

**Attwood, Courtney (Health)**

---

**From:** Gray, Sophie  
**Sent:** Wednesday, 10 April 2019 7:13 PM  
**To:** Lopa, Liz (Health); Burch, Brad (Health); Esau, Lloyd; Catanzariti, John  
**Cc:** Basic, Babita  
**Subject:** Follow up actions from SPIRE/ CHWC team meeting 10 April 2019 [DLM=For-Official-Use-Only]  
**Attachments:** IMG\_3622.jpg

Hi All

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The next steps if we take this path are:

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  - Thursday 10 April
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  - Friday 11 April
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    - ACT HD prepare SoR for the schedule of accommodation and concept design and email to IFCW BBu
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1. The programme is ambitious however gives a methodology that meets the attached draft program that we mapped out today.
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Can you advise Liz, if you would like to proceed on this basis. Happy to step you through the proposal if required.

I've attached for your interest the Bld 15 modular build time lapse film to give you an idea of how the modular was installed using Shape and Atco under a GC21.

[https://www.youtube.com/watch?v=wdWtSQD\\_xJA](https://www.youtube.com/watch?v=wdWtSQD_xJA)

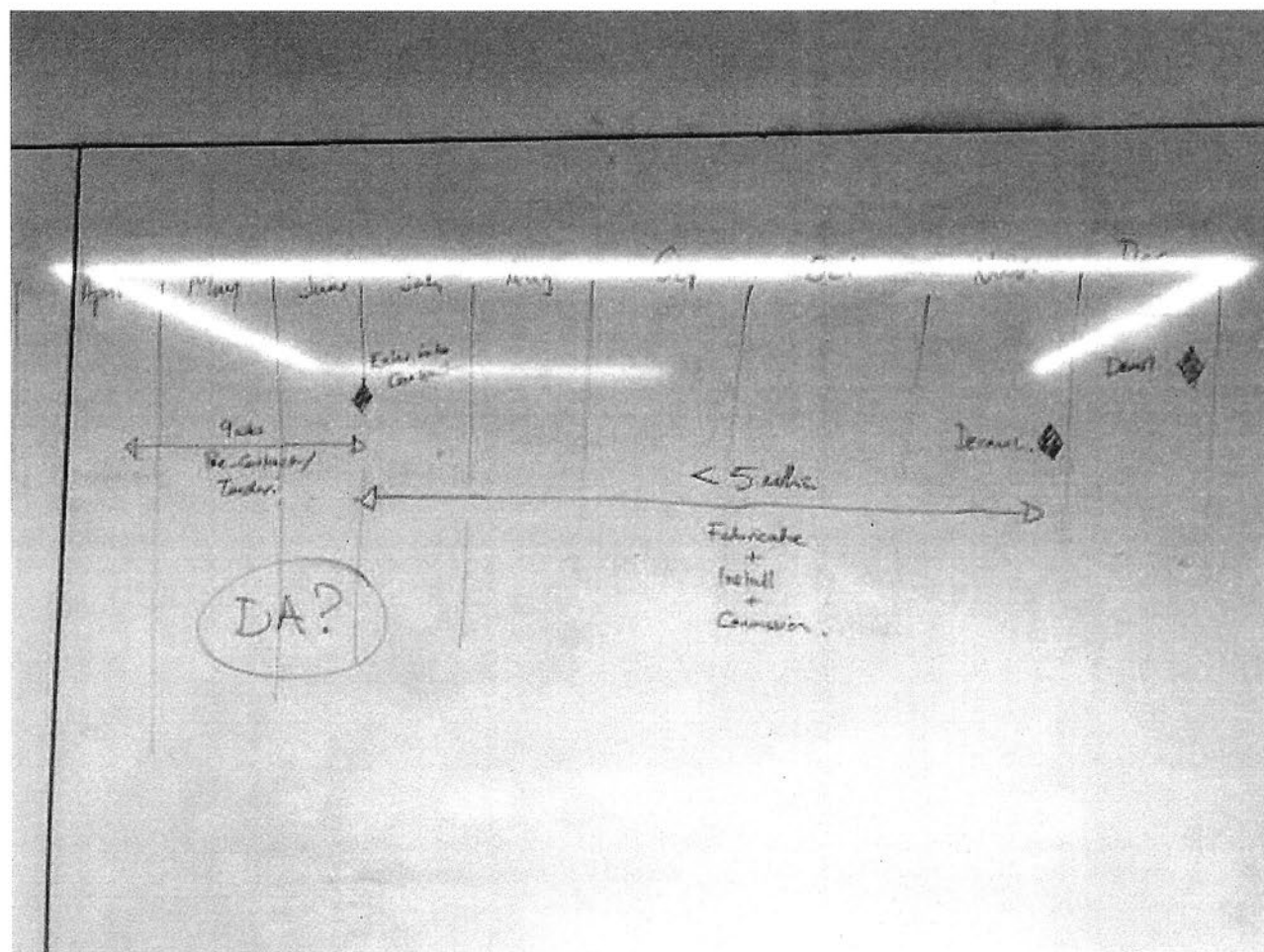
Regards  
Sophie

Sophie Gray | Executive Branch Manager Social Infrastructure

Phone 02 5124 7022 | Mobile [REDACTED] sophie.gray@act.gov.au

Infrastructure Finance & Capital Works | Chief Minister, Treasury and Economic Development Directorate | ACT Government  
Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 | [act.gov.au](http://act.gov.au)

















































































































**Ivansson, Zoe (Health)**

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**From:** Burch, Brad (Health)  
**Sent:** Thursday, 11 April 2019 10:04 PM  
**To:** Esau, Lloyd  
**Cc:** Lopa, Liz (Health); Gray, Sophie; Culver, Jakob (Health); Catanzariti, John  
**Subject:** Re: SPIRE Delivery Model

Thanks Lloyd, much appreciated - I'll add to our Cab Sub first thing and give you a call if I have any questions.

Get [Outlook for iOS](#)







**Attwood, Courtney (Health)**

---

**From:** Burch, Brad (Health)  
**Sent:** Thursday, 11 April 2019 10:18 AM  
**To:** JasonSmith, Rhona (Health)  
**Cc:** Lopa, Liz (Health)  
**Subject:** FW: Follow up actions from SPIRE/ CHWC team meeting 10 April 2019 [DLM=For-Official-Use-Only]

UNCLASSIFIED For-Official-Use-Only

Hi Rhona

Please see below in relation to the Building 24 replacement building.

I note that on the critical path is getting a Statement of Requirements to IFCW by Friday to develop an ABW SoA and Concept Design – can we have a quick catch-up to discuss?

Thanks and regards

Brad.

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

☎ (02) 5124 9719 or [REDACTED] | ✉ [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Burch, Brad (Health)  
**Sent:** Thursday, 11 April 2019 10:09 AM  
**To:** Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>; Gray, Sophie <[Sophie.Gray@act.gov.au](mailto:Sophie.Gray@act.gov.au)>; Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>; Catanzariti, John <[John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)>  
**Cc:** Busic, Babita <[Babita.Busic@act.gov.au](mailto:Babita.Busic@act.gov.au)>  
**Subject:** RE: Follow up actions from SPIRE/ CHWC team meeting 10 April 2019 [DLM=For-Official-Use-Only]

UNCLASSIFIED For-Official-Use-Only

Hi Liz - sounds good to me; happy to support Sophie's recommendation.

Thanks

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

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**ACT**  
Government

**ACT Health**

**From:** Lopa, Liz (Health)  
**Sent:** Thursday, 11 April 2019 9:14 AM  
**To:** Gray, Sophie <Sophie.Gray@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Esau, Lloyd <Lloyd.Esau@act.gov.au>; Catanzariti, John <John.Catanzariti@act.gov.au>  
**Cc:** Busic, Babita <Babita.Busic@act.gov.au>  
**Subject:** RE: Follow up actions from SPIRE/ CHWC team meeting 10 April 2019 [DLM=For-Official-Use-Only]

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**To:** Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Esau, Lloyd <Lloyd.Esau@act.gov.au>; Catanzariti, John <John.Catanzariti@act.gov.au>  
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Hi All

One change to my last email. The modular contractor for Bld 15 was AUSCO

<http://ausco.com.au/>

Cheers  
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**Cc:** [babita.busic@act.gov.au](mailto:babita.busic@act.gov.au)  
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Regards

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**Cc:** Busic, Babita  
**Subject:** RE: Follow up actions from SPIRE/ CHWC team meeting 10 April 2019 [DLM=For-Official-Use-Only]

Thanks Liz and Brad

We will get moving on this basis.

Cheers  
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Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 | [act.gov.au](http://act.gov.au)

**25** Years of the  
1994-2019 **ACT Public Service**

**Pond, Aleks (Health)**

---

**From:** JasonSmith, Rhona (Health)  
**Sent:** Thursday, 11 April 2019 3:30 PM  
**To:** Catanzariti, John  
**Cc:** Burch, Brad (Health); Basic, Babita  
**Subject:** SPIRE S&D Functional Area Relocations  
**Attachments:** SPIRE S&D Functional Area Relocations.docx; TCH B3 L1 FEB 2019\_SPIRE options - April 2019\_STH.pdf; Activity-Based-Work-Design-Principles (004).pdf

UNCLASSIFIED

Hi John,

As requested, please find attached:

- B5 & B24 services, their staffing numbers, and proposed destination locations
- B3 L1 Plans
- ACT Government Key Design Principles for non-clinical offices

Regards

Rhona

**Rhona JasonSmith**

P: 02 5124 9667

E: [rhona.jasonsmith@act.gov.au](mailto:rhona.jasonsmith@act.gov.au)

Senior Project Officer

Facility and Health Planning Unit | ACT Health Directorate | ACT Government

Level 5, 2-6 Bowes Street

WODEN ACT 2606

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

## SPIRE Staging &amp; Decanting

## 1. CARHU Relocation

NAME	NUMBER OF STAFF	FROM	TO	COMMENTS
Transcription	20	B23 L2	Village Creek	
TWSS	23	B23 L2	B3-17	7 offices 16 workstations – occupancy to be confirmed (23)
IFCW/IHSS	44	B3 L1	B23-L2	Combined TWSS & Transcription space
<b>TOTAL</b>	<b>87</b>			

## 2. BUILDING 24 Relocation

NAME	NUMBER OF STAFF	FROM	TO	COMMENTS
Office of Research	4	B24 L1	Car Park Demountable	
Emergency Coordination	2	B24 L1	B3 L1-14	
Quality Improvement Office	6	B24 L1	Car Park Demountable	
Emergency Coordination Centre		B24 L1	B3 L1-20	
Executive	17	B24 L2	Car Park Demountable	
Administration	25	B24 L2	Car Park Demountable	
Consumer Feedback	4	B24 L2	Car Park Demountable	
Professor Allied Health Research	1	B24 L2	Car Park Demountable	
Interprofessional Learning Coordinator	1	B24 L2	Car Park Demountable	
Project Officer Collaboration Partnership	1	B24 L2	Car Park Demountable	
Other	15	B24 L2	Car Park Demountable	
<b>TOTAL</b>	<b>76</b>			

## 3. BUILDING 5 Relocation

NAME	NUMBER OF STAFF	FROM	TO	COMMENTS
Staff Development	22	B5 L1	B8 Demountable	
Clinical Skills Unit	2	B5 L1	B8 Demountable	
Clinical Placement	5	B5L1	Bowes St	Need consultation & approval
Tissue Viability + education area	4	B5 L1	B3-29	Require education space
Accommodation & Volunteers	6	B5 L1	B3-14	
Sexual Health Unit	25	B5 L1	Callum Offices? TBC	Parking access, clean utility, 24 hr security
CARHU	26	B5 L1	B3 L1 IFCW/IHSS	
ANU	18	B5 L2	ANU	





## Key Design Principles for ACTPS Activity Based Work Environments

*As the ACTPS transitions to Activity Based Work (ABW) ahead of new offices in Dickson and Civic opening in 2020, the following principles are designed to provide guidance to directorates with respect to implementing ABW in new, existing or temporary office accommodation.*

These principles were endorsed by the Strategic Board on 25 October 2017.

### Accommodation Principles

1. Directorates are expected to liaise with the Flexible Work Arrangements Team in CMTEDD for advice with respect to these Key Design Principles, and in preparation for seeking the endorsement of the Strategic Office Accommodation Committee for any proposed changes.
2. In planning a move to an ABW environment directorates will consult on how the change is undertaken with staff and their representatives in accordance with Section G of the Enterprise Agreement.
3. Directorates are expected to liaise with ACT Property Group for advice with respect to the potential impacts of any planned refurbishment on the broader office property strategy.
4. Where business units are expected to be moving into the new Government Office Blocks in Civic or Dickson, substantial or structural refurbishments should not be undertaken unless there is a demonstrable net benefit to the Territory.
5. Where business units are required to move into temporary accommodation and there is an existing fit out, where possible this fit out will be used in its current configuration, i.e. there will not be an expectation of refurbishment in line with ABW Key Design Principles.

### Design Principles

6. Leased spaces to achieve workpoint density of 12m<sup>2</sup> per workpoint across the NLA.
7. Workpoint to staff ratio of approximately 8:10.
8. Offices will only be made available to Deputy Directors-General and above at an opt-in basis. No new individual offices will otherwise be built or refit across government.
9. Bespoke or highly tailored design solutions will not be permitted unless there is a compelling business case. This will ensure the continued flexibility of the office environment and enable greater workforce mobility.
10. There will be no partitioning of workstations and no corner-style workstations.
11. In instances where it is identified that health and safety risks cannot be effectively managed, or the unique nature of an individual business unit's work requires that full ABW principles do not apply, alternate arrangements will be identified.
12. A clear desk policy will require staff to remove all belongings from a workstation or other workspace when they have finished using it, or at the end of each working day.
13. All staff will be provided with a locker space to store their personal effects.

14. A workpoint is an ergonomically sound, fully equipped workstation, including (where possible) adjustable sit-to-stand desk, ergonomically adjustable office chair, keyboard, mouse, monitor(s) and docking station for mobile devices.
15. Consistent with the ACT Public Sector's stated commitment to achieving the highest work health and safety standards, assessment of health and safety risks will occur throughout the implementation of ABW and risk mitigation/management strategies implemented to allow all workers to safely transition to new arrangements.
16. ABW environments will also include capacity for a range of other workspaces such as:
  - touchdown points (generally bench-style seating where staff can use laptops for tasks of limited duration);
  - breakout spaces (areas for eating and drinking, for conversations and collaboration, and for other non-workstation based tasks);
  - meeting rooms (small, medium and large); and
  - other collaborative spaces (incorporating tele/videoconferencing and other collaborative technologies); and
  - Quiet, focused spaces for uninterrupted work\*

These are standard design features for an ABW environment, but are not counted as workpoints for the purposes of 6 and 7 above. (\*NB: Where quiet, focused spaces meet the definition of a workpoint at 14 above, these should be counted for the purposes of 6 and 7 above).

17. Provision for spaces described in 16 above will broadly align with the ratios and provisions under the ACT Government Office Project Request for Tender Space Schedule (under 'Local Support').

### Supporting technology

18. All staff will be provided with mobile technology to enable them to work from place, including a mobile telephony solution to eliminate the need for IP desk phones.
19. Shared Services ICT has been instructed to cease all future purchasing of desktop assets, and only allow ICT assets to be refreshed with mobile assets, Or as agreed by the SSICT Chief Technology Officer in approving a short business case. Such a business case must demonstrate that the business function being supported by the PC (not the individual to whom the PC is being issued) will always be required to be performed in the same location, e.g. a security guard desk, meeting room AV function etc<sup>1</sup>. Where desktop assets are specifically requested by directorates only stock under existing lease arrangements will be provided.
20. Meeting rooms will be technology-enabled to provide ease of collaboration with others not physically present.

---

<sup>1</sup> This principle has been expanded since the formal endorsement of the Strategic Board in October 2017. The ICT Working Group for the implementation of ABW in the new Civic and Dickson Offices agreed to this clarification in February 2018 to enable the CTO to approve specific exemptions where operationally appropriate and accordant with the intent of the original principle.

21. EDRMS will be made available to all staff transitioning to ABW, to eliminate paper reliance and paper-based recordkeeping to as great an extent as possible.

**Lowes, Shannon (Health)**

---

**From:** Tan, Ren (Health)  
**Sent:** Thursday, 11 April 2019 4:19 PM  
**To:** Lopa, Liz (Health)  
**Cc:** Evans, Kate (Health); Kinghorne, Sally-Anne (Health)  
**Subject:** Re: SPIRE

Liz,

Thank you for your presentation today in relation to various options for SPIRE. [REDACTED]  
[REDACTED]

[REDACTED]

Many thanks

Ren Tan  
Director of Cardiology  
The Canberra Hospital  
Canberra Health Services  
Phone [REDACTED]  
Office: 5124 3765

**Attwood, Courtney (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Thursday, 11 April 2019 4:57 PM  
**To:** Burch, Brad (Health)  
**Subject:** FW: CHS SPIRE feedback [SEC=UNCLASSIFIED, DLM=Sensitive: Cabinet]  
**Attachments:** SPIRE (002).docx

---

**From:** Lopa, Liz (Health)  
**Sent:** Wednesday, 10 April 2019 2:56 PM  
**To:** Doran, Karen (Health) <Karen.Doran@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>  
**Subject:** CHS SPIRE feedback [SEC=UNCLASSIFIED, DLM=Sensitive: Cabinet]

Hi Karen

Please find attached CHS' feedback for inclusion as an attachment to the Cabinet submission

Thanks

Liz

---

**From:** McDonald, Bernadette (Health)  
**Sent:** Wednesday, 10 April 2019 10:25 AM  
**To:** Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>  
**Subject:** SPIRE (002)

UNCLASSIFIED Sensitive: Cabinet

Dear Liz, as discussed I have updated the SPIRE attachment.  
Bernadette























**Pond, Aleks (Health)**

---

**From:** Evans, Kate (Health)  
**Sent:** Friday, 12 April 2019 11:23 AM  
**To:** Lopa, Liz (Health)  
**Subject:** 190411 Matrix of Additional Components Under [REDACTED] (WORKING DRAFT) v2  
**Attachments:** 190411 Matrix of Additional Components Under [REDACTED] (WORKING DRAFT) v2.docx

UNCLASSIFIED

Hi Liz,

Please see the matrix with the completed justification column. I have collated the CHS and SI information into this column.

Please let me know if you need me to alter any sections.

Kind regards

Kate









**Ivansson, Zoe (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Friday, 12 April 2019 11:44 AM  
**To:** Burch, Brad (Health); Lopa, Liz (Health)  
**Subject:** Attachment X - Reconciliation against Election Commitment [DLM=Sensitive: Cabinet]  
**Attachments:** Attachment X - Reconciliation against Election Commitment.docx

Hi there – Attachment outlining reconciliation against the election commitment.

Thanks  
Jake



**Pond, Aleks (Health)**

---

**From:** Evans, Kate (Health)  
**Sent:** Friday, 12 April 2019 12:34 PM  
**To:** Kinghorne, Sally-Anne (Health); Slater, Amanda (Health)  
**Subject:** FW: For discussion and action [SEC=UNCLASSIFIED, DLM=Sensitive: Cabinet]

UNCLASSIFIED Sensitive: Cabinet

Hi Sally-Anne and Amanda,

Please see below dialogue regarding the future work.

Kind regards

*Kate Evans*

**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**

Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto: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](http://www.health.act.gov.au)

**From:** Burch, Brad (Health)

**Sent:** Tuesday, 9 April 2019 12:58 PM

**To:** Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>; Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>; Culver, Jakob (Health)

<[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>; Gray, Sophie <[Sophie.Gray@act.gov.au](mailto:Sophie.Gray@act.gov.au)>; Catanzariti, John

<[John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)>; JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>; Mooney, Colm

(Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>; Evans, Kate (Health) <[Kate.Evans@act.gov.au](mailto:Kate.Evans@act.gov.au)>

**Subject:** RE: For discussion and action [SEC=UNCLASSIFIED, DLM=Sensitive: Cabinet]

UNCLASSIFIED Sensitive: Cabinet















































































































































































































































































































































































































































































































































































































































































































































































































































































































































**Attwood, Courtney (Health)**

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**From:** Gilbert, Dave (Health)  
**Sent:** Monday, 15 April 2019 5:40 PM  
**To:** Burch, Brad (Health)  
**Cc:** Lopa, Liz (Health); Mooney, Colm (Health); Hutchins, Tracy (Health); Gilmore, Lisa (Health)  
**Subject:** RE: MH infrastructure projects - SPIRE related questions [SEC=UNCLASSIFIED]

Brad

Tried to call. Suggested response below to questions about SPIRE for a brief following the Minister's meeting with the Australasian College for Emergency Medicine. I would appreciate any assistance to provide suitable responses – feel free to amend as required.

- The utilisation of the ED space (incl. MHSSU) once the SPIRE Centre is fully operational will be considered as part of campus master planning.
- There is expected to be extensive engagement process with key stakeholders during the development of the SPIRE Centre - this includes clinicians.

**Dave Gilbert**

Director Project Delivery | Infrastructure and Health Support Services

T: (02) 5124 7791 | M: [REDACTED] | E: [dave.gilbert@act.gov.au](mailto:dave.gilbert@act.gov.au)

Building 3, Level 2, The Canberra Hospital, Garran ACT 2605



**ACT**  
Government

**Canberra Health  
Services**

**From:** Hutchins, Tracy (Health)  
**Sent:** Monday, 15 April 2019 4:23 PM  
**To:** Gilbert, Dave (Health) <[Dave.Gilbert@act.gov.au](mailto:Dave.Gilbert@act.gov.au)>  
**Cc:** Bale, Natalie (Health) <[Natalie.Bale@act.gov.au](mailto:Natalie.Bale@act.gov.au)>; Gilmore, Lisa (Health) <[Lisa.Gilmore@act.gov.au](mailto:Lisa.Gilmore@act.gov.au)>; Mooney, Colm (Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>  
**Subject:** RE: MH infrastructure projects [SEC=UNCLASSIFIED]

Hi Dave

Any chance you can help me with some questions about SPIRE?

Particularly are we incorporating the MHSSU into the ED SPIRE space and what is the plan for the current ED space once SPIRE is in use? Do you have any comments on how we are engaging with ED clinicians on this work?

These questions all relate to the brief I am drafting to the Minister following her meeting with the ACEM. Happy to chat by phone if that is easier.

Cheers

Trace

**Tracy Hutchins**

Acting Executive Officer

Division of Critical Care and Division of Surgery  
 P 02 5124 7061 | E [Tracy.Hutchins@act.gov.au](mailto:Tracy.Hutchins@act.gov.au)  
 A Canberra Hospital – Building 24 Level 2 | PO Box 11 WODEN ACT 2606

**From:** Gilbert, Dave (Health)  
**Sent:** Monday, 15 April 2019 2:49 PM  
**To:** Hutchins, Tracy (Health) <[Tracy.Hutchins@act.gov.au](mailto:Tracy.Hutchins@act.gov.au)>  
**Cc:** Bale, Natalie (Health) <[Natalie.Bale@act.gov.au](mailto:Natalie.Bale@act.gov.au)>; Ramsay, Michelle (Health) <[Michelle.Ramsay@act.gov.au](mailto:Michelle.Ramsay@act.gov.au)>; Gilmore, Lisa (Health) <[Lisa.Gilmore@act.gov.au](mailto:Lisa.Gilmore@act.gov.au)>; Mooney, Colm (Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>; Aloisi, Bruno (Health) <[Bruno.Aloisi@act.gov.au](mailto:Bruno.Aloisi@act.gov.au)>  
**Subject:** RE: MH infrastructure projects [SEC=UNCLASSIFIED]

Tracy

As mentioned, after consulting with Bruno Aloisi, I suggest the following:

The ACT Government Budget announced funding for 'More supported accommodation' as part of the funding appropriation for 2018-19 to:

- establish three community-based mental health accommodation facilities (ie. new housing) to provide long-term supported care for people who need 24-hour support (with the first house completed by 30 June);
- establish a 6-bed Step-Up-Step-Down facility on the south side of Canberra, to provide short-term residential and clinical treatment for people discharged from hospital (with a 4 bed expansion as a future second stage); and
- refurbish the 10-bed Extended Care Unit at the Brian Hennessy Rehabilitation Centre, to help provide a secure facility for people to transition back into the community.

Note that now four community-based mental health accommodation facilities are being planned for construction within the original funding.

In addition, to address identified ligature risks and improve the safety of mental health inpatient facilities at Adult Mental Health Unit at the Canberra Hospital, several options are being considered that may create limited options for up to 4 additional temporary bedrooms.

**Dave Gilbert**

Director Project Delivery | Infrastructure and Health Support Services  
 T: (02) 5124 7791 | M: [REDACTED] | E: [dave.gilbert@act.gov.au](mailto:dave.gilbert@act.gov.au)  
 Building 3, Level 2, The Canberra Hospital, Garran ACT 2605



**ACT**  
 Government

**Canberra Health  
 Services**

**From:** Hutchins, Tracy (Health)  
**Sent:** Friday, 12 April 2019 4:39 PM  
**To:** Bale, Natalie (Health) <[Natalie.Bale@act.gov.au](mailto:Natalie.Bale@act.gov.au)>; Gilbert, Dave (Health) <[Dave.Gilbert@act.gov.au](mailto:Dave.Gilbert@act.gov.au)>; Ramsay, Michelle (Health) <[Michelle.Ramsay@act.gov.au](mailto:Michelle.Ramsay@act.gov.au)>  
**Cc:** Gilmore, Lisa (Health) <[Lisa.Gilmore@act.gov.au](mailto:Lisa.Gilmore@act.gov.au)>  
**Subject:** MH infrastructure projects [SEC=UNCLASSIFIED]

Hi Natalie and Dave (and Michelle if you have anything you think would be of value to include)

I am drafting a brief to the Minister after she met with the Australasian College for Emergency Medicine where concerns about MH patient capacity was discussed.

Lisa Gilmore suggested you as a good contact to get some words about what infrastructure projects are being considered/worked on to expand our capacity to treat this patient group.

Do you have anything I could mention about things like the step-up step-down project or the Extended Care Unit at Brian Hennessey House? If there was anything else worth including that would be awesome.

I am hoping to have a draft of the brief completed late on Monday so if you could send me something before then that would be awesome.

Thanks heaps

Trace

**Tracy Hutchins**

Acting Executive Officer

Division of Critical Care and Division of Surgery

P 02 5124 7061 | E [Tracy.Hutchins@act.gov.au](mailto:Tracy.Hutchins@act.gov.au)

A Canberra Hospital – Building 24 Level 2 | PO Box 11 WODEN ACT 2606























































































































































































































































































**Lowes, Shannon (Health)**

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**From:** JasonSmith, Rhona (Health)  
**Sent:** Wednesday, 17 April 2019 8:12 AM  
**To:** Evans, Kate (Health)  
**Subject:** RE: Surgical IPU

UNCLASSIFIED

Hi Kate,

Just checking – I have looked at the Surgical IPU Row 53 and it is at [REDACTED]

Is ther somewhere else?

Rhona

**From:** Evans, Kate (Health)  
**Sent:** Tuesday, 16 April 2019 5:30 PM  
**To:** JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>  
**Subject:** Surgical IPU

UNCLASSIFIED

Hi Rhona,

Can you please amend the Surgical to highlight the interview room size on W53 as a change [REDACTED]  
 Thank you

Kind regards

kate

*Kate Evans NP*  
**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**

Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto: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](http://www.health.act.gov.au)

**Ivansson, Zoe (Health)**

---

**From:** Evans, Kate (Health)  
**Sent:** Wednesday, 17 April 2019 2:11 PM  
**To:** Wood, Daniel (Health)  
**Cc:** Lopa, Liz (Health)  
**Subject:** SPIRE SOA Periop 20190417 .xlsb  
**Attachments:** SPIRE SOA Periop 20190417 .xlsb

UNCLASSIFIED Sensitive

Hi Daniel,

As discussed, please find attached the SoA.

Happy to discuss further.

Kind regards

Kate

*Kate Evans NP*

**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**

Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto: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](http://www.health.act.gov.au)







**Pond, Aleks (Health)**

---

**From:** Lopa, Liz (Health)  
**Sent:** Wednesday, 17 April 2019 2:22 PM  
**To:** Kinghorne, Sally-Anne (Health)  
**Cc:** Evans, Kate (Health)  
**Subject:** CSSD [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Sally-Anne

Can you please give Jean a call re: CSSD size and let me know the outcomes of that discussion? [REDACTED]  
[REDACTED]

Thanks

Liz

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

**Ivansson, Zoe (Health)**

---

**From:** Evans, Kate (Health)  
**Sent:** Wednesday, 17 April 2019 2:25 PM  
**To:** Mclauchlan, Jeanne (Health)  
**Cc:** Lopa, Liz (Health); Kinghorne, Sally-Anne (Health)  
**Subject:** SPIRE SOA CSSD 20190417 .xlsb  
**Attachments:** SPIRE SOA CSSD 20190417 .xlsb

UNCLASSIFIED Sensitive

Hi Jeanne,

Please find attached the SoA for CSSD. Sally-Anne is happy to walk you through the rationale for the reduction.

Kind regards

Kate

*Kate Evans NP*

**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**

Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto: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](http://www.health.act.gov.au)









**Lowes, Shannon (Health)**

---

**From:** Evans, Kate (Health)  
**Sent:** Wednesday, 17 April 2019 3:15 PM  
**To:** Wood, Daniel (Health); Lopa, Liz (Health)  
**Cc:** Chatham, Elizabeth (Health); McDonald, Bernadette (Health); Reeves, Kerri (Health); Brussel, Thomas (Health); Piscioneri, Frank (Health)  
**Subject:** [REDACTED]  
 Cabinet]

UNCLASSIFIED

Hi Daniel,

Thank you for your prompt review of the SoA.

I have clarified with Rhona the clinical workrooms for orthopaedics and plastics. The clinical workroom in EDSU, which would normally not be in there, has been designated as the space for orthopaedics and plastics.

Kind regards

Kate

*Kate Evans NP*

**Kathleen Evans | Clinical Liaison SPIRE | Senior Project Officer**

Phone: (02) 5124 9668 Email: [kate.evans@act.gov.au](mailto: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](http://www.health.act.gov.au)

**From:** Wood, Daniel (Health)

**Sent:** Wednesday, 17 April 2019 3:04 PM

**To:** Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>

**Cc:** Evans, Kate (Health) <[Kate.Evans@act.gov.au](mailto:Kate.Evans@act.gov.au)>; Chatham, Elizabeth (Health) <[Elizabeth.Chatham@act.gov.au](mailto:Elizabeth.Chatham@act.gov.au)>;

McDonald, Bernadette (Health) <[Bernadette.McDonald@act.gov.au](mailto:Bernadette.McDonald@act.gov.au)>; Reeves, Kerri (Health)

<[Kerri.Reeves@act.gov.au](mailto:Kerri.Reeves@act.gov.au)>; Brussel, Thomas (Health) <[Thomas.Brussel@act.gov.au](mailto:Thomas.Brussel@act.gov.au)>; Piscioneri, Frank (Health)

<[Frank.Piscioneri@act.gov.au](mailto:Frank.Piscioneri@act.gov.au)>

**Subject:** [REDACTED]

**Importance:** High













































**Pond, Aleks (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Wednesday, 17 April 2019 4:26 PM  
**To:** Evans, Kate (Health)  
**Subject:** Current Market Conditions [DLM=Sensitive: Cabinet]  
**Attachments:** Current Market Conditions.docx

Kate – Can you have a quick look over the two highlighted paragraphs on page 3 for me – i.e. re. ED and ICU beds /treatment spaces.

Thx  
Jake























































































































**Attwood, Courtney (Health)**

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**From:** Culver, Jakob (Health)  
**Sent:** Thursday, 18 April 2019 12:41 PM  
**To:** [REDACTED]  
**Cc:** Burch, Brad (Health); Lopa, Liz (Health)  
**Subject:** [REDACTED] Cost Planning [DLM=For-Official-Use-Only]  
**Attachments:** [REDACTED]

**Importance:** High

Andrew – As soon as we have from DCWC (assuming 12pm Tuesday), will provide over to EY for risk based approach to capital costing – which will need to be consolidated with decant and parking etc.

Can we aim for COB Wednesday (i.e. 36 hours), if not we can talk about Friday week – i.e. the 26<sup>th</sup> April.

[REDACTED]

Call me to discuss if needed. Happy to work through any also any issues.

Cheers  
 Jake

**From:** Culver, Jakob (Health)  
**Sent:** Thursday, 18 April 2019 12:35 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED] Burch, Brad (Health)  
 <Brad.Burch@act.gov.au>; [REDACTED]  
 [REDACTED] Lopa, Liz (Health) <Liz.Lopa@act.gov.au>  
**Subject:** [REDACTED] Cost Planning [DLM=For-Official-Use-Only]  
**Importance:** High

Dear [REDACTED]

Apologies for the delay in provisioning through to you an SoA [REDACTED]  
 [REDACTED]

[REDACTED]

If you require any further clarifications or are unsure on anything, please do not hesitate to give me a call to discuss.

Would it be possible to get something back by midday Tuesday 23 April 2019?

As always, happy to discuss and work through.


Thanks  
 Jake





Thanks  
Jake

**Jakob J Culver**

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





































































































































**Attwood, Courtney (Health)**

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**From:** Burch, Brad (Health)  
**Sent:** Tuesday, 23 April 2019 11:33 AM  
**To:** Stevenson, Nicole (Health)  
**Subject:** FW: SPIRE Staging and Decanting Update Meeting [DLM=For-Official-Use-Only]  
**Importance:** High

UNCLASSIFIED  
 For-Official-Use-Only

Good morning Nic

I hope you had a good long weekend!

I just wanted to check in if you had the details of staff numbers to move out of Building 24? I am seeking some feasibility design over the coming week and just need to be able to provide the potential architects some details before we engage.

Give me a call if you need to discuss – and my apologies if you have already provided through to Rhona.

Thanks and regards

Brad.

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

☎ (02) 5124 9719 or [REDACTED] | ✉ [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

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**From:** Culver, Jakob (Health)  
**Sent:** Tuesday, 23 April 2019 10:07 AM  
**To:** Burch, Brad (Health) <Brad.Burch@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Gilbert, Dave (Health) <Dave.Gilbert@act.gov.au>; Esau, Lloyd <Lloyd.Esau@act.gov.au>; Gray, Sophie <Sophie.Gray@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>; JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>  
**Cc:** IFCW Governance <IFCWGovernance@act.gov.au>; Harding, Scott (Health) <Scott.Harding@act.gov.au>; Jensen, Robyn (Health) <Robyn.Jensen@act.gov.au>  
**Subject:** RE: SPIRE Staging and Decanting Update Meeting [DLM=For-Official-Use-Only]  
**Importance:** High

Dear all

Due to non-availability of a number of invitees for this meeting and low numbers of acceptance, a meeting for staging and decanting for SPIRE will be deferred.

Instead an update on email will be circulated to everyone. I will shortly send out a cancelation for this meeting.

Thanks  
Jake

**Jakob J Culver**

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

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

**From:** Culver, Jakob (Health)

**Sent:** Thursday, 18 April 2019 1:20 PM

**To:** Culver, Jakob (Health); Burch, Brad (Health); Lopa, Liz (Health); Mooney, Colm (Health); Tarbuck, Chris (Health); Gilbert, Dave (Health); Esau, Lloyd; Gray, Sophie; Chatham, Elizabeth (Health); Stevenson, Nicole (Health); JasonSmith, Rhona (Health)

**Cc:** IFCW Governance; Harding, Scott (Health); Jensen, Robyn (Health)

**Subject:** SPIRE Staging and Decanting Update Meeting

**When:** Tuesday, 23 April 2019 11:00 AM-12:30 PM (UTC+10:00) Canberra, Melbourne, Sydney.

**Where:** ACTH-TCH-B24-MR2 (L1-20s)

Dear all

As noted on an earlier email (for those that are members and attendees of the SPIRE PCG), due to the Easter break and the recent joint PCG-Exec Steering meeting last week, next week's SPIRE PCG meeting has been cancelled.

In its place, it presents as an opportune time to have a less formal staging and decanting update meeting – hence this meeting invitation.

A high-level agenda listing will be provided prior to the meeting. Hope everyone has a nice Easter break and look forward to seeing you all at the meeting.

Thanks  
Jake

















































**Ivansson, Zoe (Health)**

---

**From:** Burch, Brad (Health)  
**Sent:** Tuesday, 23 April 2019 5:03 PM  
**To:** Esau, Lloyd; Gray, Sophie  
**Cc:** Catanzariti, John; Lopa, Liz (Health); Culver, Jakob (Health)  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Thanks Lloyd, sounds like a good approach.

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

(02) 5124 9719 or [REDACTED] | [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Esau, Lloyd  
**Sent:** Tuesday, 23 April 2019 5:01 PM  
**To:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>; Gray, Sophie <[Sophie.Gray@act.gov.au](mailto:Sophie.Gray@act.gov.au)>  
**Cc:** Catanzariti, John <[John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>; Culver, Jakob (Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Brad

On this timeline (<2 weeks) it may be better to wait until the final SOA is available prior to commencing design procurement. At this stage, the only design work that has been initiated is the site analysis plan which STH are doing. This will identify the developable area on the site and services locations.

Once Shape are on board, we will discuss with them how to advance the schematic design and the extent to which we should do design work prior to engaging a modular provider. Now we have the authorisation signed, we will arrange a start-up meeting with Shape ASAP and go from there.

**Lloyd Esau**

Executive Director, Major Projects  
 Infrastructure Finance and Capital Works, CMTEDD

A: GPO Box 158, Canberra, ACT 2601

T: +61 (0)2 6205 3552 | M: [REDACTED]

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

**From:** Burch, Brad (Health)  
**Sent:** Tuesday, 23 April 2019 4:40 PM  
**To:** Esau, Lloyd <[Lloyd.Esau@act.gov.au](mailto:Lloyd.Esau@act.gov.au)>; Gray, Sophie <[Sophie.Gray@act.gov.au](mailto:Sophie.Gray@act.gov.au)>  
**Cc:** Catanzariti, John <[John.Catanzariti@act.gov.au](mailto:John.Catanzariti@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>; Culver, Jakob

(Health) <[Jakob.J.Culver@act.gov.au](mailto:Jakob.J.Culver@act.gov.au)>

**Subject:** FW: SPIRE B24 Decant

UNCLASSIFIED

Hi Lloyd and Sophie

Hope you both had a great Easter break.

I have followed up with CHS and ACT Property Group – they have confirmed we are going to need sign off through the Strategic Office Accommodation Committee (SOAC) in order to progress with the admin demountable.

After speaking with Bernadette's EO, I am drafting a short paper to SOAC seeking partial exemption from the ABW policy (as per below); this approach will mean we will have a final position on the approach (and SoA) on 3 May 2019.

In light of this requirement, could you please advise whether we should wait until after the SOAC meeting to engage an architect, or whether we should proceed to quote on the basis of a partial exemption?

Happy to discuss.

Thanks and regards

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

(02) 5124 9719 or  [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Burch, Brad (Health)

**Sent:** Tuesday, 23 April 2019 4:30 PM

**To:** Stevenson, Nicole (Health) <[Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au)>

**Cc:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>;

Mooney, Colm (Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>

**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Nic

Thanks so much for following up.

As discussed, we are moving fairly quickly on the Building 24 replacement project, and in order to meet Government expectations the team needs to get some early designs done in the next couple of weeks to inform a procurement process.

The Government's Activity Based Working (ABW) accommodation policy, endorsed by Strategic Board in October 2017, has been used to date to develop the demountable concept – I have attached the policy and the ABW design principles for your information. I understand that the Strategic Board policy displaces the earlier ACT Health Office Accommodation Policy where the requirements are non-clinical in nature. As part of the decanting process, I understand we will need to have the office accommodation agreed through Strategic Office Accommodation

Committee (SOAC), and any departures from the ABW policy will need to be signed off by the SOAC. The ABW policy states, among other things, that:

- Directors-General and Deputy Directors-General may request an office (but it assumes no offices as a baseline), and there is no other office provision;
- There are generally no allocated desks, except in specific circumstances;
- There is a workstation ratio of 8 workstations to every 10 employees;
- There is a provision for each employee of: a locker, mobile device, headset or mobile phone, ergonomic technology etc;
- There are provision of touchdown points, breakout spaces, meeting rooms and quiet spaces; and
- There is access to an Electronic Document Record Management System.

I understand that there have been two request for exemptions from ABW since the policy was set (from other Directorates), and only one was accepted (due to the highly specialised nature of their work). From my perspective, there is an argument for a slight relaxation of the ABW policy from two directions – 1) that the project is moving very quickly, due to Government imperatives, and there may not be sufficient time to support employees changing to a fully ABW environment; and 2) that the building will be a demountable structure, limiting the ability to provide appropriate acoustic separation, and the high quality fit-out needed for an ABW environment.

As discussed earlier, I think the best approach would be to seek a partial exemption from the ABW policy, including:

- Office provision for CEO and Executives at the Band 2 level and above – (my count is 7 offices in total);
- Given the number of staff to be located in the new building (59 staff members, compared to Civic Office Block with some 1500 staff), that a desk be provided for each staff member;
- Staff working directly to Band 2 Executives or above be allocated desks adjacent to these offices; and
- All other elements and design principles will be met.

I note that the next meeting of SOAC is on 3 May 2019, and I have managed to get agreement to lodge a late paper on Tuesday morning (at the latest) – in that case, I will draft a paper in line with a partial exemption and send it through to ACT Health and CHS stakeholders for consideration Friday through Monday afternoon.

Please let me know if you have any other issues you would like raised in the paper to SOAC; I note that a full exemption might be CHS' preference, however I believe a partial exemption is more achievable and more likely to received endorsement.

Happy to discuss as needed.

Thanks and regards

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

(02) 5124 9719 or [REDACTED] [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Stevenson, Nicole (Health)

**Sent:** Tuesday, 23 April 2019 2:01 PM

**To:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>

**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>

**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Rhona/Brad

My apologies for the delay.

See attached spreadsheet which has been updated.

Thanks

Nic

**From:** JasonSmith, Rhona (Health)  
**Sent:** Friday, 12 April 2019 8:53 AM  
**To:** Stevenson, Nicole (Health) <[Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au)>  
**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Subject:** SPIRE B24 Decant  
**Importance:** High

UNCLASSIFIED

Good Morning Nicole,

Activities are finally ramping up for the relocation of staff and services from Building 24.

As the CEO & Exec representative for the Staging & Decanting User Group I am seeking your help for some information that requires a fast turn-around please.

I undertook a mapping of the staff and furniture, fittings and equipment of Building 24 in January this year (attached).

To ensure that we provide the correct information on the requirements of the affected services, this list of staff in B24 needs to be rechecked.

Are you able to reach out to your network and have them verify/change/add/delete these positions (not the people) before COB today?

Your assistance would be greatly appreciated.

Many thanks

Rhona

**Rhona JasonSmith**  
P: 02 5124 9667  
E: [rhona.jasonsmith@act.gov.au](mailto:rhona.jasonsmith@act.gov.au)

Senior Project Officer  
Facility and Health Planning Unit | ACT Health Directorate | ACT Government  
Level 5, 2-6 Bowes Street  
WODEN ACT 2606



**ACT Health**



































































































































































































**Attwood, Courtney (Health)**

---

**From:** Stevenson, Nicole (Health)  
**Sent:** Monday, 29 April 2019 5:36 PM  
**To:** Burch, Brad (Health)  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Brad

So sorry for the delay in responding! Yes, we are happy with this. Bernadette spoke to Kathy this afternoon and Kathy was happy to support as long as we had valid justification. One additional thing we could emphasise would be that we will be reducing the number of offices from what we currently have, by approximately half and also she mentioned to emphasise strongly the temporary nature of this building.

Nic

**From:** Burch, Brad (Health)  
**Sent:** Monday, 29 April 2019 1:39 PM  
**To:** Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Nic – How did you go with this one? Karen has okayed the draft, and if Bernadette is happy I will forward through to Michael.

Thanks and regards

Brad

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

☎ (02) 5124 9719 or [REDACTED] | ✉ [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Stevenson, Nicole (Health)  
**Sent:** Monday, 29 April 2019 10:37 AM  
**To:** Burch, Brad (Health) <Brad.Burch@act.gov.au>  
**Cc:** JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Thanks Brad, looks good to me, I'll just run by Bernadette at lunch time and get back to you!

Nic

**From:** Burch, Brad (Health)  
**Sent:** Monday, 29 April 2019 10:32 AM  
**To:** Stevenson, Nicole (Health) <[Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au)>  
**Cc:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>;  
 Mooney, Colm (Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Thanks for your advice Nic

Attached is a draft submission to the SOAC, could you please review and let me know if there are any issues with this draft.

Given the timeframes, I am progressing this concurrently within ACT Health (EGM/DDG Level) – I want to try to get a final draft to the Director-General around 2pm.

Please give me a call if you have any questions or concerns.

Thanks and regards

Brad

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

☎ (02) 5124 9719 or [REDACTED] 📧 [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Stevenson, Nicole (Health)  
**Sent:** Monday, 29 April 2019 9:48 AM  
**To:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Cc:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>;  
 Mooney, Colm (Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Good morning Brad

As discussed, and confirmed with Bernadette this morning, we would like to seek a full exemption on the ABW policy based on the dot points below:

- the building will be a demountable structure, limiting the ability to provide appropriate acoustic separation, and the high quality fit-out needed for an ABW environment;
- the staff within the new building are predominantly executives and their support staff. These staff are in positions where they discuss confidential patient information on an ongoing basis and it would not be sustainable to use meeting rooms every time this was required;
- Canberra Health Services is still a paper based organisation and therefore has a significant amount of hard copy documentation that staff work on every day;

- the use of an Electronic document management system will also not work as we are still required to keep hard copy files of everything;
- support staff e.g. Executive Assistant and Executive Officers must work closely with their executives and are required to be situated next to them to ensure adequate support; and
- the workstation ratios would not be sufficient under the ABW policy as the staff within this building are mostly backfilled when away due to continuity.

There are staff within this building that don't require an office, that currently have one due to no other available space. I am happy to work with you on the exact numbers that would be required.

Thanks  
Nic

**From:** Burch, Brad (Health)  
**Sent:** Friday, 26 April 2019 11:44 AM  
**To:** Stevenson, Nicole (Health) <[Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au)>  
**Cc:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>;  
 Mooney, Colm (Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Thanks Nicole

As discussed, could you please send through some detail around the justification for a full exemption, so that I can populate the SOAC Agenda Paper. Could you also let me know if by full exemption you mean that the fit-out should comply with the old ACT Health Office Accommodation Policy?

I note that a full exemption may also put pressure on the costs of the demountable structure, as it will likely increase the size of the building; however this will need to be confirmed through further feasibility and design processes.

Give me a call if you need to discuss.

Thanks and regards

**Brad Burch** | Executive Branch Manager

**Strategic Infrastructure**

**Corporate Services**

(02) 5124 9719 or [REDACTED] [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Stevenson, Nicole (Health)  
**Sent:** Friday, 26 April 2019 10:49 AM  
**To:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Cc:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>;  
 Mooney, Colm (Health) <[Colm.Mooney@act.gov.au](mailto:Colm.Mooney@act.gov.au)>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Brad

Thanks for your email.

I have discussed this with Colm this morning and we would like the paper draft based on a full exemption please. Bernadette has a meeting with Kathy Leigh on Monday so she can raise it there also.

If you're able to please get the paper through to me asap Monday morning then I can run Bernadette through it before her meeting.

Many thanks

Nic

**From:** Burch, Brad (Health)

**Sent:** Tuesday, 23 April 2019 4:30 PM

**To:** Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>

**Cc:** JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>;

Mooney, Colm (Health) <Colm.Mooney@act.gov.au>

**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Nic

Thanks so much for following up.

As discussed, we are moving fairly quickly on the Building 24 replacement project, and in order to meet Government expectations the team needs to get some early designs done in the next couple of weeks to inform a procurement process.

The Government's Activity Based Working (ABW) accommodation policy, endorsed by Strategic Board in October 2017, has been used to date to develop the demountable concept – I have attached the policy and the ABW design principles for your information. I understand that the Strategic Board policy displaces the earlier ACT Health Office Accommodation Policy where the requirements are non-clinical in nature. As part of the decanting process, I understand we will need to have the office accommodation agreed through Strategic Office Accommodation Committee (SOAC), and any departures from the ABW policy will need to be signed off by the SOAC. The ABW policy states, among other things, that:

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- There are provision of touchdown points, breakout spaces, meeting rooms and quiet spaces; and
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As discussed earlier, I think the best approach would be to seek a partial exemption from the ABW policy, including:

- Office provision for CEO and Executives at the Band 2 level and above – (my count is 7 offices in total);

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Please let me know if you have any other issues you would like raised in the paper to SOAC; I note that a full exemption might be CHS' preference, however I believe a partial exemption is more achievable and more likely to receive endorsement.

Happy to discuss as needed.

Thanks and regards

**Brad Burch** | Executive Branch Manager

Strategic Infrastructure

Corporate Services

(02) 5124 9719 or [REDACTED] | [brad.burch@act.gov.au](mailto:brad.burch@act.gov.au)



**ACT**  
Government

**ACT Health**

**From:** Stevenson, Nicole (Health)  
**Sent:** Tuesday, 23 April 2019 2:01 PM  
**To:** JasonSmith, Rhona (Health) <[Rhona.JasonSmith@act.gov.au](mailto:Rhona.JasonSmith@act.gov.au)>  
**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Subject:** RE: SPIRE B24 Decant

UNCLASSIFIED

Hi Rhona/Brad

My apologies for the delay.

See attached spreadsheet which has been updated.

Thanks  
 Nic

**From:** JasonSmith, Rhona (Health)  
**Sent:** Friday, 12 April 2019 8:53 AM  
**To:** Stevenson, Nicole (Health) <[Nicole.Stevenson@act.gov.au](mailto:Nicole.Stevenson@act.gov.au)>  
**Cc:** Burch, Brad (Health) <[Brad.Burch@act.gov.au](mailto:Brad.Burch@act.gov.au)>  
**Subject:** SPIRE B24 Decant  
**Importance:** High

UNCLASSIFIED

Good Morning Nicole,

Activities are finally ramping up for the relocation of staff and services from Building 24.

As the CEO & Exec representative for the Staging & Decanting User Group I am seeking your help for some information that requires a fast turn-around please.

I undertook a mapping of the staff and furniture, fittings and equipment of Building 24 in January this year (attached).

To ensure that we provide the correct information on the requirements of the affected services, this list of staff in B24 needs to be rechecked.

Are you able to reach out to your network and have them verify/change/add/delete these positions (not the people) before COB today?

Your assistance would be greatly appreciated.

Many thanks

Rhona

**Rhona JasonSmith**

P: 02 5124 9667

E: [rhona.jasonsmith@act.gov.au](mailto:rhona.jasonsmith@act.gov.au)

Senior Project Officer

Facility and Health Planning Unit | ACT Health Directorate | ACT Government

Level 5, 2-6 Bowes Street

WODEN ACT 2606



**ACT**  
Government

**ACT Health**

































**Attwood, Courtney (Health)**

---

**From:** West, Alice (Health)  
**Sent:** Tuesday, 30 April 2019 9:57 AM  
**To:** Burch, Brad (Health)  
**Cc:** Doran, Karen (Health); DDGCorporate; DGACTHealth; Lopa, Liz (Health)  
**Subject:** RE: For clearance: SOAC Agenda Paper SPIRE Decant Building 24 Replacement

UNCLASSIFIED

Hi Brad,

DG has cleared this paper.

Kind regards,

**Alice West**

Phone: 02 51249402 | Email: [alice.west@act.gov.au](mailto:alice.west@act.gov.au)

**Office of the Director-General | ACT Health Directorate | ACT Government**

2-6 Bowes St, Philip, ACT 2606 | GPO Box 825, Canberra, ACT 2601 | [www.health.act.gov.au](http://www.health.act.gov.au)

---

**From:** Burch, Brad (Health)  
**Sent:** Monday, 29 April 2019 6:26 PM  
**To:** De'Ath, Michael (Health) <[Michael.De'Ath@act.gov.au](mailto:Michael.De'Ath@act.gov.au)>  
**Cc:** Doran, Karen (Health) <[Karen.Doran@act.gov.au](mailto:Karen.Doran@act.gov.au)>; DDGCorporate <[DDGCorporate@act.gov.au](mailto:DDGCorporate@act.gov.au)>; DGACTHealth <[DGACTHealth@act.gov.au](mailto:DGACTHealth@act.gov.au)>; West, Alice (Health) <[Alice.West@act.gov.au](mailto:Alice.West@act.gov.au)>; Lopa, Liz (Health) <[Liz.Lopa@act.gov.au](mailto:Liz.Lopa@act.gov.au)>  
**Subject:** For clearance: SOAC Agenda Paper SPIRE Decant Building 24 Replacement

Good evening Michael

My apologies for the late email, and this urgent request.

In order to move forward with the replacement of Building 24 and unlock the SPIRE site and commence demolition, we are required to lock down the design requirements for the replacement demountable structure and allow for specifications to be provided to the market for quotation.

In developing the design requirements, CHS has provided advice that they would like to seek an exemption from the Activity Based Working policy which applies to all new office accommodation - an exemption of this nature requires approval by the Strategic Office Accommodation Committee (SOAC), and the next meeting is being held on Friday, 3 May 2019. As such, I have sought and received approval from the SOAC secretariat to lodge a late submission by 10am tomorrow in order to maintain our momentum on this project.

I have been working with Bernadette's office Friday and today to finalise the attached paper for your consideration, the draft paper was cleared earlier today by Liz Lopa and Karen Doran, and then this afternoon by Bernadette - Bernadette's office requested some minor changes, which I have picked up in the latest draft (attached).

Could you please review and provide advice by 10am if you are happy for this paper to progress to the SOAC this Friday?

Please give me a call if you would like to discuss, and apologies again for the tight timeframe.

Thanks and regards

Brad Burch  


Get Outlook for iOS \_\_\_\_\_

From: Stevenson, Nicole (Health) Sent: Monday, April 29, 2019 5:35 pm To: Burch, Brad (Health)  
Subject: RE: SPIRE B24 Decant UNCLASSIFIED

Hi Brad So sorry for the delay in responding! Yes, we are happy with this. Bernadette spoke to Kathy this afternoon and Kathy was happy to support as long as we had valid justification. One additional thing we could emphasise would be that we will be reducing the number of offices from what we currently have, by approximately half and also she mentioned to emphasise strongly the temporary nature of this building. Nic





























































































**Pond, Aleks (Health)**

---

**From:** Culver, Jakob (Health)  
**Sent:** Wednesday, 1 May 2019 10:58 AM  
**To:** Jeffrey, Hamish (Health)  
**Cc:** Burch, Brad (Health); JasonSmith, Rhona (Health)  
**Subject:** RE: accommodation changes SPIRE [SEC=UNCLASSIFIED]

Hi Hamish – This is internal health doc – early draft only at present – not for distribution.

Thanks  
 Jake

---

**From:** JasonSmith, Rhona (Health)  
**Sent:** Wednesday, 1 May 2019 10:22 AM  
**To:** Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>  
**Cc:** Burch, Brad (Health) <Brad.Burch@act.gov.au>; Jeffrey, Hamish (Health) <Hamish.Jeffrey@act.gov.au>  
**Subject:** RE: accommodation changes SPIRE [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Jake,

Attached is the draft proposed staging and decanting list for services requiring relocation from B5 & 24.

Regards  
 Rhona

---

**From:** Culver, Jakob (Health)  
**Sent:** Wednesday, 1 May 2019 10:15 AM  
**To:** Jeffrey, Hamish (Health) <Hamish.Jeffrey@act.gov.au>  
**Cc:** Burch, Brad (Health) <Brad.Burch@act.gov.au>; JasonSmith, Rhona (Health) <Rhona.JasonSmith@act.gov.au>  
**Subject:** RE: accommodation changes SPIRE [SEC=UNCLASSIFIED]

Hi Hamish – will pop down sometime this arvo to chat about.

We have captured these areas in our plan.

Thanks  
 Jake

---

**From:** Jeffrey, Hamish (Health)  
**Sent:** Wednesday, 1 May 2019 8:33 AM  
**To:** Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>  
**Subject:** FW: accommodation changes SPIRE

UNCLASSIFIED

Hi Jake,

Can we catch up about this please?

I am interested in what is proposed for the student placement office and Nursing and midwifery office teams who report to my office.

Cheers

Hamish

**From:** Mooney, Colm (Health) <Colm.Mooney@act.gov.au>

**Sent:** Wednesday, 1 May 2019 6:46 AM

**To:** Jeffrey, Hamish (Health) <Hamish.Jeffrey@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>

**Subject:** RE: accommodation changes SPIRE

UNCLASSIFIED

Hamish

S&D for SPIRE is currently being organised by AHD.

CHS have provided information to AHD about all users of b5 and b24 to enable compilation of a current /proposed location summary for consultation with CHS prior to final agreement of move program.

I note that Jake Culver is copied on your email. Jake is one of the contacts in AHD looking after this process. I would suggest keeping in contact with Jake whilst the process of consultation evolves.

FYI, Current proposal for decant space involves the creation of new demountable buildings adjacent to eastern side of Multistorey car park and in the current footprint location of the vacant B8. Additionally multiple areas of b3 are being assessed for suitability by the SPIRE POC consultants.

Hope this helps

Best Regards

Colm

**From:** Jeffrey, Hamish (Health)

**Sent:** Tuesday, 30 April 2019 4:37 PM

**To:** Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>

**Subject:** accommodation changes SPIRE

UNCLASSIFIED

Hi Colm and Jake,

I am hoping that you can assist me.

As the Chief Nurse and Midwifery officer I have a team in building 5 that will need to vacate for the demolition of the building in preparation for the construction of SPIRE.

Has there been any further discussion about where teams from building 5 and 24 may be relocated to?

Is there a contact that I can discuss this with?

*Kind regards*

*Hamish Jeffrey*  
*A/Chief Nurse and Midwifery Officer*  
*ACT Health Directorate*  
*Phone: 02 5124 9628*  
*Mobile: [REDACTED]*









































































































































































































































**Attwood, Courtney (Health)**

---

**From:** Catanzariti, John  
**Sent:** Wednesday, 1 May 2019 2:37 PM  
**To:** Burch, Brad (Health)  
**Cc:** Culver, Jakob (Health); Esau, Lloyd  
**Subject:** FW: SPIRE: Notice of Variation - ANU Integration [SEC=UNCLASSIFIED]

Brad,

Below is a variation submission in relation to ANU integration on the SPIRE project. As I've had no visibility of the work undertaken, could you please review the hours claimed and advise if they are acceptable.

Regards,  
 John

**From:** [REDACTED]  
**Sent:** Thursday, 18 April 2019 9:14 AM  
**To:** Catanzariti, John <John.Catanzariti@act.gov.au>  
**Cc:** [REDACTED]  
**Subject:** SPIRE: Notice of Variation - ANU Integration

Hi John

I wish to advise in regards to the following variation to our scope of professional services:

**Background:**

ACT have instructed STH to develop a preliminary alternate concept for the SPIRE facility that contemplates a co-located ANU Teaching Training & Research, (TTR) facility. The preliminary brief provided by ACT Health has requested that STH consider the development opportunities afforded by consolidating those portions of the Canberra Hospital site occupied by B4, (current ANU accommodation), with B5 & B24, (currently contemplated for the SPIRE facility) for the purposes of developing a co-located SPIRE and TTR facility. It is anticipated that the ANU TTR will require an additional 10,000sqm of accommodation. ACT have not provided a detailed accommodation brief at this time. An interim decanting strategy for the current B4 ANU accommodation is outside the scope of this current study.

**Scope of Professional Service Variation:**

The professional activities associated with the preparation of the preliminary alternate concept outlined above represents a variation to the consultancy agreement. This exercise has entailed the provision of the following additional services:

- 1) Attendance on client to receive the alternate brief;
- 2) Review of the site analysis studies completed to date, having regard for the opportunities afforded by the expanded site;
- 3) Review and benchmarking of similar typologies;
- 4) Design sketch analysis of the co-located SPIRE & TTR facility, including:
  - a) Establishing an alternate access and circulation pattern;
  - b) Formulating an alternate blocking and stacking arrangement that optimises horizontal and functional adjacencies and creates opportunities for translational co-dependencies to be established between SPIRE and TTR
- 5) Preparation of the graphic collateral required to illustrate and communicate the proposed facility concept and form; and
- 6) QA of draft graphic materials

**Professional Service Fees:**

[REDACTED]

The variation scope outlined above is current at the time of drafting this advice and may be expanded subject to further direction from the principal. We will advise any additional professional service costs in the event that we receive further instructions.

I trust that this advice is in order and would appreciate your prompt endorsement in order that we may invoice and recover the associated costs. Should you have any queries please do not hesitate to contact me.

Regards

 Managing Director  
**SILVER THOMAS HANLEY**  
PELACO COMPLEX  
BUILDING 3, LEVEL 2  
21-31 GOODWOOD STREET  
RICHMOND, 3121  
VIC, AUSTRALIA  
M: [REDACTED]  
T: [REDACTED]  
F: [REDACTED]  
E: [REDACTED]  
W:sth.com.au

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**Lowes, Shannon (Health)**

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**From:** Burch, Brad (Health)  
**Sent:** Wednesday, 1 May 2019 6:24 PM  
**To:** Lopa, Liz (Health)  
**Subject:** Proposed SPIRE Team Structure - BB.pptx  
**Attachments:** Proposed SPIRE Team Structure - BB.pptx

UNCLASSIFIED Sensitive

Hi Liz – let me know if this is what you were after?

Thanks

Brad.





**Pond, Aleks (Health)**

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**From:** JasonSmith, Rhona (Health)  
**Sent:** Thursday, 2 May 2019 9:06 AM  
**To:** Burch, Brad (Health)  
**Subject:** Staging & Decanting User Group meeting docs  
**Attachments:** S&DUG Project Presentation.pptx; SPIRE SDUG TOR Working Party 20190207.docx; S&D5&24UD Agenda 20180410.docx

UNCLASSIFIED

**Rhona JasonSmith**

P: 02 5124 9667

E: [rhona.jasonsmith@act.gov.au](mailto:rhona.jasonsmith@act.gov.au)

Senior Project Officer

Facility and Health Planning Unit | ACT Health Directorate | ACT Government

Level 5, 2-6 Bowes Street

WODEN ACT 2606

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





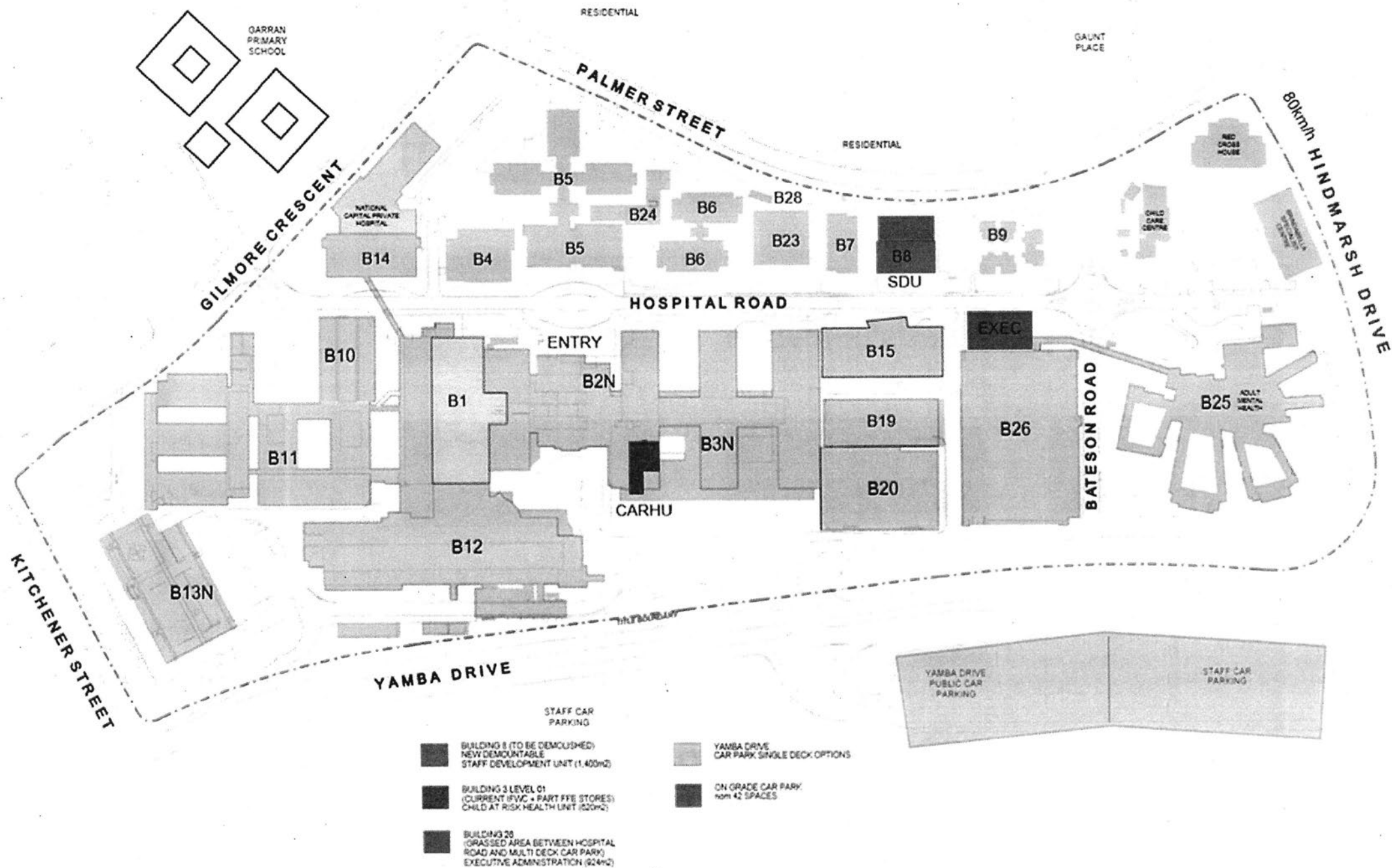
**ACT**  
Government

**ACT Health**

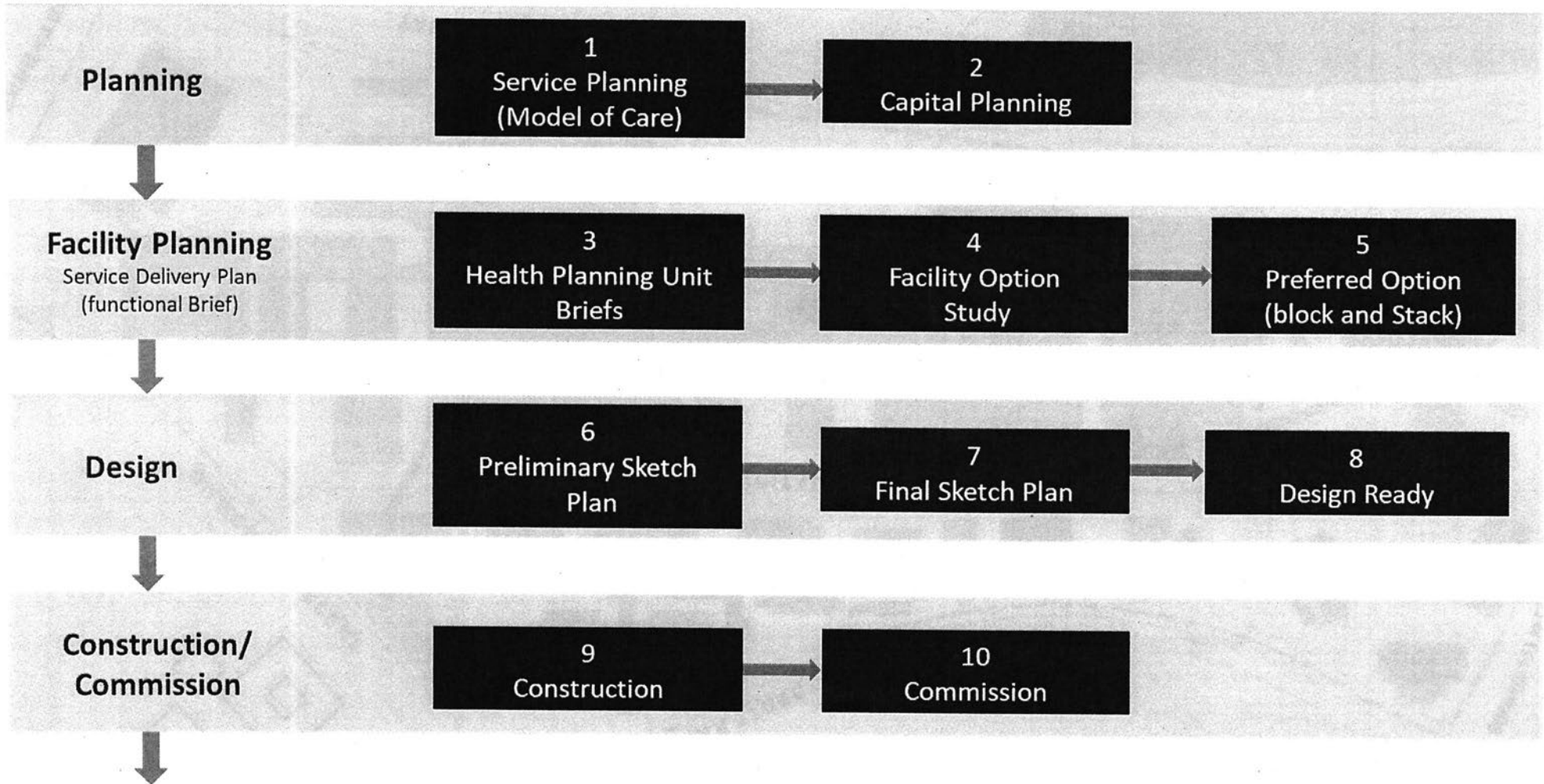
# **SPIRE Staging & Decanting User Group**

# SPIRE



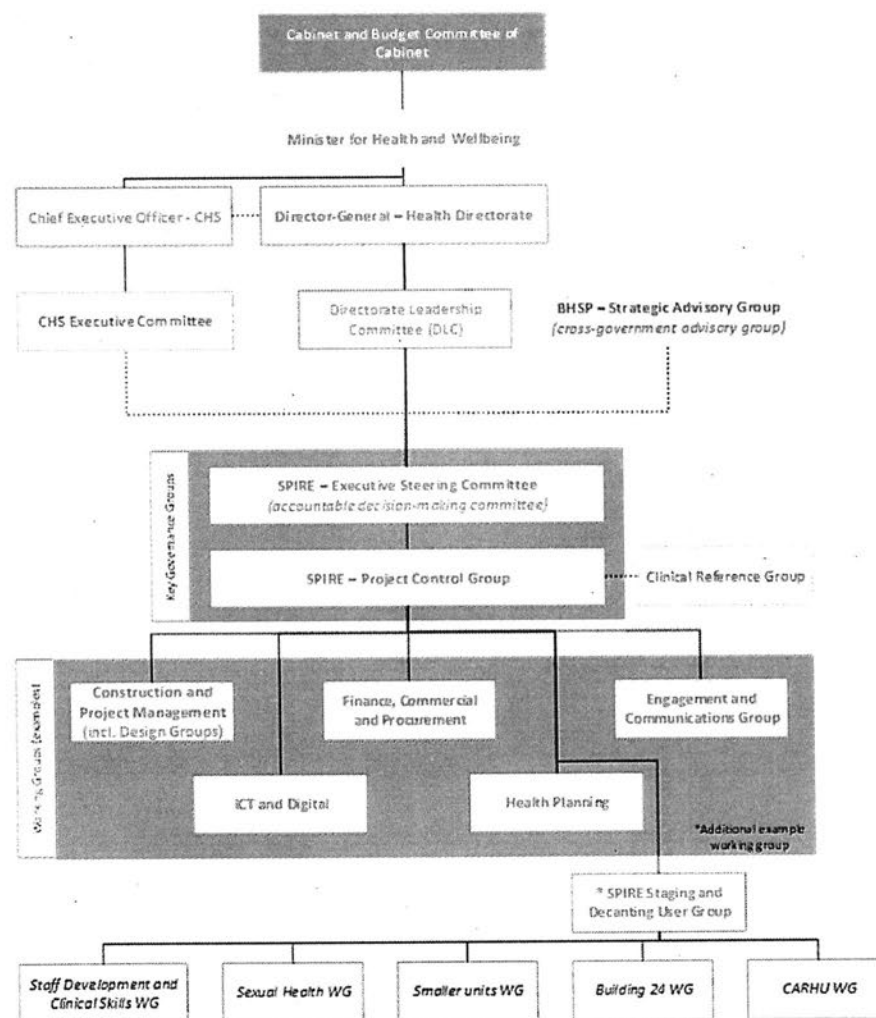


# Planning, Design, and Construction Process



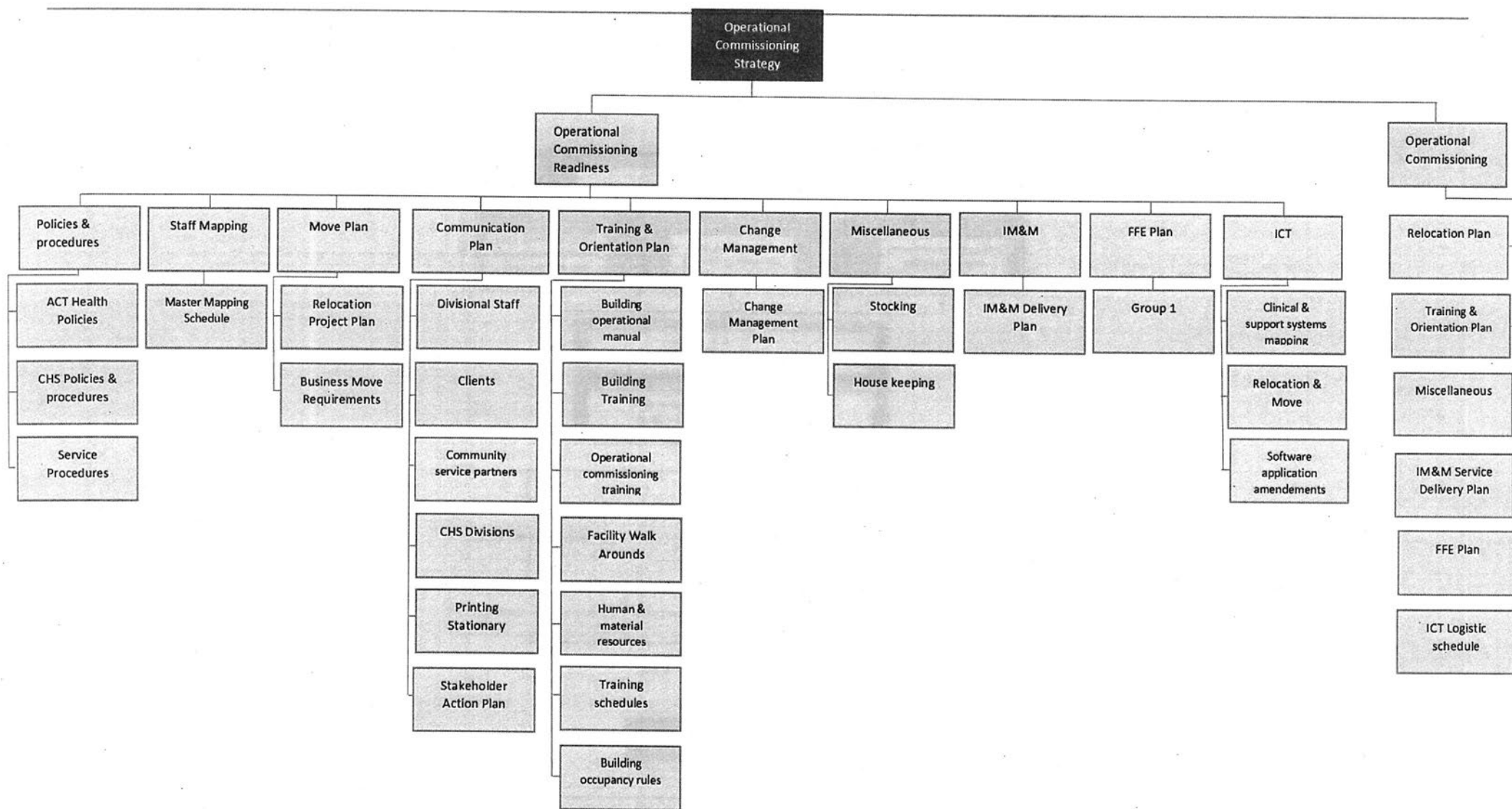


# SPIRE STAGING & DECANTING PROJECT GOVERNANCE



# SPIRE Staging & Decanting Operational Commissioning Deliverables

5941





# **SURGICAL PROCEDURES, INTERVENTIONAL RADIOLOGY AND EMERGENCY (SPIRE) CENTRE STAGING AND DECANTING USER GROUP TERMS OF REFERENCE**

Strategic Infrastructure, Corporate Services  
ACT Health Directorate

7 February 2019



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## BACKGROUND/CONTEXT

This Terms of Reference establishes the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Staging and Decanting User Group (S&DUG), as well as, defines its authority, responsibility and composition.

## FUNCTION OF THE GROUP

The SPIRE S&DUG is an advisory group that has the responsibility to:

1. Inform the definition of service delivery specifications and requirements for planning and design of the decanting of existing services and functions associated with the SPIRE project, for advice to the Project Control Group and/or Executive Steering Committee.
2. Support and deliver on all transition and commissioning activities relating to commissioning of destination locations.
3. Develop service relocation plans and support clinical and administrative service delivery during relocation and commencement of full services in partnership with the Staging and Decanting Project Team.
4. Provide advice and input for defining activities and functions that need to occur for decanting of existing services and functions associated with the SPIRE project, and within delegation from the project control group provide oversight for the coordination of these activities.
5. Represent relevant operational areas involved with, or impacted by decanting of existing services and functions associated with the SPIRE project.
6. In partnership with communications and stakeholder engagement project functions, provide appropriate and consistent engagement with staff of Canberra Health Services and the ACT Health Directorate to both gain input to, and disseminate information from the SPIRE S&DUG.
7. Identify risks and issues, and where required mitigation strategies, associated with the decanting of existing services and functions, for reply advice from the Project Control Group and/or the Executive Steering Committee.
8. Identify project deliverables and in partnership with the project team develop project programmes, for submission for review and consideration by the Project Control Group and where required the Executive Steering Committee.
9. Review, provide advice and escalate issues that require a decision affecting scope, budget, time or quality aspects of the decanting of existing services and functions.
10. Monitor progress against the project programme to ensure that project milestones, timeframes are being met and outcomes achieved.
11. Review project reports submitted to the Project Control Group, escalate the need for policy interpretation or issue resolution to the Project Control Group or Executive Steering Committee.
12. User group to raise related questions or concerns; approve reports to be submitted to the Project Control Group and/or the Executive Steering Committee.

SPIRE TERMS OF REFERENCE STAGING & DECANTING  
BUILDINGS 5 & 24 WORKING GROUP

FIGURE ONE: PROJECT GOVERNANCE – SPIRE CENTRE PROJECT

