project	Status	Risks
Building 28	<ul style="list-style-type: none"> » Design completed and DA lodged » Fabrication for modular units has commenced » Site soil testing has been carried out, trenching for gas/water relocation and new services to site has begun (October) » Modular units due to for delivery to site early December » Lift issue resolved with CM and CT, lift has been ordered 	<ul style="list-style-type: none"> » DA – awaiting confirmation that DA representation has been withdrawn » Fit-out is scheduled to run over the Christmas period. Completion in January is at risk; program schedules completion for February. » FF&E selection and order is on the critical path; some items have been reselected with User Group/OHS.
Building 8 Demolition	<ul style="list-style-type: none"> » DA lodged and expected to be approved before end of 2019 » RFT for services redirection and demolition to be released to market w/c 11/Nov » Package to be let late 2019 » Works to begin for services redirection early 2020 if possible 	<ul style="list-style-type: none"> » Common services fed from Building 8 to Building 7 and Building 9 to be redirected
CARHU	<ul style="list-style-type: none"> » Concept layout sketches completed and endorsed by CARHU user group » Detailed design tender closed 24 October. Tender assessment meeting scheduled 4 November » Works scheduled to commence Q2 2020 	<ul style="list-style-type: none"> » Asbestos removal in B3 » Restricted working in B3 » Unknown issues relating to connecting to existing B3 services
Building 4 reconfiguration	<ul style="list-style-type: none"> » Principles for compressing library agreed with CHS and ANU » Sketch layouts in development through user engagement » Detailed design RFT is currently out to tender; closing 12/Nov » Works scheduled to commence in Q2 2020 	<ul style="list-style-type: none"> » Resistance to reduction in library staff areas » two stage construction process (library then ANU) may have program implications » Restricted working hours to keep library operational
Building 8 Modular build	<ul style="list-style-type: none"> » Sketch designs produced by STH, with particular focus on CSHC » Detailed design RFT is currently out to tender; closing 21/Nov » 	<ul style="list-style-type: none"> » DA process » Substantial building with extensive civils work required – procurement in early 2020 will be essential » Relocation of Hospital Road services
CIT Woden Carpark	<ul style="list-style-type: none"> » Meeting held with Education DDG (David Jones) on 24 Oct to discuss » Sketch layout produced indication of additional 800 spaces possible post demolition » Detailed design RFT is currently out to tender 	<ul style="list-style-type: none"> » Community consultation may raise issues from residential areas » Traffic studies may result in intersection work being required » DA process » Demolition of CIT by others (expected to be complete by mid-2020)
Hospital Road Services Diversion	<ul style="list-style-type: none"> » Preliminary report received from STH and Arup and being assessed. » Working group being established w/c 4/Nov 	<ul style="list-style-type: none"> » Major services reticulation route – works will have to be sequenced to avoid disruption to CH

Project	Status	Risks
	to discuss options/feasibility » Design RFT/procurement to follow Working group meetings	» Alternative route may prove challenging to find » On critical path for construction of B8

SPIRE Project



SPIRE Enabling Works Project Control Group Construction Program

Meeting Paper Details

Meeting Date: 12 November 2019

Agenda Item: 5.1

Paper Type: For Information and comment

From: Katherine Harris

Drafted:

Proposed Resolution

That the PCG:

- **Note** the Enabling Works Construction Program will be tabled at the meeting

SPIRE Project



SPIRE Enabling Works Project Control Group ICT Breakdown of Costs

Meeting Paper Details

Meeting Date: 12 November 2019

Agenda Item: 6.2

Paper Type: For Information

From: Mark Moerman

Drafted: 30 October 2019

Proposed Resolution

That the PCG:

- **Note** the ICT breakdown of costs to support Option 3 of the Audio-Visual Services Options Paper

Digital Solutions Division

Clearance Form


ACT
Government

ACT Health

TRIM Reference No.

Subject/Title Approval to proceed with Early Procurement for the New Executive and the Emergency Operations Centre/Building (Building 28) through Shared Service ICT (SSICT)

Action requested ☐ FOR EXECUTIVE BRANCH ☒ FOR CIO CLEARANCE
MANAGER CLEARANCE

Action officer Name: Mark Cahill Title: Project Manager Ph: 02 5124 9960

Date submitted 30th October 2019 **Due date:** 1st November 2019

Reason for urgency (if applicable) Purchasing Time Constraints

Summary: To Seek Financial Delegation Approval for \$186,036.40 (ex GST) against Cost Centre 69834 for the Early Procurement of ICT Audio Visual Equipment Pre SSICT Proposal Completion

As part of the SPIRE Program, there is a requirement for early works for the new Executive and Emergency Operations Centre (EOC)/Building (B28).

The early works cover off the procurement of ICT Audio Visual equipment which will reduce the risk to the project by ensuring that purchasing time constraints do not impact implementation dates. The procurement that Shared Services ICT would be engaged to conduct relates to purchase of Webex Boards, Roomkit PRO and Miscellaneous equipment and services costs. Costs are a budgetary estimate only, therefore it is suggested that a 10 percent contingency of \$16,912.40 to cover pricing increases be included for approval.

The budgetary estimate is \$186,036.40 (ex GST), including the contingency of \$16,912.40. The cost of the purchase will be covered by funds allocated by Major Projects Canberra for the New Executive and the Emergency Operations Centre/Building (Building 28).

Costs have been obtained from the DSD Audio Visual Options Paper endorsed by the SPIRE Enabling Works Project Control Group (PCG) on 8th October 2019.

Note: the costs shown do not include any OPEX costs.

Director clearance ☒ APPROVED **Name:** Mark Moerman **Signature:** [Redacted] **Date:** 30/10/2019

By approving this document you are approving that the document is complete, that you support the recommendations and that it is contextually correct, grammatically correct and spell checked

Finance Manager Clearance ☐ APPROVED **Name:** **Signature:** **Date:**
(if financial implications are more than \$20,000)

Executive Branch Manager Clearance ☐ APPROVED ☐ Sandra Cook ☐ Peter McNiven
Delegation of up to \$100,000 including GST **Signature:** **Date:**

Sign on page: (office use only)

Director, Office of the CIO ☐ APPROVED **Name:** **Signature:** **Date:**

CIO clearance ☐ APPROVED ☐ PLEASE DISCUSS
Delegation of up to \$300,000 including GST ☐ APPROVED WITH CHANGES ☐ RESUBMIT

Sandra Cook

Signature:

Date:

Sign on page: *(office use only)*

Comments

Resubmit Details

Date:

Comments:

Pond, Aleks (Health)

From: Lopa, Liz (Health)
Sent: Tuesday, 12 November 2019 9:45 AM
To: McMullen, Stephanie (Health)
Subject: FW: SPIRE Enabling Works PCG meeting papers [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Attachments: Enabling Works PCG #3 - 12.11.2019.pdf

Hi

Can you do me a favour? Can you see if there is a paper for the approval item? I have looked in my email and can't see one but I might have missed it.

Thanks

Liz

From: SPIRE Project Team
Sent: Wednesday, 6 November 2019 12:32 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>; Slater, Amanda <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>; Folger-Pleuger, Anne (Health) <Anne.Folger-Pleuger@act.gov.au>; Blockley, Rod (Health) <Rod.Blockley@act.gov.au>; Coye, SarahE <SarahE.Coye@act.gov.au>
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Subject: SPIRE Enabling Works PCG meeting papers

UNCLASSIFIED For-Official-Use-Only

Good afternoon PCG Members

Please find attached agenda and papers for the next SPIRE Enabling Works PCG meeting, scheduled for 12 November 2019.

Thank you

Regards

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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.



SPIRE Project



SPIRE Project Enabling Works

Project Control Group

ICT and Security sub-committee Terms of Reference Meeting Paper

Meeting Paper Details

Meeting Date: 12 November 2019

Agenda Item: 6.5

Paper Type: For approval

From: Mark Moerman

Drafted: 06 November 2019

Proposed Resolution

That the PCG:

- **Approve** the ICT and Security sub-committee Terms of Reference