	TERMS OF REFERENCE
	ICT & Security Working Group SPIRE Enabling Works Project
Name	This document sets out the Terms of Reference (TOR) for the ICT & Security Working Group (ICT&SecWG) established in relation to the SPIRE Enabling Works Project
Role	The ICT&SecWG has been established to provided oversight of ICT, security and associated electric and operational commissioning matters for works associated with the SPIRE Enabling Works Project. It will provide an appropriate level of governance and guidance to the Major Projects Canberra Team and facilitate ownership of the process and outcome for ICT and Security infrastructure associated with and required for the SPIRE Enabling Works. In particular, the role of the ICT&SecWG is to:
	 confirm the overarching strategy for the implementation of the ICT and Security Infrastructure scope of the project; review ICT and Security documentation prior to being released for approval to the SPIRE Enabling Works Project Control Group (PCG); monitor key project deliverables, project risks and issues, and ensure appropriate mitigation action is being taken in relation to ICT and Security infrastructure; and provide advice and direction to the Major Project Canberra (MPC) team in relation to the implementation of ICT and Security infrastructure.
Reporting Mechanism	The ICT&SecWG reports to the SPIRE Enabling Works Project Control Group via the MPC Project Manager and via the appropriate PCG representative.
Functions	The ICT&SecWG is responsible for ensuring the specific project: Procures and delivers ICT and Security infrastructure that is fit for purpose and is delivered within cost, time and scope parameters, and is consistent with the requirement that it: delivers ICT and Security infrastructure that Canberra Health Services can maintain to ensure that it remains effective over its life cycle; resources operations activities to operate effectively and within budget; Adheres to the governance committee's vision and direction by: using the staged (gates) approval process; using standardised processes and consolidated guiding documentation; using established governance and authorities as delegated by the governance committees. Maintains accountability for different project elements across teams responsible for infrastructure, support and operational areas. In addition, during implementation and construction, the ICT&SecWG is responsible for: conducting cabling infrastructure inspections during the construction phase; conducting communications room handover inspection in conjunction with SSICT; overseeing ICT and Security Testing and Commissioning; ensuring the project adheres to the approved scope, timeframes and
	ICT&SecWG Chair

The primary role of the Chair is to chair all meetings of the ICT&SecWG. The Chair will:

- Chair ICT&SecWG meetings and work with the Secretariat (DSD Project Manager) to shape the agenda and ensure the smooth running of the ICT&SecWG; and
- Ensure contributions by all ICT&SecWG members and reach consensus when making decisions, recommendations or providing advice'

ICT&SecWG Members

ICT&SecWG Members will:

- Understand the TOR for the ICT&SecWG, their role and responsibilities;
- Attend and actively participate in meetings;
- Work in a collegiate manner with other members to achieve the objectives of the project; and
- Take a service wide perspective in carrying out their role and consult, as appropriate, with relevant stakeholders and interested parties on any matter before the ICT&SecWG.

Non-Members

Non-members will be invited in an advisory capacity.

Secretariat (DSD Project Manager)

The role of the ICT&SecWG Secretariat will be performed by the DSD Project Manager. The Secretariat will support the Chair in the smooth operation of the ICT&SecWG.

The Secretariat will work with the Chair and the ICT&SecWG to:

- Prepare the agenda and minutes of the ICT&SecWG in a timely manner;
- Coordinate and distribute papers in a timely manner;
- · Circulate for comment at least five working days prior to a meeting;
- Minutes are circulated for review and confirmation within five working days of each meeting; and
- The final agenda and supporting papers are circulated at least two working days prior to the meeting.

Members

- Mark Moerman, Senior Director, ICT Infrastructure, DSD ACT Health (Chair)
- Dario Gomes, Assistant Director, Security Planning & Design, Security Operations, Canberra Hospital Services (CHS)
- Katherine Harris, Project Manager, SPIRE Enabling Works, Major Projects Canberra
- Head Contractor, Services Engineer, (Vendor Representative TBA)
- Head Contractor, Project Engineer, (Vendor Representative TBA)
- Amanda Slater, Staging and Decanting Lead SPIRE, Major Projects Canberra
- David Richards, Solution Architect, ICT Infrastructure, DSD
- Nitin Saxena, Solution Architect, ICT Infrastructure, DSD
- Mark Cahill, Senior Project Manager, ICT Infrastructure, DSD (DSD PM and ICT&SWecG Secretariat)

Other representatives will be invited as required at the Chair's discretion.

Quorum

Fifty percent of the membership plus 1 (excluding invited guests). In the case of absence, a proxy should be nominated. The proxy must be fully briefed prior to the meeting to inform their attendance and contribution.

Agenda Requests	The secretariat is to receive requests for agenda items and associated papers for collation with other meeting papers no later than five (5) working days before the meeting (this will be adjusted when meetings are scheduled on a weekly basis). The Secretariat will circulate papers to member no later than two (2) working days before the scheduled meeting. Unless otherwise advised, late agenda requests will be scheduled for the following meeting.
Meeting Frequency/Duration	Fortnightly for 60 minutes. Meeting frequency will possible revert to weekly during high delivery activities.

SPIRE Clinical Engagement Register 2019

SPIRE		Ingagement Register		
DATE	TIME	AREA	Attendees Daniel Wood	Follow up
			Daniel Wood Lis Lops	
2019-03-04	1600-1630	Division of Surgery	Manica Lindemann	Meetings scheduled with relevant stakebolizers
350 H 185 185			Kate Evans	
\$15 April 10 April 10			Thomas Bruessell	
2019-03-05	1000-1100	Anaesthetics and Perioperative	Uz Lopa	
			Kete Evens Kerri Reeves	
			Deanne Cole	
2019-03-05	1100-1200	Perioperative and interventional suits	Liz Lope	
			Kete Evens	
Part As Can Design		- contrast of their contrast of the first own contrast	CNCs from periop	
			Tania Lawrence	
2019-11-04	1400-1500	Surgical IPU	Allian Davis Donna De Silva	Nill action fleres
	1400-1500	See grow to o	Amanda McCarthy	148 81 0779 02310
			Keto Evans	
			Narelle Boyd	
2019-03-06	1430-1500	Critical Care	Lie Lope	Meetins to be booked with NU and ED
			Monica Undamann	
SAME THE RESIDENCE OF THE PARTY			Kate Evens Girish Talaulikar	
			Liz Lopa	
2019-03-07	1300-1330	Division of medicine	monica Lindemann	NR action items
A) 174 41 THE RES			Kate Evens	
			Nerelle Boyd	
			Greg Holtis	
2019-03-07	1500-1600	Emergency Department	Sem Scalan Nicole Sister	
2013-01-01	1,00-1000	consignity pepartment	Ur Lope	Extensive discussion. Multiple decision points and action items - please sec meeting notes. ED requesting change in scope
			Monka Lindemann	
		9	Kete Evens	
DEPT NUMBER			Colm Mooney	
2019-03-07	1615-1645	Infrastructure Management and Maintenance	tiz topa	
	2010-2010		Monice Lindemann	
			Kete Evens Narelle Boyd	
A NEWSTER			Bronwyn Avard	
2019-03-15	1300-1330	Intensive Care Unit	Carly Silberberg	ICU requisiting change in scope
			tiz Lopa	and taken and transfer as bread
			Kete Evens	
			Berandette McDonald	
1000000000			Colm Mooney	
			Frank Piscioneri	
			Thomas Bruessel Daniel Wood	
2019-03-25	1700-1730	erioperative and interventional Suite and Anaesthati	Kerri Regues	Scupe agreed spon. Action items is per meeting notes.
			Boon Lim	
			Liz Chatham	
			tie tops	
			Kate Evens Bernadette McDonald	
			Narelle Boyd	
2500			Use Gilmore	
2019-03-28	6830-0900	Intensive Care Unit	Colm Maoney	NA COUNTRY OF A STATE OF THE ST
2019-03-28	0830-0900	intensive Care Olut	Bronwyn Avard	Scope agreed upon. Action Berm as per meeting notes
			Carly Silberberg	
			Liz Lopa	
ENCHARGE THE RESIDENCE			Kate Evans Bernadette Modonald	
			Girish Telaulikar	
			Jacqui Taylor	
2019-03-28	1430-1500	Cardiology	Rajeev Pathak	
	1430 2300	Cartifology	Alison Baldwin	Agreed upon size as per meeting sides
			Colm Mooney	
			Liz Lope	
			Kate Evans Bernadette McDonald	
			Narelle Boyd	
			Lisa Gilmore	
750 60 10 12			Greg Hollis	
2019-03-28	1500-1530	Emergency Department	Suzanne Smallbane	
	134 134	chiefgency separations	Nicole Slater	Further meeting scheduled for 29/1/2019
			Colm Mooney	
			tiz topa	
1.1			Kete Evens	
			Nerelle Boyd	
			Lisa Gilmore	
	1022000000		Greg Holiis	
2019-03-29	1300-1500	Emergency Department	Suzanne Smallbane	Agrend upon scope as per incetting notes
世 1000000000000000000000000000000000000			Nicole Slater	
A TOTAL CONTRACTOR			Kate Evens	
50 00 00 00 00 00 00 00 00 00 00 00 00 0			Amenda Slater Bernadette McDonald	
			Colm Mooney	
2019-04-02	1530-1600	Madest	Charles Ngu	
	*330-F000	Medical imaging	Shivendra Lalloo	Action items and scope as per meeting sisters
QATHUR IS			Liz Lopa	
North Control			Kate Evans	

Clinical Feedback Surgical IPU (Surgery and Oral Health) •
Perioperative and Interventional Suite – Director of Surgery/ADON/Anaesthetics (Surgery and Oral Health) • • • • • • • • • • • • • • • • • •
ACCU & ICL (Division of Medicine) Intensive Care Unit (Critical Care)
Emergency Department (Critical Care) •
 Helipad (Critical Care) Loading dock
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Sterilising Services

Clinical Feedback
Surgical IPU (Surgery and Oral Health)
•
Perioperative and Interventional Suite - Director of Surgery/ADON/Anaesthetics (Surgery and Oral Health) • • • • • • • • • • • • • • • • • •
ACCU & ICL (Division of Medicine) •
Intensive Care Unit (Critical Care)
Emergency Department (Critical Care)
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Helipad (Critical Care)
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Loading dock

Sterilising Services

Clinical Feedback - Surgical IPU (Surgery and Oral Health)

Perioperative Meeting Attendees

Kerri Reeves - Perioperative ADON

Perioperative - Clinical Nurse Consultants

Liz Lopa – Executive Group Manager, Strategic Infrastructure

Kate Evans - Clinical Liaison SPIRE, Strategic Infrastructure

Discussion

Action Items

Anaesthetics meeting attendees

Thomas Bruessell - Clinical Director of Anaesthetics

Liz Lopa – Executive Group Manager, Strategic Infrastructure

Kate Evans - Clinical Liaison SPIRE, Strategic Infrastructure

Discussion

Action Items

Decision Points •	
Perioperative meeting - Director of Surgery Frank Piscioneri - Director of Surgery Kate Evans - Clinical Liaison, Strategic Infrastructure	
Discussion	
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• Action Items	
Decision Points • •	
Surgical IPU Meeting Attendees Giliian Davis – Surgical DON Tania Lawrence – Surgical ADON Donna De Silva– Surgical CNC Amanda McCarthy – Surgical CNC	
Kate Evans – Clinical Liaison SPIRE, Strategic Infrastructure Discussion	
Action Items – Health Planning	

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Surgical IPU (Surgery and Oral Health)

• No active decision points post engagement

Perioperative and Interventional Suite - Director of Surgery/ADON/Anaesthe	tics
(Surgery and Oral Health)	

ACCU & ICL (Division of Medicine)

No active decision points post engagement

Intensive Care Unit (Critical Care)

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Emergency Department (Critical Care)

Helipad (Critical Care)

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Loading dock

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Sterilising Services

Clinical Feedback - Emergency Department (Critical Care)

Attendees

Narelle Boyd - Executive Director of Critical Care

Greg Hollis - Clinical Director, Emergency Department

Sam Scanlon - Deputy Director, Emergency Department

Nicole Slater - ADON, Emergency Department

Liz Lopa – Executive Group Manager, Strategic Infrastructure

Kate Evans – Clinical Liaison SPIRE, Strategic Infrastructure

Monica Lindemann – Special Advisor/Communications, Strategic Infrastructure

Discussion

Action Items

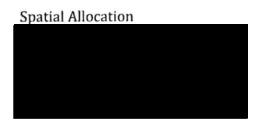
Health Planning Team

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- **Emergency Department**
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Decision points

Emergency Department

Table 1. Treatment spaces





Data

Clinical Feedback - Intensive Care Unit (Critical Care)

Attendees

Narelle Boyd - Executive Director of Critical Care
Bronwyn Avard – Clinical Director, Intensive Care
Simon Robertson – Deputy Director, Intensive Care
Carly Silberberg – DON, Critical Care
Liz Lopa – Executive Group Manager, Strategic Infrastructure
Kate Evans – Clinical Liaison SPIRE, Strategic Infrastructure

Discussion

Action Items

Health Planning Team

Emergency Department

Decision points

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Clinical Feedback - Helipad (Critical Care)

Attendees

Narelle Boyd – Executive Director, Critical care
Kelvin Grove – Director, Capital Region Retrieval Services
David Lamond – Deputy Director, Capital Region Retrieval Services
Liz Lopa – Executive Group Manager, Strategic Infrastructure
Brad Burch – Executive Branch Manager, Strategic Infrastructure

Discussion

- · Presentation of the Check point SoA
- Discussion regarding the number of Helicopter Landing sites

Action Items

Nil action items

Decision points

Acute Cardiac Care Unit & Interventional Cardiology Laboratories
Coronary care Unit/ Acute Cardiac Care Unit

Table 1. Projections

Interventional Cardiology Laboratories

Table 2. Projections and Calculated Cardiac Catheter requirements

Territory Wide Service Delivery

Table 3. Coronary Care Beds

Clinical Feedback - Sterilising Service & Loading Dock

Attendees

Colm Mooney – Executive Director, Infrastructure Management and Maintenance Liz Lopa – Executive Group Manager, Strategic Infrastructure Kate Evans – Clinical Liaison SPIRE, Strategic Infrastructure Monica Lindemann – Special Advisor/Communications, Strategic Infrastructure

Discussion

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Action Items

Decision points

Attachment A: Summary of Clinical Feedback
Surgical IPU (Surgery and Oral Health)
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•
Perioperative and Interventional Suite - Director of Surgery/ADON/Anaesthetics
(Surgery and Oral Health)
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•
ACCU & ICL (Division of Medicine)
 Girish Talaulikar, Executive Director, supports current SoA and is prepared to endorse it
Intensive Care Unit (Critical Care)
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Emergency Department (Critical Care)
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Helipad (Critical Care)
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Loading dock

Sterilising Services

Attachment B: Summary of Key Change Requests

Surgical IPU (Surgery and Oral Health)

No active decision points post engagement
Perioperative and Interventional Suite – Director of Surgery/ADON/Anaesthetic (Surgery and Oral Health)
ACCU & ICL (Division of Medicine)
No active decision points post engagement
Intensive Care Unit (Critical Care)
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Emergency Department (Critical Care)
Helipad (Critical Care)
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Loading dock
Sterilising Services

Clinical Feedback - Emergency Department (Critical Care)

Attendees

Narelle Boyd - Executive Director of Critical Care

Greg Hollis - Clinical Director, Emergency Department

Sam Scanlon – Deputy Director, Emergency Department

Nicole Slater - ADON, Emergency Department

Liz Lopa - Executive Group Manager, Strategic Infrastructure

Kate Evans - Clinical Liaison SPIRE, Strategi Infrastructure

Monica Lindemann – Special Advisor/Communications, Strategic Infrastructure

Discussion

Action Items

Health Planning Team

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Emergency Department

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Decision points

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Clinical Feedback - Helipad (Critical Care)

Attendees

Kelvin Grove – Director, Capital Region Retrieval Services
???David Lamond – Deputy Director, Capital Region Retrieval Services
Liz Lopa – Executive Group Manager, Strategic Infrastructure
???Monica Lindemann – Special Advisor/Communications, Strategic Infrastructure

Discussion

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Action Items

Nil action items

Decision points

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Clinical Feedback - Intensive Care Unit (Critical Care)

Attendees

Narelle Boyd - Executive Director of Critical Care

Bronwyn Avard - Clinical Director, Intensive Care

Simon Robertson - Deputy Director, Intensive Care

Carly Silberberg - DON, Critical Care

Liz Lopa – Executive Group Manager, Strategic Infrastructure

Kate Evans – Clinical Liaison SPIRE, Strategic Infrastructure

Discussion



Action Items

Health Planning Team

Emergency Department

Decision points

Clinical Feedback - Surgical IPU (Surgery and Oral Health)

Perioperative Meeting Attendees

Kerri Reeves - Perioperative ADON

Perioperative - Clinical Nurse Consultants

Liz Lopa – Executive Group Manager, Strategic Infrastructure

Kate Evans - Clinical Liaison SPIRE, Strategic Infrastructure

Discussion

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Action Items

Anaesthetics meeting attendees

Thomas Bruessell – Clinical Director of Anaesthetics

Liz Lopa – Executive Group Manager, Strategic Infrastructure

Kate Evans – Clinical Liaison SPIRE, Strategic Infrastructure

Discussion

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Action Items

Decision Points •
Perioperative meeting - Director of Surgery Frank Piscioneri – Director of Surgery Kate Evans – Clinical Liaison, Strategic Infrastructure
Discussion
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Action Items
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Decision Points
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Surgical IPU Meeting Attendees Giliian Davis – Surgical DON
Tania Lawrence – Surgical ADON
Donna De Silva– Surgical CNC
Amanda McCarthy – Surgical CNC
Kate Evans – Clinical Liaison SPIRE, Strategic Infrastructure
Discussion
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Action Items - Health Planning
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Decision Points

Surgical IPU (Surgery and Oral Health)

• No active decision points post engagement

Perioperative and Interventional Suite - Director of Surgery/ADON/Anaesthetics (Surgery and Oral Health)

ACCU & ICL (Division of Medicine)

· No active decision points post engagement

Intensive Care Unit (Critical Care)

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Emergency Department (Critical Care)

Helipad (Critical Care)

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Sterilising Services

Clinical Feedback Surgical IPU (Surgery and Oral Health) •
Perioperative and Interventional Suite - Director of Surgery/ADON/Anaesthetics (Surgery and Oral Health)
ACCU & ICL (Division of Medicine) • Girish Talaulikar, Executive Director, supports current SoA and is prepared to endorse it
Intensive Care Unit (Critical Care) • • •
Emergency Department (Critical Care)
•

Loading dock

Helipad (Critical Care)

Sterilising Services

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Clinical Feedback - Acute Cardiac Care Unit and Interventional Cardiology Laboratories (Division of Medicine)

Attendees

Girish Talaulikar – Executive Director, Division of Medicine
Liz Lopa – Executive Group Manager, Strategic Infrastructure
Kate Evans – Clinical Liaison SPIRE, Strategic Infrastructure
Monica Lindemann – Special Advisor/Communications, Strategic Infrastructure

Discussion

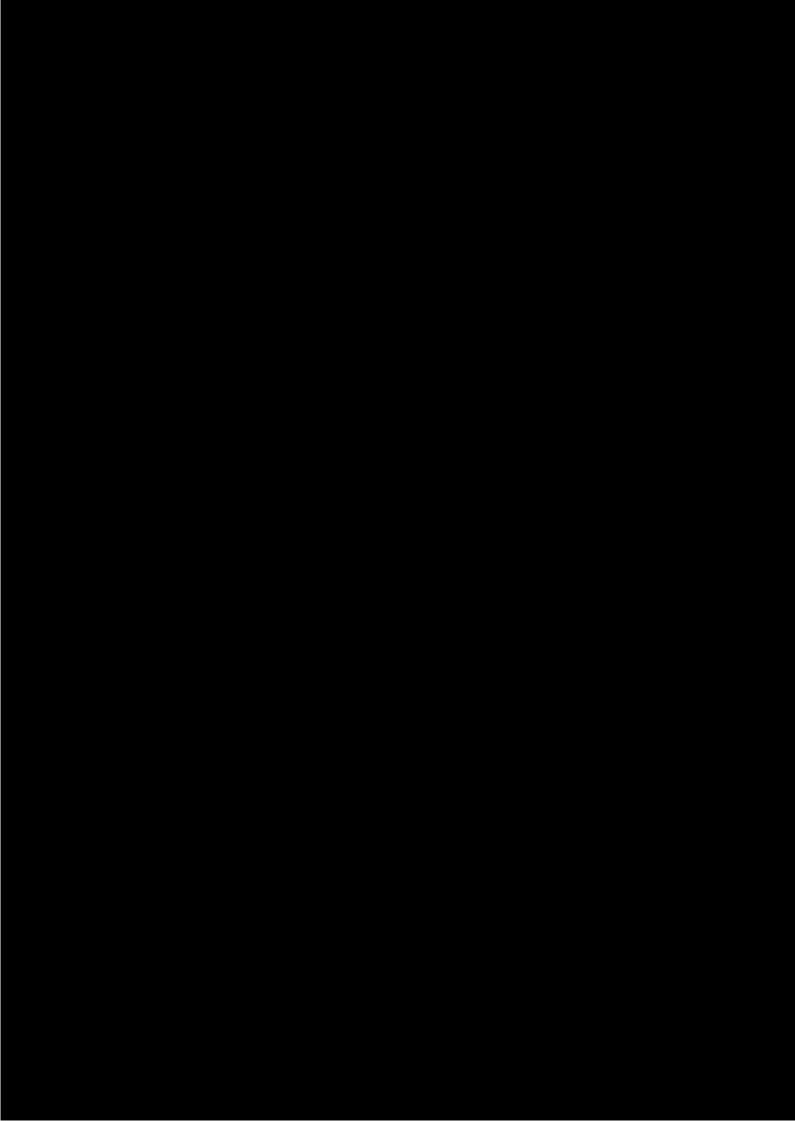
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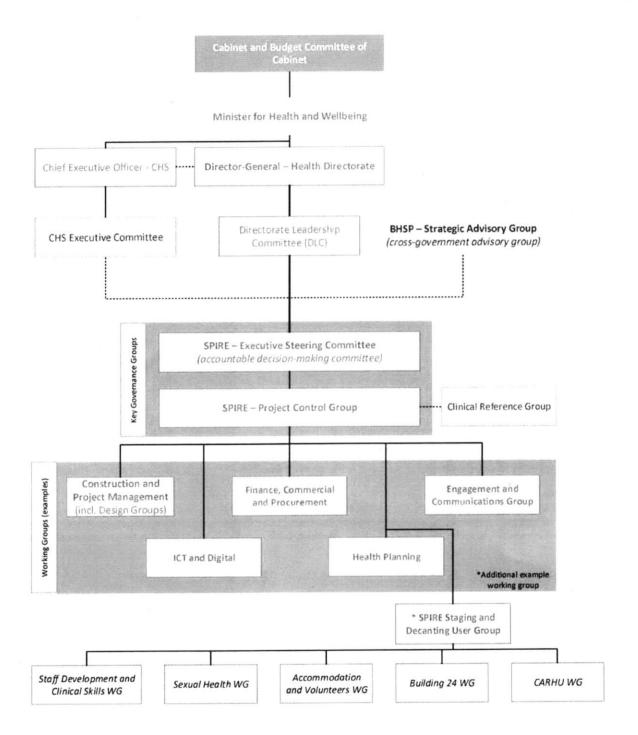
Action Items

Nil action items

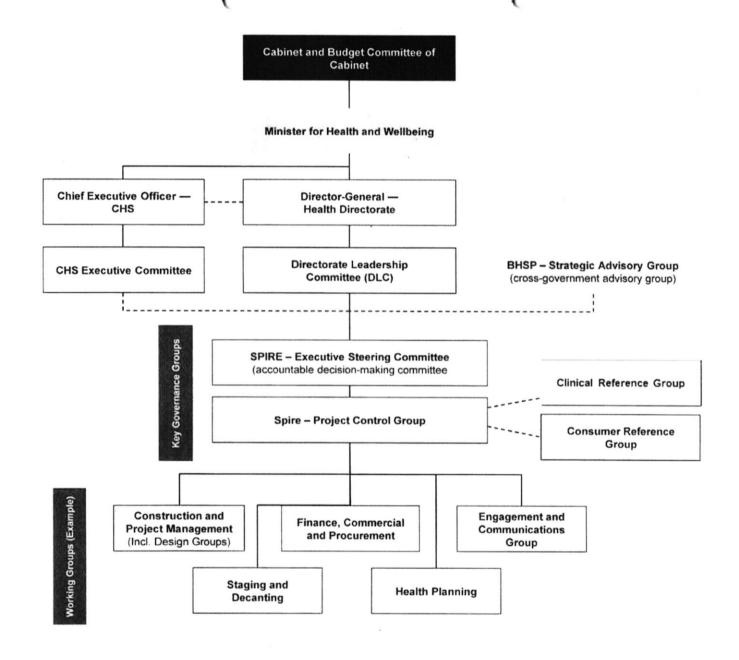
Decision points

Nil decision points

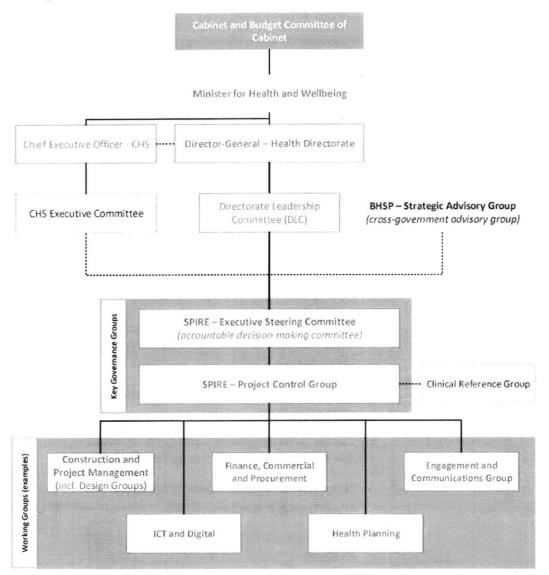




SPIRE- Executive Steering Committee Key Governance (accountable decision-making committee) Groups Clinical Reference Group SPIRE- Project Control Group (accountable decision-making committee) Consumer Reference Group **Construction and Project** Working Groups Engagement and Finance, commercial and management Communications Group Procurement (incl. Design Groups) Decanting Health Planning



SPIRE governance structure



Governance committees

Committee	Roles
Directorate Leadership Committee	 Director-General ACT Health (ACTHD) Michael De'Ath, Chair Members TBA
Building Health Services Program (BHSP) Strategic Advisory Group	 Director General ACT Health (ACTHD) Michael De'Ath, Chair Chief Executive Officer Canberra Health Services (CHS) Bernadette McDonald Deputy Director(s) General, Finance and Budget Division (CMTEDD), Stephen Miners Deputy Director General ACT Health Directorate (ACTHD) Karen Doran Deputy Director General Canberra Health Services (CHS) Chris Bone Deputy Director General, Commercial Services and Infrastructure (CMTEDD), Shaun Strachan Deputy Director General Land Strategy and Environment (EPSDD), Erin Brady Deputy Director General City Services (TCCS), Jim Corrigan Chief Executive Capital health Network (CHN), Gaylene Coulton Calvary Health Care representative(s), TBC
SPIRE Project Executive Steering Committee	 Director General ACT Health (ACTHD) Michael De'Ath, Chair Chief Executive Officer Canberra Health Services (CHS) Bernadette McDonald Executive Director, Finance and Budget Division (CMTEDD), Mark Whybrow Deputy Director General ACT Health Directorate (ACTHD) Karen Doran

	 Executive Group Manager Strategic Infrastructure and Procurement (ACTHD) TBC
	 Executive Branch Manager Strategic Infrastructure (ACTHD) Brad Burch
	Deputy Director General Canberra Health Services (CHS) Chris Bone
	 Executive Director, Infrastructure Management & Maintenance (CHS) Colm Mooney
	 Executive Director Health System Planning and Evaluation (ACTHD) Carolyn Bartholomew
	 Executive Director, Infrastructure Finance Capital Works (CMTEDD), TBC
SPIRE Project Control Group	 Executive Group Manager Strategic Infrastructure and Procurement (ACTHD) TBC, Chair
,	 Executive Branch Manager Strategic Infrastructure (ACTHD) Brad Burch
	 Executive Director Health System Planning and Evaluation (ACTHD) Carolyn Bartholomew
-	SPIRE Project Manager (ACTHD) TBC
	SPIRE Clinical Director (CHS) TBC
	Executive Director Medical Services (CHS) Paul Dugdale
	 Executive Director Nursing and Midwifery (CHS) Hamish Jeffery
	 Executive Director Surgery and Oral Health (CHS) Daniel Wood
	Executive Director Critical Care (CHS) Narelle Boyd
	 Director Facilities and Maintenance (CHS) Chris Tarbuck
	 Director Social Infrastructure Branch (CMTEDD) Sophie Gray
	 Director Social Policy Branch, Finance and Budget Division (CMTEDD) Ben Morris
SPIRE Clinical Reference Group	• TBA

Working Groups

Staging and Decanting Working Group (DROP DOWN LIST)

- · Branch Director Social Infrastructure Branch (CMTEDD) Sophie Gray, Chair
- Deputy Director General Canberra Health Services (CHS) Chris Bone
- Director of Nursing and Midwifery (CHS), Karen Faichney
- A/g Executive Director Health System Planning and Evaluation (ACTHD) Carolyn Bartholomew
- Project Manager Social Infrastructure Branch (CMTEDD) John Catanzariti
- Assistant Project Manager, Social Infrastructure Branch (CMTEDD) Babita Busic
- Capital Project Delivery Director (CHS), Dave Gilbert
- Executive Director Infrastructure Management & Maintenance (CHS) Colm Mooney
- Commercial Adviser (ACTHD) Jakob Culver

Communications and Engagement Working Group (DROP DOWN LIST)

- Director Silver Thomas Hanley (consultant), Chair
- Director Neonatology (CHS) Hazel Carlisle
- A/g Assistant Director Nursing Neonatology/Paediatrics (CHS), Alison Moore
- A/g Executive Director Health System Planning and Evaluation (ACTHD) Carolyn Bartholomew
- Commercial Adviser (ACTHD) Jakob Culver
- Project Manager, Social Infrastructure Branch (CMTEDD) John Catanzariti
- Assistant Project Manager, Social Infrastructure Branch (CMTEDD) Babita Busic
- Digital Solutions Infrastructure Program Manager (ACTHD) Andrew Heldon
- Senior Manager, Infrastructure Hub (ACTHD) Mark Moerman
- Director of Nursing and Midwifery (CHS), Karen Faichney
- Clinical Nurse Consultant (CHS) Janine McEwan
- Clinical Liaison Officer (ACTHD) Yvonne Noakes