

Pond, Aleks (Health)

From: Colliver, Deborah (Health)
Sent: Monday, 7 January 2019 2:18 PM
To: Bartholomew, Carolyn (Health)
Cc: Evans, Kate (Health); JasonSmith, Rhona (Health); Building Health Services Program
Subject: RE: 20181010 CARHU HPU V0.1 [SEC=UNCLASSIFIED]

Thanks Carolyn, that is very helpful.

For something that was below the radar it captures the work of the Unit well.

As discussed, CARHU will commence work on the MoC and I would appreciate you letting me know when this document can be shared with the Manager CHTSS.

Kind regards
 Deborah

Deborah Colliver

Director | Women, Youth and Children Community Health Programs
Phone (02) 5124 1616 | Email: Deborah.colliver@act.gov.au
Division of Women, Youth & Children | Canberra Health Services | ACT Government
 Level 3 of 1 Moore St, Canberra | PO Box 825, Canberra ACT 2601 www.health.act.gov.au

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Care ▲ Excellence ▲ Collaboration ▲ Integrity



From: Bartholomew, Carolyn (Health)
Sent: Monday, 7 January 2019 12:36 PM
To: Colliver, Deborah (Health) <Deborah.Colliver@act.gov.au>
Cc: Evans, Kate (Health) <Kate.Evans@act.gov.au>; JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>; Building Health Services Program <BuildingHealthServicesProgram@act.gov.au>
Subject: 20181010 CARHU HPU V0.1

UNCLASSIFIED

Hello Deborah

Thanks for your enquiry this morning.

As discussed, Health Planning Unit was asked to develop a high-level HPU and SoA for CARHU (and several other areas) prior to seeking engagement of a principal consultant for proof of concept for SPIRE.

At this time, the project was completely cabinet-in-confidence and the intent was for HPU/SoA to inform an *estimation* of spatial requirement for the campus only as is required with a proof of concept.

Once the business case has been approved and the next design phases progress, we would be happy to work with you on the development of a MoC, noting that the MoC can commence anytime now.

There are clinical liaison officers allocated to the SPIRE project who are co-ordinating the program for all the required health planning documents. For the SPIRE project the staff members are– Kathleen Evans and Rhona Jason Smith and one of these will be allocated to CARHU.

We look forward to working with you on the MoC and please let me know how we can assist in the meantime.

Many thanks Carolyn

Carolyn Bartholomew | A/g Executive Director
Health System Planning & Evaluation | Health Systems, Policy & Research
ACT Health Directorate | ACT Government
Level 4, 2-6 Bowes Street, Phillip ACT 2606 | GPO Box 825 Canberra ACT 2601 | www.act.health.gov.au
Phone (02) 620 52646 | Mobile [REDACTED]

Pond, Aleks (Health)

From: Johnson, Nardine (Health)
Sent: Thursday, 17 January 2019 11:29 AM
To: Building Health Services Program
Subject: RE: SPIRE [SEC=UNCLASSIFIED]

Follow Up Flag: Follow up
Flag Status: Flagged

Morning Monica,

I am following up on our communication re SPIRE.

Is there any progress on the opportunities to engage? Daniel Wood (our ED) is keen on some involvement from ACT Trauma Services.

Regards,

Nardine Johnson | P.A.R.T.Y Program Coordinator (Prevent Alcohol & Risk-related Trauma in Youth)

(02) 5124 2638

Mobile [REDACTED] | 8Nardine.johnson@act.gov.au | 8P.A.R.T.Y.Canberra@act.gov.au

ACT Trauma Service | Division of Surgery and Oral Health | Canberra Health Services | ACT Government

Building 6, Level 1, Canberra Hospital | PO Box 11, Woden ACT 2606 | act.gov.au



**Canberra Health
Services**



From: Building Health Services Program
Sent: Friday, 14 December 2018 2:43 PM
To: Johnson, Nardine (Health) <Nardine.Johnson@act.gov.au>
Subject: RE: SPIRE [SEC=UNCLASSIFIED]

Hello Nardine

Thank you for your email and interest in participating in relocation planning.

I will come back to you soon in regards to next steps and opportunities to engage.

Regards

Monica Lindemann

From: Johnson, Nardine (Health)
Sent: Thursday, 13 December 2018 1:53 PM
To: Building Health Services Program <BuildingHealthServicesProgram@act.gov.au>
Subject: SPIRE
Importance: High

Good afternoon,

I have recently been informed of the plans for the SPIRE development and am interested in being part of the clinical workforce engagement team. I coordinate an education program and we utilise various meeting rooms and locations including the ANU Clinical skills unit (in Building 5) to run the program. I am aware that the planned location for SPIRE is where Building 5 currently is and would like to understand the plans for relocating these education areas.

I look forward to your response.

Kind regards,

Nardine Johnson | P.A.R.T.Y Program Coordinator (Prevent Alcohol & Risk-related Trauma in Youth)

(02) 5124 2638

Mobile [REDACTED] | 8Nardine.johnson@act.gov.au | 8P.A.R.T.Y.Canberra@act.gov.au

ACT Trauma Service | ACT Health Services | ACT Government

Building 6, Level 1 The Canberra Hospital Garran

Care Excellence Collaboration Integrity



Lowes, Shannon (Health)

From: Culver, Jakob (Health)
Sent: Thursday, 7 February 2019 12:58 PM
To: JasonSmith, Rhona (Health); Evans, Kate (Health)
Cc: Lindemann, Monica (Health)
Subject: SPIRE Consultation Plan [SEC=UNCLASSIFIED]
Attachments: SPIRE Consultation Plan STH Rev A - 22.01.2019.pdf

Rhona / Kate

See attached STH Consultation Matrix for SPIRE – not for further circulation.

Will provide clarity re. the user design groups process for the SPIRE proof of concept.

Thanks
Jake

Jakob J Culver

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



SPIRE – The Canberra Hospital
Stakeholder Consultation Plan

Project: SPIRE – The Canberra Hospital
Project No: 10421

Report: Stakeholder Consultation Plan

Document Control

Revision	Date Issued	Status	Authorised
Rev A	21/1/2018	Issued for ACT Consideration	EG

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Abbreviations Reference Table

Abbreviation	Description
ACT	Australian Capital Territory
DPT	Departmental Planning Team
EPT	Executive Planning Team
IFCW	Infrastructure, Finance & Capital Works
PoC	Proof of Concept
PPT	Project Planning Team
SPIRE	Surgical Procedures, Interventional Radiology and Emergency
STH	Silver Thomas Hanley
TCH	The Canberra Hospital

1.0 INTRODUCTION

Silver Thomas Hanley have been commissioned by IFCW to provide principal consultancy services in relation to the SPIRE project which is to be developed on the Canberra Hospital campus.

The document at hand sets out the proposed stakeholder consultation plan.

By way of introduction we provide the following perspective on the function of the individuals selected by ACT on behalf of the project to brief, review and critique the development of the facility design prepared by the capital consultant team led by STH.

Intra-hospital consultation in healthcare projects has traditionally been prosecuted through meetings and workshops with 'User Groups'. Whilst the expression 'User Group' is common parlance in the industry, this terminology undermines the nature of the contribution that these teams are required to provide in planning what are often complex facilities, and the desire to take a 'best for project' view rather than as the term implies a vested view of individuals' particular requirements.

Increasingly consultation structures are built around 'Planning Teams' where individuals contribute input on behalf of the best interest of the project overall. Ideally these teams should be led by clinical / functional champions who are aligned with the overarching objectives of the project and carry the support of their peers.

The following consultation plan is based on the proposed establishment of a series of facility planning teams that will interact with STH and its team for the purposes of delivering the PoC design phase for the SPIRE project.

2.0 STAKEHOLDER CONSULTATION

The following section sets out a framework for the management of all project stakeholders associated with the delivery of the SPIRE project Proof of Concept (PoC) design phase. This framework includes a management structure covering function, constitution and governance.

Stakeholders are categorized as both “internal” and “external” as articulated in *Fig.1 – Stakeholder Consultation Matrix* and expanded on in the sections that follow.

STAKEHOLDERS	ACT GOVERNMENT IFCW	ACT HEALTH	CANBERRA HOSPITAL	CANBERRA HOSPITAL CLINICIANS	EXTERNAL ORGANISATIONS / AUTHORITIES	ERNST & YOUNG	STH PROJECT TEAM	SUB-CONSULTANTS
	✓	✓	✓			✓	✓	*
	✓	✓	✓			✓	✓	*
		✓	✓	✓				
		✓	✓					
		✓	✓					
STAKEHOLDER PLANNING TEAMS								
PROJECT PLANNING TEAM								
EXECUTIVE PLANNING TEAM								
DEPARTMENTAL PLANNING TEAM								

FIG. 1 - STAKEHOLDER CONSULTATION MATRIX

2.1 INTERNAL STAKEHOLDERS

Internal stakeholders include representatives from the Territory Government, ACT Health, The Canberra Hospital, and key departments relevant to the project.

The internal stakeholder consultation structure contemplates up to 3 primary Planning Teams that cover: governance, project management, design management and departmental / functional design.

The various internal project stakeholders will be managed through the following forums:

- Project Planning Team
- Executive Planning Team
- Departmental Planning Team

The function, constitution and governance for each planning team are described below:

i. Project Planning Team (PPT)

The Project Planning Team, (PPT), is the overarching project management body responsible for the development of the SPIRE PoC and alignment of the Business Case. It is the ultimate referral group with respect to all directions taken by the Silver Thomas Hanley project team.

Constitution

The PPT delegates shall comprise relevant representatives from:

Organisation	Team Members
ACT Infrastructure, Finance and Capital Works	Administrative and operational personnel
ACT Health Directorate	
The Canberra Hospital	
Ernest and Young	Project Team Leaders
Silver Thomas Hanley	

Governance

The PPT shall be chaired by IFCW.

The PPT shall receive, review and endorse all facility design recommendations made to it by the Executive Planning Team. The PPT shall recommend agreed project outcomes to the project steering committee.

ii. Executive Planning Team (EPT)

The Executive Planning Team (EPT) shall be responsible for developing and endorsing the broad framework and design for the SPIRE project. For this purpose, the Executive Planning Team shall consider all designs and matters submitted to it by the project design team. The EPT will be a key forum for the presentation, review, critique and feedback cycle required to complete the SPIRE PoC design.



**SPIRE – The Canberra Hospital
Stakeholder Consultation Plan**

During the PoC phase the EPT will consider and inform the SPIRE development process, including:

- Overarching chassis framework
- Facility Stacking and Stacking arising from the agreed horizontal and vertical adjacencies
- Building Systems scoping
- Capital Cost Planning

Constitution

The EPT delegates shall comprise relevant representatives from:

Organisation	Team Members
ACT Infrastructure, Finance and Capital Works	Administrative and operational personnel
ACT Health Directorate	
The Canberra Hospital	Senior Clinicians & Managers
Silver Thomas Hanley	Project Team Leaders
Ernst and Young	Project Team Leaders

Governance

STH shall convene and record all EPT workshops.

The Executive Planning Team shall make recommendations and submit endorsed outcomes to the PPT for final ratification and alignment with the business case.

iii. Departmental Planning Teams

The Departmental Planning Teams, (DPT), will generally be responsible for the detailed design of the respective services and departments that make-up the facility. Each Departmental Planning Team shall be responsible for the detailed planning and design of their nominated Health Planning Unit, which may include, but is not limited to:

- Emergency Services
- In-Patient Accommodation
- Medical Imaging
- Perioperative Suite and Interventional Centre
- Acute Cardiac Care Unit and Interventional Cardiac Laboratories
- Intensive Care Unit
- Helipad

Constitution

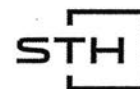
The DPT delegates shall comprise representatives from:

- ACT Health Service Planning Team
- The Canberra Hospital
- Individual Hospital departments
- STH project planning team.

Governance

STH shall convene and record all EPT workshops.

The detailed briefing and scoping of each department that is to be accommodated in the SPIRE shall be undertaken by each individual DPT



Matters remaining unresolved to the mutual satisfaction of all stakeholders shall be referred to the EPT for resolution. The Departmental Planning Teams shall submit all briefing inputs to the EPT for endorsement.

2.2 EXTERNAL STAKEHOLDERS

External stakeholders that will need to be consulted in the design and development of the SPIRE project are listed below, noting contact details together with the purpose and proposed timing of the consultation. This list will be reviewed with the PPT to ensure all consultation is relevant and appropriate at the POC stage of the project.

Stakeholder	Contact details	Consultation Required	
		PoC	PSP
Environment Planning and Sustainable Development Directorate (ACT Government Planning Authority - ACTPLA)	Automated application through the e-development portal (https://edevelopment.act.gov.au/)	Preliminary consultation, briefing & discussion	Pre-DA application meeting to discuss matters of planning compliance, Crown lease, waste, traffic/parking, utility infrastructure, noise, contamination, trees and the like.
Woden Valley Community Council	Fiona Carrick, President, email: president@wvcc.org.au	N/A	Community consultation prior to DA submission, presentation of proposal at monthly council meeting (recommended given the scale & nature of the proposal)
Garran Primary School	email: info@garranps.act.edu.au phone: 61242 0840	N/A	As part of public consultation with neighbouring landowners on the proposal
ACT Education Directorate	Appropriate contact to be confirmed	N/A	N/A
Transport Canberra City Services		Preliminary consultation, briefing & discussion	Urban Design
Transport Canberra City Services (Sport and Recreation)	Jenny Priest	N/A	In their capacity as land custodian of sporting fields opposite Yamba Drive/Gilmore Cres
Surrounding residents in vicinity of site within view of proposed building	Letterbox drop	N/A	Community consultation prior to DA submission
ACT Design Review Panel (ACTDRP)	Catherine Townsend, Government Architect	N/A	Consultation as part of DA application



SPIRE – The Canberra Hospital
Stakeholder Consultation Plan

Stakeholder	Contact details	Consultation Required	
		PoC	PSP
Actew AGL	TBC	Check electrical supply network capacity and connection details for new development (there is a HV ring on the site, we would need to determine whether this is to be extended, or new supplies are provided, plus network capacity)	
Actew AGL	TBC	Check gas supply network capacity and connection details as above as there is an existing network on site.	
IconWater	TBC	Check sewer and water supply network capacity and connection details as above as there is an existing network on site.	
BOC	TBC	Determine medical gas supply requirements, key issue is bulk Oxygen supply- either new or expansion and interface with existing bulk tanks.	
ACT Ambulance		Preliminary consultation, briefing & discussion	
Toll Helicopters	Colin Gunn, Head of pilot standards	Preliminary consultation, briefing & discussion	
NSW Helicopter Rescue Service	Cameron Edgar Superintendent	Preliminary consultation, briefing & discussion	
Aviation Advisor to NSW Health	Steve Graham	Preliminary consultation, briefing & discussion	
Air Services Australia		Preliminary consultation, briefing & discussion	
ACT Fire and Rescue (ACTF&R)		Preliminary consultation, briefing & discussion	

3.0 CONSULTATION METHODOLOGY

The project recognises both the importance of engaging with key stakeholders including senior clinicians, (EPT - described previously in this document) and the busy working schedules that they maintain. In response it is proposed to conduct a series of focussed workshops that will provide the opportunity for these stakeholders to:

- Receive and consider design inputs from the project design team;
- Provide critical feedback;
- Contribute to the evaluation of options; and
-
- Provide endorsement of the evolving PoC.

The proposed EPT workshop structure is illustrated in *Fig. 2 – EPT Workshop Framework* diagram. For each workshop the structure proposes:

- An overarching objective;
- The design inputs that can be anticipated; and
- The outputs that can be expected.

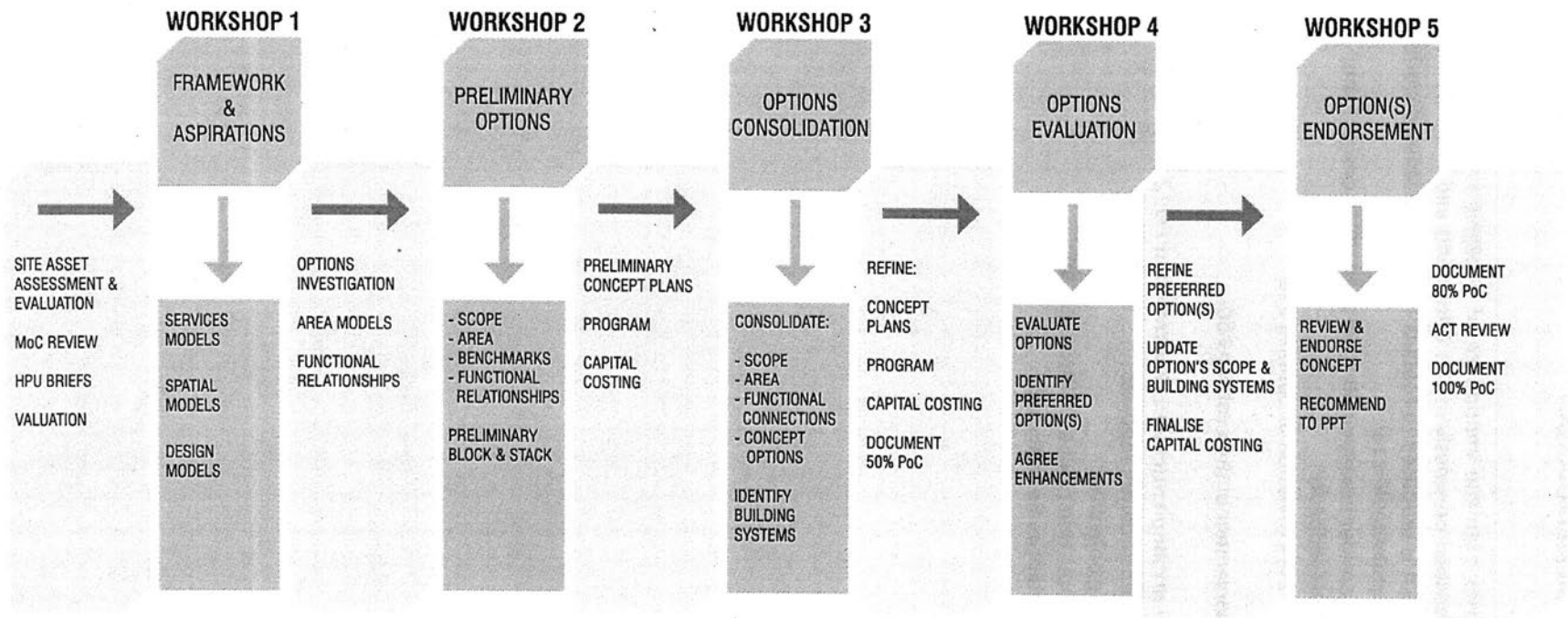


FIG. 2 – EPT WORKSHOP FRAMEWORK

4.0 DESIGN PROGRAM

The overarching design program for the SPIRE PoC phase is illustrated in the following diagram. The program is provided in 3 parts:

- Overarching meeting and workshop dates;
- A focused breakdown of the EPT workshop consultation structure; and
- An accelerated interim design process to be prosecuted with the PPT to facilitate the early documentation of the Business Case.

Ivansson, Zoe (Health)

From: Lindemann, Monica (Health)
Sent: Friday, 15 February 2019 10:52 AM
To: Lopa, Liz (Health)
Cc: Burch, Brad (Health)
Subject: RE: WVCC public meeting promotion [SEC=UNCLASSIFIED]

Thanks Liz

Brad is our nominated presenter. We can run through the presentation, and workshop responses to anticipated questions from the floor. I'll set up a time for late next week.

Monica

Monica Lindemann

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

From: Lopa, Liz (Health)
Sent: Friday, 15 February 2019 10:11 AM
To: Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>
Cc: Burch, Brad (Health) <Brad.Burch@act.gov.au>
Subject: RE: WVCC public meeting promotion [SEC=UNCLASSIFIED]

Hi Monica

Looks fine to me.
 Who is presenting at the meeting?

Liz

From: Lindemann, Monica (Health)
Sent: Thursday, 14 February 2019 12:21 PM
To: Lopa, Liz (Health) <Liz.Lopa@act.gov.au>
Cc: Burch, Brad (Health) <Brad.Burch@act.gov.au>
Subject: WVCC public meeting promotion [SEC=UNCLASSIFIED]

Hi Liz

The Woden Valley Community Council will be promoting our presentation at their next public meeting 6 March.

Below is draft content for the Council to use on their social media, email subscriber list and Garran letterbox drop regarding SPIRE, for your approval. Content may be accompanied by either of the attached images.

This text is a modification of existing public info on the project.

The Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre is a major health infrastructure project for Canberra and the surrounding region. The SPIRE Centre will increase the territory's capacity to deliver acute, hospital-based health care in a modern, purpose-built facility. It will see \$500 million invested in the Canberra Hospital campus at Garran. SPIRE site preparation at the north-eastern end of the campus will commence late 2019,

with the construction project scheduled for completion 2023/24. Come along and find out more from ACT Health representatives at the WVCC public meeting 6 March, 7pm Canberra Southern Cross Club.

With thanks

Monica

Monica Lindemann

Special Adviser | Strategic Infrastructure, Corporate Services | ACT Health Directorate

P: +61 2 5124 9191 | E: monica.lindemann@act.gov.au | A: lvl 4, 2 Bowes Street PHILLIP ACT 2606

Ivansson, Zoe (Health)

From: Lindemann, Monica (Health)
Sent: Tuesday, 5 March 2019 5:07 PM
To: Rad, Chadia (Health)
Cc: Lopa, Liz (Health); Burch, Brad (Health)
Subject: WVCC presentation [SEC=UNCLASSIFIED]
Attachments: WVCC presentation 6 Marchv2.pptx

Hi Chadia

Please find attached a copy of the presentation Brad Burch will be giving at the Woden Valley Community Council's public meeting tomorrow night.

I've just included a holding slide for the introductory video to keep the file size down. You can view the video on our [website](#)

The Offices of Minister Fitzharris and Rattenbury have also received a copy of the this presentation..

Give me a call if you have any questions or concerns.

Regards
Monica

Monica Lindemann

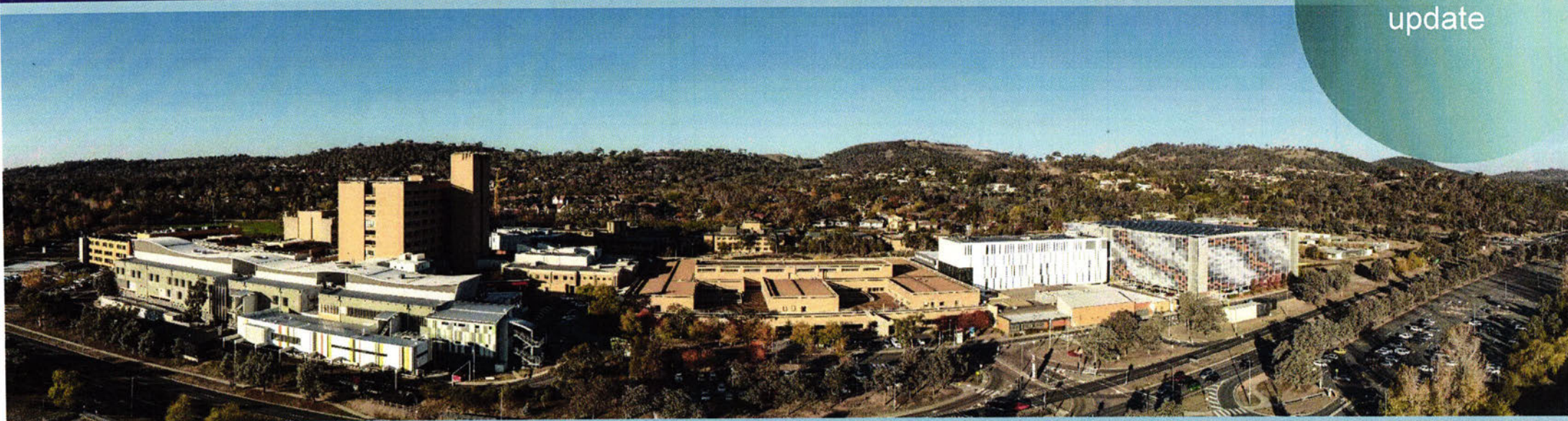
Special Adviser | Strategic Infrastructure, Corporate Services | ACT Health Directorate
P: +61 2 5124 9191 | E: monica.lindemann@act.gov.au | A: lvl 4, 2 Bowes Street PHILLIP ACT 2606



ACT Health

Building Health Services Program

Community
update



Building Health Services Program

Woden Valley Community Council

6 March 2019

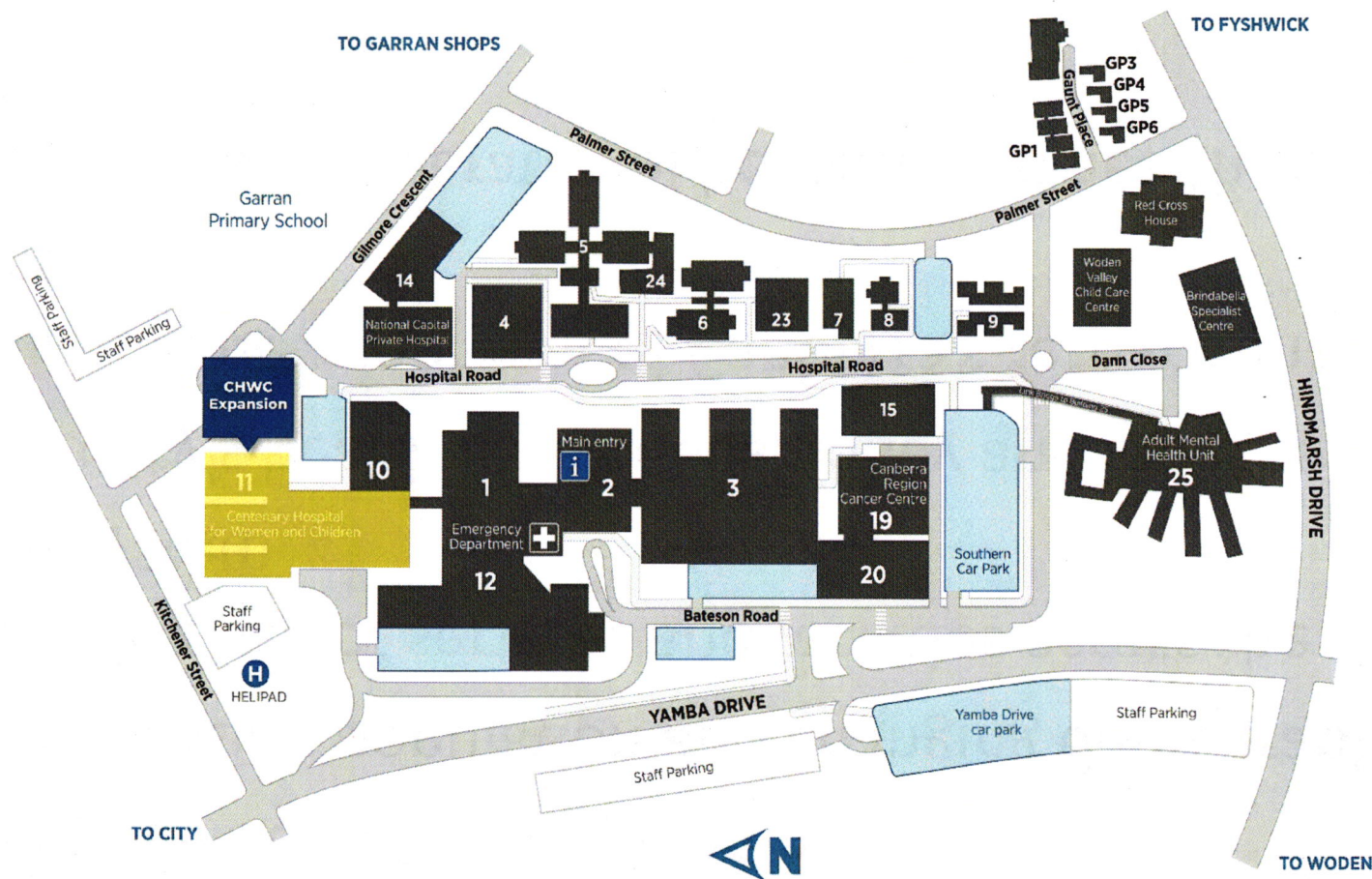
BHSP video (1:21 mins)



Program drivers

- whole of territory health planning
- rapidly growing population and changing demographics
- maximising use of services and facilities across the whole health system
- community's health care needs, today and into the future
- sustainable development of Canberra's tertiary and general hospitals
- integration with operational hospital and health services

Centenary Hospital for Women & Children expansion



CHWC expansion

Centenary Hospital for Women & Children

- \$70 million investment in women and children's health care
- increase in special care nursery and neonatology cots
- new adolescent gynaecology area
- increase in post-natal beds
- improvements to clinical areas (such as the High Care Ward)
- new adolescent mental health unit
- project completion 2021/22

SPIRE location



SPIRE

Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre

- \$500 million investment in acute and emergency health care
- more operating theatres for elective and emergency surgery
- more inpatient beds
- larger intensive care unit
- coronary care unit
- surgical, procedural and imaging facilities
- larger emergency department
- Project completion 2023/24

Next steps

- early design consultation process is underway
- preliminary plans to be endorsed by Government
- community and consumer engagement
- site preparation – including clearing the SPIRE site
- site planning and management – traffic, parking, safety, amenity
- construction

Stay informed

- Register for Building Health Services Program email updates at **health.act.gov.au/infrastructure**
- Project updates published on **health.act.gov.au/infrastructure**
- Updates published in Our Canberra newsletter
- Send us an enquiry: **BuildingHealthServicesProgram@act.gov.au**

Pond, Aleks (Health)

To: Hayne, Casey (Health)
Cc: Lopa, Liz (Health)

Hello Casey,

Thank you for your email!

Friday the 15th is looking great between 9am and 1pm?

Regards

Tania Thompson

Executive Assistant to the Chief Officer

Peer Support Officer and

Respect, Equity and Diversity (RED) Contact Officer

ACT Ambulance Service | ACT Emergency Services Agency

Ph: 620 78701 | M: [REDACTED] | Fx: 620 79984

9 Amberley Avenue Fairbairn (Majura) Canberra ACT 2609 | GPO Box 158 Canberra City ACT 2601



Protection and preservation of life in the community through the provision of professional ambulance services.

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White Ribbon Accredited Workplace**



From: Hayne, Casey (Health)

Sent: Thursday, 7 March 2019 1:54 PM

To: Thompson, Tania <Tania.Thompson@act.gov.au>

Cc: Lopa, Liz (Health) <Liz.Lopa@act.gov.au>

Subject: RE: Planning for the SPIRE centre and ambulance movements [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

UNCLASSIFIED

Good afternoon Tania

I'm hoping to organise some time for Liz Lopa and Howard to meet late next week.

Liz would like to bring along with the architects from STH and Howard suggested he'd like some of the Ambulance operations managers to attend.

Are you able to provide me with Howard's availability on Thursday and Friday next week?

Kind regards,

Casey Hayne

Executive Assistant to Liz Lopa

Strategic Infrastructure and Procurement | Corporate Services | ACT Health Directorate

P: 512 49879 | E: casey.hayne@act.gov.au | A: 2-6 Bowes Street PHILLIP ACT 2606**ACT**
Government**ACT Health**

-----Original Message-----

From: Wren, Howard

Sent: Tuesday, 5 March 2019 1:44 PM

To: Lopa, Liz (Health) <Liz.Lopa@act.gov.au>Cc: Finlay, India (Health) <India.Finlay@act.gov.au>; Hayne, Casey (Health) <Casey.Hayne@act.gov.au>

Subject: RE: Planning for the SPIRE centre and ambulance movements [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Thanks Liz

Tania Thompson is my EA to sort a time / room _____

From: Lopa, Liz (Health)

Sent: Tuesday 5 March 2019 13:43

To: Wren, Howard

Cc: Finlay, India (Health); Hayne, Casey (Health)

Subject: RE: Planning for the SPIRE centre and ambulance movements [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Fantastic! I'll get my office (cc'd) to organise a meeting, more than happy to come to you

Liz

-----Original Message-----

From: Wren, Howard

Sent: Tuesday, 5 March 2019 1:41 PM

To: Lopa, Liz (Health) <Liz.Lopa@act.gov.au>

Subject: RE: Planning for the SPIRE centre and ambulance movements [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hello Liz

Very timely, we were discussing this earlier this morning I would like to be the first contact for any proposed meeting, & would bring some of the ambulance operations managers to a meeting when we sort out a time. Are you able to come out to us, or we come to you?

Regards

Howard

 From: Lopa, Liz (Health)

Sent: Tuesday 5 March 2019 13:20

To: Wren, Howard

Subject: Planning for the SPIRE centre and ambulance movements [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Howard

I've just started working at ACT Health. We are working toward business case for the new SPIRE building at TCH and would appreciate being able to talk to someone in Ambulance about entrance/egress etc to the new emergency department.

Could you point me in the right direction as to who would be best to speak to in ACT Ambulance? I would be looking to bring our architects STH to run through the early planning and feed in feedback to the planning process.

Thanks

Liz

Liz Lopa
Executive Group Manager, Strategic Infrastructure ACT Health
Ph: 5124 9805
[REDACTED]
liz.lope@act.gov.au

Ivansson, Zoe (Health)

From: Lindemann, Monica (Health)
Sent: Thursday, 4 April 2019 9:46 AM
To: Lopa, Liz (Health)
Cc: Finlay, India (Health)
Subject: RE: Garran Primary School - SPIRE Health Centre: Traffic Congestion [SEC=UNCLASSIFIED, DLM=Sensitive: Cabinet]

Hi Liz

We're preparing input into the Ministers' response letter to introduce you as the executive overseeing the SPIRE development project and that you will be in touch soon to arrange a time to meet with members of the Garran school board. We will also provide your contact details for inclusion.

In the mean-time, would you like me to arrange a meeting with you, me (anyone else from the team) and John Ryan at Education, to go over interactions with Garran PS in the past, what transport management plans are currently in place and any other plans in that may be in the wings.

m

From: Lopa, Liz (Health)
Sent: Wednesday, 3 April 2019 2:33 PM
To: Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>
Subject: FW: Garran Primary School - SPIRE Health Centre: Traffic Congestion [SEC=UNCLASSIFIED, DLM=Sensitive: Cabinet]
Importance: High

FYI

From: Ryan, JohnW
Sent: Wednesday, 3 April 2019 2:32 PM
To: Lopa, Liz (Health) <Liz.Lopa@act.gov.au>
Subject: FW: Garran Primary School - SPIRE Health Centre: Traffic Congestion
Importance: High

UNCLASSIFIED For-Official-Use-Only

Hi Liz,

Below is the email to several Ministers regarding the Garran school concerns with the SPIRE project.

Cheers

John

John Ryan | Director
 Transport and Asset Management
 Phone: +61 2 62074081 | Email: johnw.ryan@act.gov.au
 Infrastructure and Capital Works | Education | ACT Government
 Level 1, 220 Northbourne Avenue | GPO Box 158 Canberra ACT 2601
www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [Google+](#)

From: Victor Pantano [REDACTED]
Sent: Sunday, 24 March 2019 9:23 AM
To: BERRY <BERRY@act.gov.au>; FITZHARRIS <FITZHARRIS@act.gov.au>
Cc: CODY <CODY@parliament.act.gov.au>
Subject: Garran Primary School - SPIRE Centre

Dear Ministers Berry and Fitzharris

I am writing to you as Chair of the Garran Primary School Board to request a meeting with you to discuss the planning that is currently underway in relation to the new SPIRE Centre to be located on the corner of Gilmore and Palmer Streets at the Canberra Hospital. The construction of the Centre will have a significantly detrimental impact on the operations of the school.

The school has had significant issues with traffic on Gilmore Crescent for a long time and we have suffered from several near misses with our children over the years. In more recent years, we have been impacted by the construction of the National Capital Private Hospital, including its current expansion. The addition of construction traffic has made it difficult to access the school, find parking and has resulted in an increase in traffic in the school area which means it has become dangerous for our children to cross the road. Further there is a lack of traffic access for parents to drop off and collect students within the school grounds. We suffer from traffic chaos on an almost daily basis.

The construction of SPIRE offers an opportunity for us to change this and make serious modifications to ensure the safety of our school students and wider community both during construction and then after when thousands of people will access the centre weekly. There will be a significant impact on our school environment as a result of SPIRE, not to mention Gilmore Crescent.

The Education Directorate has undertaken numerous studies of the traffic flows in the area but we have had no resolution. It is only a matter of time before a serious incident occurs. As such I would appreciate a meeting with you both to discuss how we can work together to achieve major change either ahead of SPIRE or in concert with its construction.

I look forward to hearing from you.

Best regards

Victor

Ivansson, Zoe (Health)

From: Lindemann, Monica (Health)
Sent: Friday, 5 April 2019 11:43 AM
To: Lopa, Liz (Health); Finlay, India (Health); Hayne, Casey (Health)
Subject: RE: Report for Karen [SEC=UNCLASSIFIED]
Attachments: BHSP Stakeholder Comms and Engagement update.docx

Hi Liz

Here's the comms and engagement update.

Fyi – I'm working on a proposal to establish Consumer Reference Groups (similar to the proposed Clinical Reference Group) for both SPIRE and CHWC Expansion. If the Reference Group concept is endorsed, then this will help inform the sort of activities we could engage HCCA to undertake to support BHSP projects. Send you something later.

m

From: Lopa, Liz (Health)
Sent: Friday, 5 April 2019 8:47 AM
To: Finlay, India (Health) <India.Finlay@act.gov.au>; Hayne, Casey (Health) <Casey.Hayne@act.gov.au>; Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>
Subject: Report for Karen

Hi guys

By the end of today, I want to give Karen an update on all the work we are doing and where we are up to with things.

India - can you give me some details on the FOIs we have on the go. How many, what they are and where we are up to with each one including who all the letters have gone to this week.

Monica - could you please give me a list of engagements you have done this week (meetings etc) and what we have over the coming weeks ie: consumers assoc, EDs at the hospital. I'm good with listing the clinical meetings we had this week.

I just want to give Karen a good sense of all the work happening.

Thanks


Liz

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BHSP Stakeholder Comms and Engagement update, 5 April**SPIRE**

- Consultation with clinical leaders across health services relevant to SPIRE took place from 3 March – 4 April. [REDACTED]

[REDACTED] The consultation process has also made a significant contribution to building trust and positive working relationships with key CHS staff.

- Meeting booked at Garran Primary School, 11 April, with principal Jenny Priest, Dept Education Director Transport and Asset Management and TCCS Asst Director Schools Program. Discussion regarding traffic management planning in preparation for SPIRE development. Follow up meetings may be held with School Board members.
 - PCG endorsed SPIRE Stakeholder Comms and Engagement Strategy (15 March), with minor changes. Strategy now amended for presentation to Exec Steering Committee, 30 April.
- 

Ivansson, Zoe (Health)

From: Hayne, Casey (Health)
Sent: Friday, 5 April 2019 2:30 PM
To: Lopa, Liz (Health)
Subject: SPIRE Clinical Engagement documents
Attachments: Medical Imaging Clinical Engagement 20190402.docx; Perioperative, Anaesthetics and Surgical Clinical Engagement 20190325.docx; Cardiology Clinical Engagement 20190328.docx; Emergency Department Information Sheet.docx; ACCU & ICL Information Sheet.docx

UNCLASSIFIED

Hi Liz,

Please see attached documents.

Casey Hayne

Executive Assistant to Liz Lopa

Strategic Infrastructure and Procurement | Corporate Services | ACT Health Directorate

P: 512 49879 | E: casey.hayne@act.gov.au | A: 2-6 Bowes Street PHILLIP ACT 2606



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Ivansson, Zoe (Health)

From: Evans, Kate (Health)
Sent: Monday, 8 April 2019 12:22 PM
To: Tzavalas, Olivia (Health)
Cc: Lopa, Liz (Health)
Subject: Intensive Care Clinical Engagement 20190328
Attachments: Intensive Care Clinical Engagement 20190328.docx; Cardiology Clinical Engagement 20190328.docx

UNCLASSIFIED Sensitive

Good afternoon Olivia,

Please find attached the intensive Care Clinical Feedback document, as requested. I have attached the Cardiology document as there was a person missing from the Attendee list.

Kind regards

Kate

Kate Evans NP

Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer

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

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

2-6 Bowes Street, Phillip, ACT 2606 | GPO Box 825, Canberra, ACT 2601 | www.health.act.gov.au

Ivansson, Zoe (Health)

From: Lindemann, Monica (Health)
Sent: Wednesday, 10 April 2019 12:47 PM
To: Lopa, Liz (Health)
Subject: briefing notes for tomorrow's meeting with GPS [SEC=UNCLASSIFIED]
Attachments: Garran Primary School meeting briefing.docx

Hi Liz

I've put a print out on your keyboard. This doc is background info for tomorrow's meeting with Garran Primary School, 12:30pm. The Minister (Education) asked for the GPS board chair to be included.

Happy to discuss, whenever you're available

Monica Lindemann

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



NATIONAL RECONCILIATION WEEK 2019 :
GROUND*ed* in TI
WALK TOGETHER WITH COURAGE

Garran Primary School meeting briefing
12:30pm Thursday, 11 April
Garran Primary School

Attendees

- Jenny Priest, Principal GPS
- Victor Pantano School Board Chair
- John Ryan, Director Transport and Asset Management, DET
- Andrew Crichton, Assistant Director, Schools Program, TCCS
- Liz Lopa, ACTHD
- Monica Lindemann, ACTHD

Purpose

Provide the school leadership with a briefing on SPIRE development plans and timeline. Hear concerns regarding traffic management and potential impact of the construction works and ongoing presence of SPIRE on the school community. Anticipate further meetings to explore options with planners and cross-Directorate representatives to maintain GPS student and community safety.

Background

GPS Board Chair, Dr Victor Pantano, is an entrepreneur/engineer, currently CEO of the Digital Health CRC. He has been the GPS board chair for 6 years and is also a recent member of the Marist College school board. His letter to the Ministers' of Education and Health, on behalf of the board, is attached.

In the attached letter, Dr Pantano refers to traffic studies undertaken by DET. These were in fact undertaken by TCCS, and the remediation works listed below have been completed over recent years:

- Signage and line marking improvements were made around the school in January 2016
- The children's crossing at the front of the school on Gilmore Crescent was converted to a pedestrian crossing in September 2016
- Traffic calming measures, including speed humps, were delivered in Kitchener Street in June 2017
- The bike storage was relocated to remove conflict near the pick-up and set down area in January 2018
- A new footpath was constructed to provide better access to the car park at the oval behind the school in January 2018
- A school crossing supervisor commenced at the Gilmore Crescent children's crossing in February 2018
- Speed humps and footpath improvements were provided at the children's crossing on Gilmore Crescent in January 2019

Existing construction works at the National Capital Private Hospital have had an impact on the school community. It is our understanding that these works are coming to a close in the coming months.

GPS is identified as a key stakeholder in the SPIRE project. Traffic management during, and post, construction is acknowledged as a significant area of project planning.

Resources for meeting

SPIRE fact sheet inclusive of locational map.

Attachment A: Letter to Ministers Fitzharris and Berry

24 March 2019 (via email)

Dear Ministers Berry and Fitzharris

I am writing to you as Chair of the Garran Primary School Board to request a meeting with you to discuss the planning that is currently underway in relation to the new SPIRE Centre to be located on the corner of Gilmore and Palmer Streets at the Canberra Hospital. The construction of the Centre will have a significantly detrimental impact on the operations of the school.

The school has had significant issues with traffic on Gilmore Crescent for a long time and we have suffered from several near misses with our children over the years. In more recent years, we have been impacted by the construction of the National Capital Private Hospital, including its current expansion. The addition of construction traffic has made it difficult to access the school, find parking and has resulted in an increase in traffic in the school area which means it has become dangerous for our children to cross the road. Further there is a lack of traffic access for parents to drop off and collect students within the school grounds. We suffer from traffic chaos on an almost daily basis.

The construction of SPIRE offers an opportunity for us to change this and make serious modifications to ensure the safety of our school students and wider community both during construction and then after when thousands of people will access the centre weekly. There will be a significant impact on our school environment as a result of SPIRE, not to mention Gilmore Crescent.

The Education Directorate has undertaken numerous studies of the traffic flows in the area but we have had no resolution. It is only a matter time before a serious incident occurs. As such I would appreciate a meeting with you both to discuss how we can work together to achieve major change either ahead of SPIRE or in concert with its construction.

I look forward to hearing from you.

Best regards

Victor

Ivansson, Zoe (Health)

From: Priest, Jenny <Jenny.Priest@ed.act.edu.au>
Sent: Friday, 24 May 2019 11:51 AM
To: Lopa, Liz (Health); Lindemann, Monica (Health)
Cc: Ryan, JohnW
Subject: Meeting Follow Up

Dear Liz and Monica,

I am writing to follow up from our recent meeting regarding the development of the SPIRE Centre and further expansion of the Canberra Hospital. Thank you for taking the time to meet with me and to hear the concerns and questions raised by the Garran School Board represented by Victor Pantano the School Board Chair. I appreciated the opportunity to discuss the concerns of the school community regarding current traffic concerns and lack of parking particularly along Gilmore Crescent and Palmer Street, that already impact on the school and the safety of students, staff and families.

If I could be kept in the loop with progress and additionally if consideration could be given to including the school and precinct in the business case precinct it would be greatly appreciated.

Many thanks,

Jenny Priest

Ivansson, Zoe (Health)

From: Burch, Brad (Health)
Sent: Monday, 11 November 2019 1:31 PM
To: McMullen, Stephanie (Health)
Subject: BHSP presentation WVCC 6 March report
Attachments: BHSP presentation WVCC 6 March report.docx

UNCLASSIFIED

Hi Steph – see attached summary of WVCC presentation outcomes.
Thanks
Brad.

Building Health Services Program

Community engagement activity report

Event: Woden Valley Community Council Public meeting

Date: 6 March 2019

Presenter: Brad Burch

Presentation: Attachment A

Summary

Approximately 40 people attended the meeting to participate in an agenda that included:

- WVCC President's report
- MLAs update
- BHSP presentation
- Canberra Southern Cross Club building development at old Pitch n Putt site
- Woden centre master planning

The ACT Health presentation was well received and it was noted that this was the first time WVCC had received a presentation from ACT Health in "years".

Overall, the audience had a positive position on developments at the hospital. TCH is viewed as a community asset and major local employer.

Key concerns expressed by the audience were in relation to the SPIRE project and its impact on Palmer street residents and parking at the hospital.

The presentation concluded with an invitation to stay informed of BHSP projects by subscribing online, or adding contact details to a registration list. Twelve individuals registered their names/email accounts on the BHSP updates distribution list at the event.

The presenter received warm applause at the conclusion of the session.

Summary of Q&A session

- What is the height of SPIRE building?
A: SPIRE will not exceed the height of the campus' tallest building.
- What are the noise implications for Palmer Street?
A: ACTHD is working with TCCS and EPSSD to minimise noise impact on residents. Ambulances will be accessing the new emergency department in SPIRE via Palmer street
- What are you doing to attract enough doctors to staff the new buildings?
A: Workforce planning is underway
- Once built, will it house all emergency, coronary care and surgery?
A: Yes, acute and emergency services will be located in SPIRE

- What happens to the existing buildings where these services currently happen?
A: Currently Building 12 and some of Building 1, options for their use, post-SPIRE, are being explored.
- Is there capacity for solar energy or sustainable building design for SPIRE?
- A: Yes, but perhaps not solar, due to heli-pad. Sustainability is a key feature in building design.
- Currently ambulances come off a major road, Yamba drive. Palmer Street seems less than ideal.
A: Currently working on traffic flow options.
- Parking is very difficult to access, and its location is often very far from service. What are you doing about parking?
- A: Planning is underway
- Have you thought about underground parking, integrating parking with National Capital Hospital, parking under building 12
- A: All being explored.
- Adolescent Mental Health Unit – please consider renaming Adolescent Development Unit to avoid stigmatisation
A: Noted. Talked about service integration to reduce stigma
- Walk-in Centre – where is the Inner North WiC going to be, why has the Woden WiC been taken out of the hospital?
A: General discussion about role of WiCs in the community and taking pressure off emergency departments. Advised location of Inner North WiC not yet determined.
- Is there a TCH campus master plan? How are you integrating with the rest of the Woden area and connecting to the Woden town centre?
A: Campus master plan coming in approx. 18 months. SPIRE becomes plan's anchor, 'un-locking' the northern side of the campus. Further town planning required.

Ivansson, Zoe (Health)

From: Burch, Brad (Health)
Sent: Monday, 11 November 2019 2:02 PM
To: Lopa, Liz (Health)
Subject: Emailing: BHSP presentation 6 March WVCC
Attachments: BHSP presentation 6 March WVCC.pptx

UNCLASSIFIED

Hi Liz - Definitely shows the location...

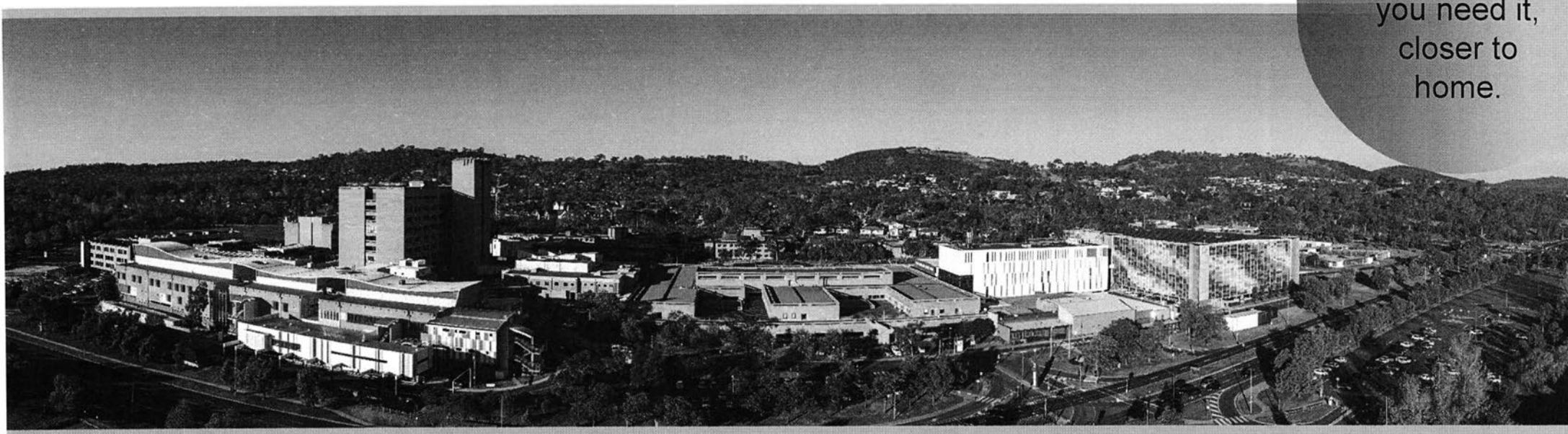
Thanks
BB

Your message is ready to be sent with the following file or link attachments:

 BHSP presentation 6 March WVCC

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Better health
care, when
you need it,
closer to
home.



Building Health Services Program

Woden Valley Community Council
6 March 2019

BHSP video

- Place holder



ACT Health

Building Health Services Program

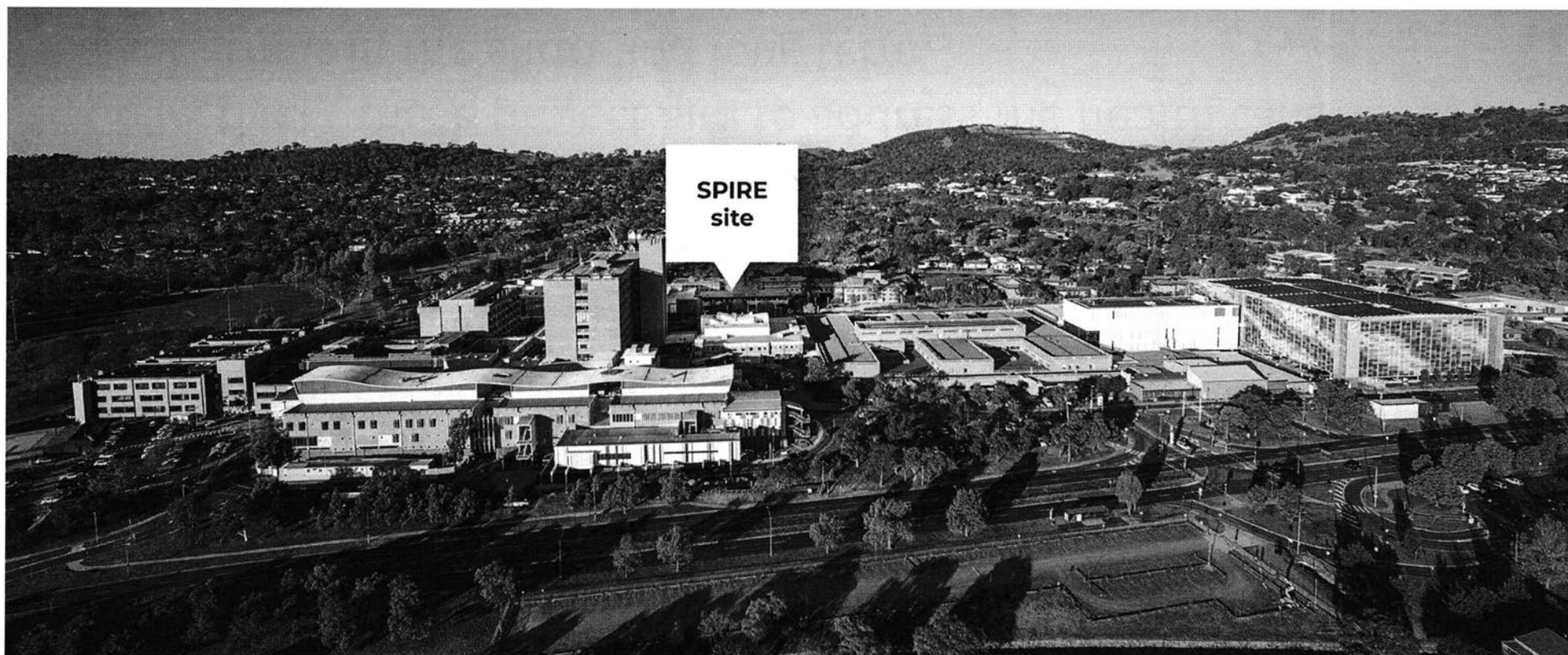
What is the Building Health Service Program?

- Whole-of-Territory health planning
- Part of ACT Government's Ten Year Health Plan
- Currently made-up of five key, inter-related projects:
 - Surgical Procedures, Interventional Radiology & Emergency (SPIRE) Centre
 - Centenary Hospital for Women and Children Expansion
 - Clare Holland House Expansion
 - Walk-In Centres for Weston and the Inner North
 - Northside Hospital Scoping Study
- Collectively, these project aim to address the health care needs of Canberrans in the short and long term.

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Building Health Services Program

The SPIRE Centre



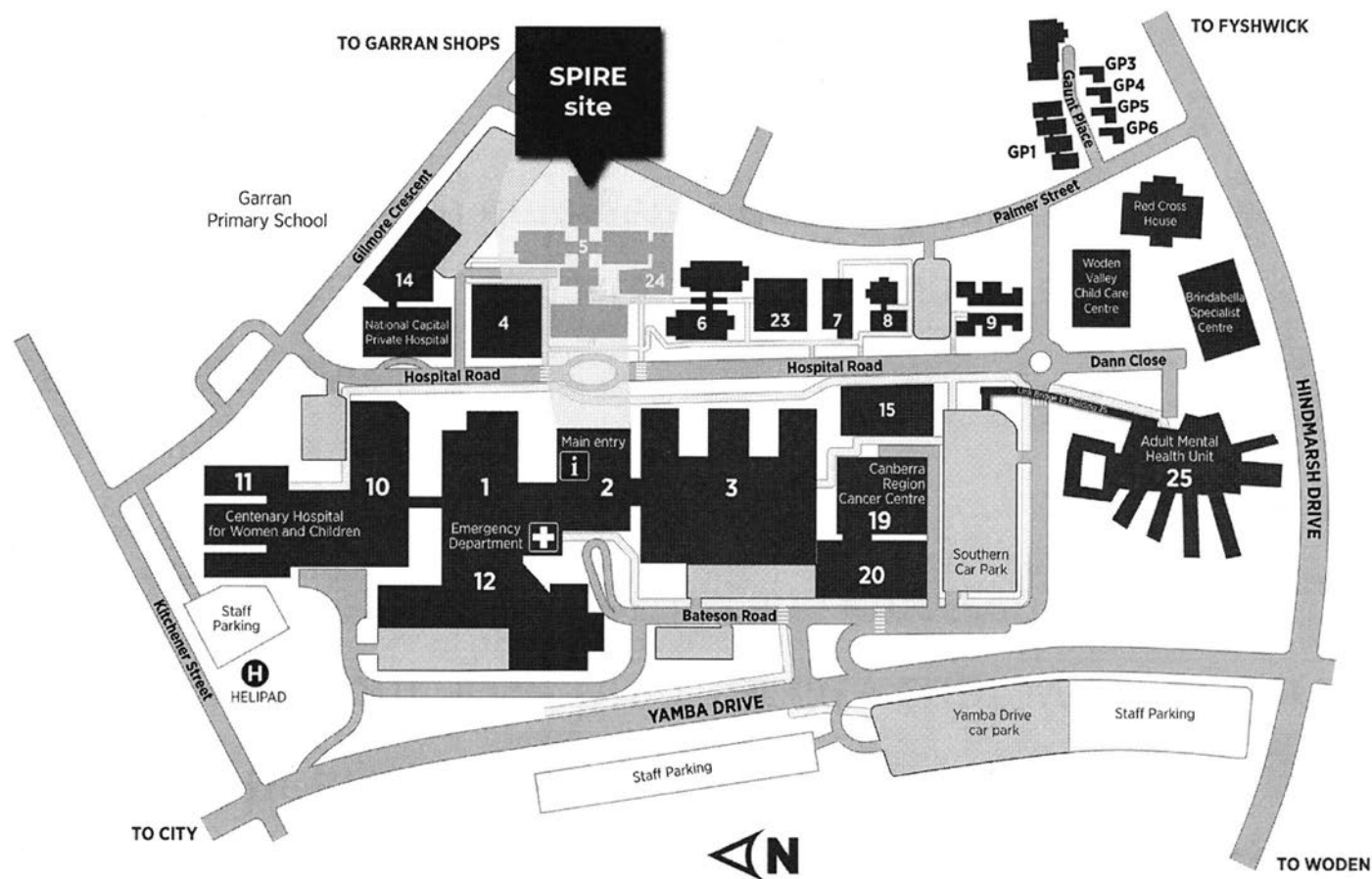
What is SPIRE?

- The Centre will increase the Territory's capacity to deliver acute, hospital-based health care.
- It is a \$500 million purpose built facility that will deliver:
 - More operating theatres for elective and emergency surgery
 - More inpatient beds
 - Increase in intensive care unit capacity
 - A coronary care unit
 - State-of-the-art surgical, procedural and imaging facilities
 - A significantly expanded emergency department

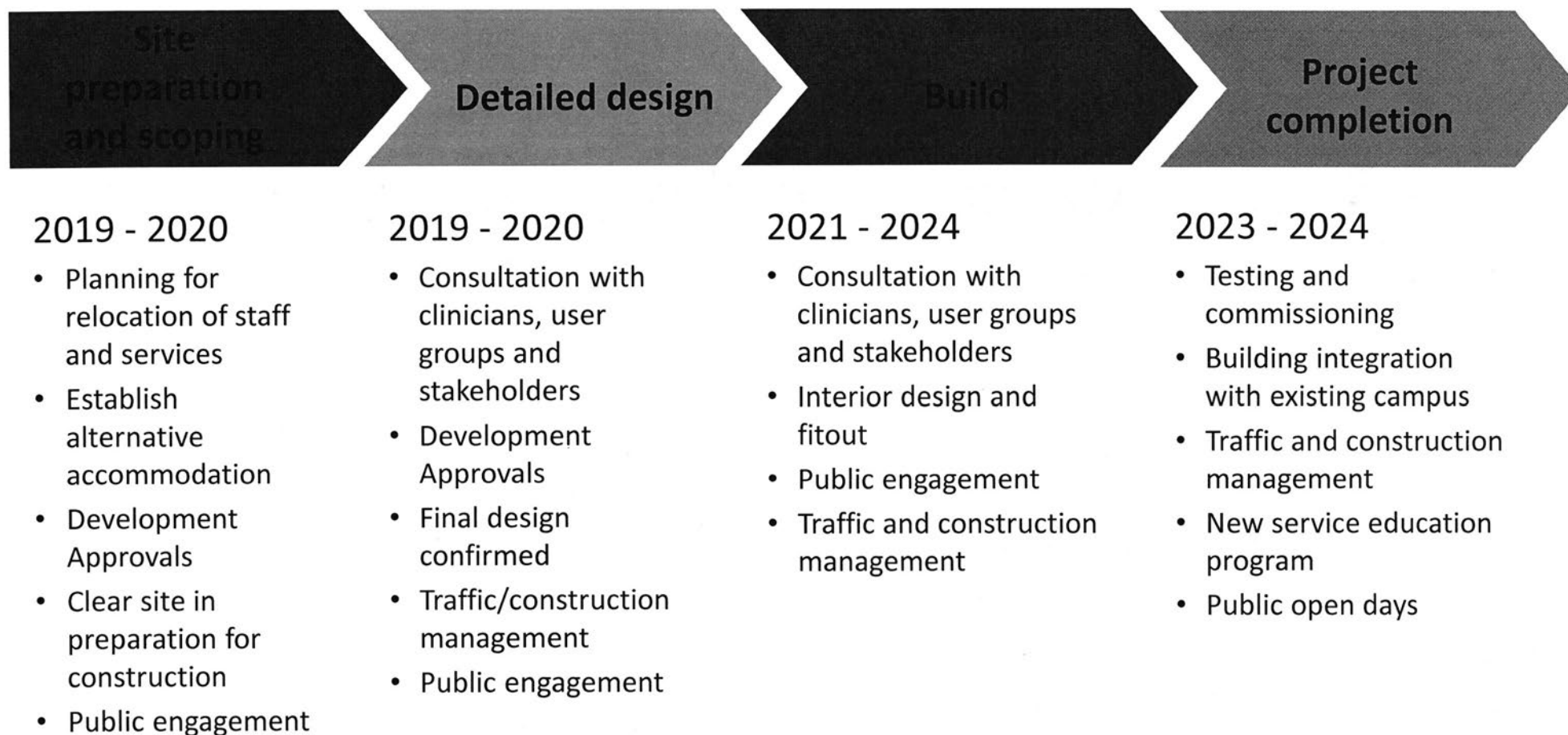
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Building Health Services Program

Location



What's the plan?



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Building Health Services Program

Stay informed

- Updates on:

health.act.gov.au/infrastructure

- Email enquiries to:

BuildingHealthServicesProgram@act.gov.au



ACT Health

Building Health Services Program

Questions?



Clinical Engagement Stakeholder

Helipad

Lisa Gilmore – Executive Director

Kelvin Grove – Director

David Lamond – Deputy Director

Intensive Care

Lisa Gilmore – Executive Director

Bronwyn Avar – Director

Simon Robertson – Deputy Director

Carly Silberberg – Director of Nursing

Genevieve Harrigan – Assistant Director of Nursing

Emergency Department

Lisa Gilmore – Executive Director

Greg Hollis – Director

Sam Scanlan – Deputy Director

Sue Smallbane – Deputy Director

Carly Silberberg – Director of Nursing

Nicole Slater – Assistant Director of Nursing

Perioperative and Anaesthetics

Daniel Wood – Executive Director

Frank Piscioneri – Director of surgery

Thomas Brussell – Director of Anaesthetics

Gillian Davies – Director of Nursing

Kerri Reeves – Assistant Director of Nursing

Surgical Inpatient Units

Daniel Wood – Executive Director

Gillian Davis – Director of Nursing

Clair Collins – Assistant Director of Nursing

Mental Health Short Stay

Karen Grace – Executive Director

Kevin Kidd – Director of Nursing

Helen Braun – Operational Director

Acute Cardiac Care Unit and Interventional Cardiac Laboratories

Jacqui Taylor – Executive Director

Ren Tan – Director

Kellie Noffke – Director of Nursing

Tracey Duggan – Assistant Director of Nursing

Central Sterilising Service Department

Colm Mooney – Executive Director

Jeanne McLauchlan – Manager (SOG A)

Kavitha Kugathas – Senior Manager

Loading Dock

Colm Mooney – Executive Director

Chris Tarbuck – Facilities Director

Jeanne McLauchlan – Manager (SOG A)

Final Clinical Information / Planning Session

Date	Time	Speciality	Attendees
23 rd July	1100-1230	Briefing - MPC	Sally-anne Kinghorne Kate Evans – Clinical Liaison SPIRE STH
	1300-1500	ACCU & ICL	Jacqui Taylor – Executive Director of Medicine Ren Tan – Clinical Director Cardiology
	1530-1730	ED	Greg Hollis – Clinical Director, Emergency Lisa Gilmore – Executive Director Critical Care
24 th July	0900-1100	Logistics	Chris Tarbuck – A/g Executive Director
	1130-1330	Perioperative	Kerri Reeves – Assistant Director of Nursing Frank Piscioneri – Director of Surgery
	1400-1600	ICU	Carly Silberberg – Director of Nursing, Critical Care Lisa Gilmore – Executive Director, Critical Care

SPIRE FAQs from the public

Model responses

How tall will the new SPIRE Centre be?

The SPIRE Centre is not anticipated to exceed the height of any existing Canberra Hospital building. SPIRE Centre development is in an early stage of project planning with user requirements and clinical consultation still in progress. Building designs will be developed during 2019.

Will there be noise reduction measures in place during construction?

As hospital site, a high level of attention will be paid to minimising noise and construction-related disturbances that may impact on the well-being of patients and neighbouring residents. At a minimum, all site preparation and construction will be subject to the Environment Protection Act 1997 and Environment Protection Regulation 2005 aiming to protect people from excessive noise.

Will the public be kept informed?

As the SPIRE project progresses, Canberra residents will be kept informed through a variety of means including updates on the ACT Health website: www.health.act.gov.au/infrastructure, the Our Canberra newsletter, letterbox leaflet drops and information forums. Enquiries may be directed to BuildingHealthServicesProgram@act.gov.au. You can also register to receive project updates via the subscription button on this page.

Are you building more car parks?

Access to car parking at the Canberra Hospital is acknowledged as an ongoing concern for patients, visitors and staff. ACT Health, together with Canberra Health Services, is currently exploring options to support increased access to parking on, or near the hospital site. Further information regarding parking will become available as plans progress.

Where will the Emergency Department be located?

The Hospital's Emergency Department (ED) will be located in the new SPIRE Centre. Once SPIRE is operational, the ED will no longer be located in building 12. The heli-pad, currently adjacent to Building 12, will also be re-located to the top of the SPIRE building, to ensure rapid access to the ED.

What's happening with the health and residential services currently available in building 5?

New accommodation will be found for the Sexual Health and Child at Risk Health Unit services currently operating in building 5. Consultation with staff and users is currently underway to assist in identifying suitable office and clinical spaces. Further information will be available as planning progresses.

The building 5 residences will continue to be accessible until the end of 2019 for interstate visitors and carers of patients who live more than 100km from Canberra Hospital. Work is currently underway to develop alternative arrangements to meet the accommodation support needs of the families of interstate patients from 2020.

The SPIRE Centre building does not include provision for residential accommodation. New arrangements for patients and carers travelling long distances to receive treatment, will be in line with those of other large public hospitals around the country.

Ivansson, Zoe (Health)

From: Burch, Brad (Health)
Sent: Tuesday, 4 June 2019 2:14 PM
To: Dale, Emm (Health)
Cc: DDGCorporate; Building Health Services Program; Lopa, Liz (Health)
Subject: FW: SPIRE Executive Administration Demountable - PMA Agreement Part B [SEC=UNCLASSIFIED]
Attachments: PART B - PMA Panel Procurement and Contract Authorisation Minute - SHAPE.pdf; PMA Part A - Admin Demountable - Signed.pdf; PMA 2018-21 Panel Work Order - SHAPE Exec Admin_Executed_28.05.19.pdf; DG Brief - Building 24 Replacement.docx

UNCLASSIFIED

Hi Emm – Liz has cleared the attached brief, are you able to coordinate through to the DG's office as an urgent brief? I've given Alice a heads-up that it is coming and the DG should be able to review by the end of the day tomorrow.

Let me know if there are any issues.

Thanks and regards

Brad.

From: Burch, Brad (Health)
Sent: Tuesday, 4 June 2019 9:30 AM
To: Lopa, Liz (Health) <Liz.Lopa@act.gov.au>
Cc: Building Health Services Program <BuildingHealthServicesProgram@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>
Subject: FW: SPIRE Executive Administration Demountable - PMA Agreement Part B [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Liz

Please find attached the draft DG Minute seeking the DG's authority to enter into a Project Management Agreement with SHAPE for the Building 24 demountable replacement.

Could you please review and approve/amend as required?

I understand that the program has a start-up meeting slated for this week; however, I note that John is out of the office at the moment and this may be delayed.

Please give me a call if you need to discuss.

Thanks and regards

Brad.

From: Catanzariti, John
Sent: Tuesday, 28 May 2019 3:37 PM
To: Burch, Brad (Health) <Brad.Burch@act.gov.au>
Cc: Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; Esau, Lloyd

<Lloyd.Esau@act.gov.au>; Gray, Sophie <Sophie.Gray@act.gov.au>

Subject: SPIRE Executive Administration Demountable - PMA Agreement Part B [SEC=UNCLASSIFIED]

Brad,

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

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

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

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

Regards,
John


ACT
 Government

 Chief Minister, Treasury and
 Economic Development

Panel of Project Managers Procurement and Contract Authorisation Minute

PART B

WORK ORDER SUMMARY	
Project Manager's Representative	Name: [REDACTED] Telephone: [REDACTED] Email address: [REDACTED]
Pricing Information:	<div> Lump Sum Components Profit and Support Management Fee (Section A) </div> <div> Reimbursable Components Administration costs (Section B) On Site Key Personnel (Section B) </div> <div> Project Manager's Subcontracts and Materials (Section C) Day Labour Allowance (if required) (Section C) Plant and Equipment (if required) (Section C) </div> <div> Project Manager's Consultants (Section D) </div> <div> TOTAL Contract Sum (inc. GST) </div> <div> Trade Contracts with Principal (if required) Contingencies </div> <div> MAXIMUM PROJECT BUDGET (inc. GST) \$3,577,970.00 </div>
Confidential Text	Nil

DIRECTORATE DELEGATE AUTHORISATION TO IMPLEMENT THE PROJECT

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

DIRECTORATE DELEGATE AUTHORISATION TO IMPLEMENT THE PROJECT			
<p>I also have the properly delegated authority from the Director General of ACT Health Directorate with regard to the above approved procurement to expend \$5,000 per Work Health and Safety Audit in accordance with the Active Certification Policy http://www.procurement.act.gov.au/About/active-certification. There is also up to \$1,500 in the project budget to undertake an Industrial Relations and Compliance Audit if necessary.</p>			
Delegate Name		Phone Number	
Position and Directorate			
Statement	The Procurement and Contract Authorisation Minute and attachments are approved.		
Signature		Date	


ACT
 Government

 Chief Minister, Treasury and
 Economic Development

Panel of Project Managers Procurement and Contract Authorisation Minute

PART A

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

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

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

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

ATTACHMENT 1

Work Order Template



ACT
Government

Chief Minister, Treasury and
Economic Development

Project Management Agreement Work Order

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

Project No 30440

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

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

Contact officer: John Catanzariti

Email: John.Catanzariti@act.gov.au

Instructions to panel member:

Date/Time of issue of this Work Order:

Acknowledgement of receipt of Work Order required?

Time for acknowledgement:

Time to submit response:

Respond to this Work Order by:

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

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

Contract Information

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

Project Manager

Name: Shape Australia Pty Ltd

ABN: 70 003 861 765

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

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

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

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

	(See clauses 1.1.1 and 19.1 of the Agreement)							
16.	Project Manager's Representative (See clause 1.1.1 and 19.2 of the Agreement)	Name: Mark Mikolajczak Telephone: 0418 607 303 Facsimile: 02 6241 6146 Email address: mark.mikolajczak@shape.com.au						
17.	Security (See clauses 1.1.1, 12.3 and 14 of the Agreement)	Unconditional bank undertaking in the amount of 4% of the Contract Sum in a form acceptable to the Principal						
18.	Details of Existing Material (See clauses 1.1.1 and 22.2 of the Agreement)	Any Material of the Project Manager in existence as at the Works Commencement Date which the Principal may need to use to the extent necessary for the Principal to obtain the full benefit of the Works including the use of the Contract Material						
19.	Principal Supplied Items (See clauses 1.1.1 and 5.1 of the Agreement)	Nil						
20.	Insurance to be maintained by Project Manager (See clauses 1.1.1, 6.2(3), and 20 and Schedule 7)	<table><tr><td colspan="2">Public Liability Insurance</td></tr><tr><td>Minimum cover:</td><td>\$10,000,000 in respect of each claim</td></tr><tr><td>Period of cover:</td><td>Until the end of the last Defects Liability Period</td></tr></table>	Public Liability Insurance		Minimum cover:	\$10,000,000 in respect of each claim	Period of cover:	Until the end of the last Defects Liability Period
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21.	Vehicle and mobile plan equipment insurance (See clauses 1.1.1, 6, and 20 and Schedule 7 of the Agreement)	All registered vehicles and machinery must have compulsory third party insurance together with third party property damage insurance for not less than \$20 million per occurrence. Any unregistered vehicles, machinery or mobile plant equipment must be covered by a public liability policy with coverage of not less than \$20 million per occurrence.						
22.	Asbestos Insurance (See clauses 1.1.1, 6.2(3), and 20 and Schedule 7)	To the extent required by law. Any element of the Works involving the removal or disruption of asbestos must be performed by a person licensed to do so.						
23.	Marine insurance (See clauses 1.1.1, 6, and 20 and Schedule 7 of the Agreement)	Not required.						
24.	Policy	<table><tr><td>Minimum cover:</td><td>See Policy for details.</td></tr></table>	Minimum cover:	See Policy for details.				
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	(See clauses and 20 and Schedule 7 of the Agreement)	<table><tr><td>Insurer:</td><td>XL Catlin</td></tr><tr><td>Period of cover:</td><td>Until the issue of the Certificate of Usability.</td></tr><tr><td>Policy Number:</td><td>AU00008055CA18A</td></tr></table>	Insurer:	XL Catlin	Period of cover:	Until the issue of the Certificate of Usability.	Policy Number:	AU00008055CA18A																				
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25.	Profit Adjustment Event (See clauses 1.1.1 and 7.1 of the Agreement)	10%																										
26.	Professional Indemnity Insurance (See clauses 1.1.1 and Schedule 7)	(1) Level of cover of Project Manager’s professional indemnity insurance shall not be less than: \$5,000,000. (2) Period for which Project Manager’s professional indemnity insurance shall be maintained after the Date of Practical Completion: 6 years																										
27.	Address for service of notices (See clause 25.2 of the Agreement)	(1) The email address of the Principal is: SharedServicesProcurementInfrastructure@act.gov.au (2) The email address of the Project Manager is: John.Catanzariti@act.gov.au																										
28.	Trade Contracts (See clause 1.1.1)	Not used – no Trade Contracts permitted.																										
29.	Local Industry Participation (See clause 27)	Clause 27 applies. Please attach your Economic Contribution Test																										
30.	Order of Works	Not used																										
31.	Subcontractor Warranties	Trades or areas of work requiring a Subcontractor’s or trade contractor’s warranty are: <table><tr><th>Building Element</th><th>Minimum Warranty Period (years)</th></tr><tr><td>Lifts</td><td>15</td></tr><tr><td>ICT equipment</td><td>15</td></tr><tr><td>Data and Communications</td><td>15</td></tr><tr><td>Audio Visual</td><td>as per manufacturer's warranty</td></tr><tr><td>Electrical fixtures</td><td>10</td></tr><tr><td>Electrical switchboards</td><td>15</td></tr><tr><td>Light fittings</td><td>5</td></tr><tr><td>Electrical, Fire and Mechanical Control Panels</td><td>15</td></tr><tr><td>External lighting fixtures and poles</td><td>15</td></tr><tr><td>Mechanical Services Equipment</td><td>15</td></tr><tr><td>Mechanical Services Ductwork</td><td>20</td></tr><tr><td>Mechanical Services Pipework</td><td>20</td></tr></table>	Building Element	Minimum Warranty Period (years)	Lifts	15	ICT equipment	15	Data and Communications	15	Audio Visual	as per manufacturer's warranty	Electrical fixtures	10	Electrical switchboards	15	Light fittings	5	Electrical, Fire and Mechanical Control Panels	15	External lighting fixtures and poles	15	Mechanical Services Equipment	15	Mechanical Services Ductwork	20	Mechanical Services Pipework	20
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	Fire Protection Systems	15
	Security equipment	15
		as per manufacturer's warranty
	Sanitary Fittings and Fixtures	15
	Hydraulic fixtures & pumps	15
	UPS units	10
	Structural Steel	25
	Concrete Structure	25
	Expansion joint systems	10
	Metalwork	10
	Roof Sheeting/flashings/access panels	20
	Facade	20
	Doors and Door hardware	15
	Roller doors	15
	Waterproofing	15
	Suspended Ceilings Grid	10
	Suspended Ceilings Panels	5
	Internal Partitions	10
	Joinery	5
	Painting	5
	Resilient Finishes	5
	Carpet	5
	Floor and Wall Tiling	5
		as per manufacturer's warranty
	Entry Mats	10
	Windows	2
	Window Furnishings	as per manufacturer's warranty
	FF&E	5
	Signage	5

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

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

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

PROFIT**SUPPORT MANAGEMENT FEE**

TOTAL PROFIT & SUPPORT MANAGEMENT FEE:

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

limited to, the following:

Profit,

Head Office overheads

Head Office accounts staff

Head Office indirect expenses

Support management staff (including but not limited to)

Director Responsible

Contract Officer

Quality Assurance Manager

Support management administration resources,

Site operational costs

Project Manager's salary,

Local travelling expenses,

Mobile telephone costs,

All tools & equipment of the trade

All other operational costs

Safety clothing and equipment issued to on-site staff

Wet weather equipment

First aid equipment

Attendances at IRE and WHS Active Certification audits

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

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

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

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

1.2 Reimbursable Costs for on Site Key Personnel

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

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

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

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

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

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

SCHEDULE 6 PRICING

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

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

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

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

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

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

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

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

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

SCHEDULE 6 PRICING**E. PROJECT BUDGET**

All rates and costs are GST inclusive

Lump sum components

\$

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

Reimbursable components

Administration costs (Section B, Schedule 6)

On Site Key Personnel (Section B, Schedule 6)

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

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

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

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

TOTAL Contract Sum

Trade Contracts with Principal (if required)

Contingencies

MAXIMUM PROJECT BUDGET

\$ 3,577,970.00