

Attwood, Courtney (Health)

From: Evans, Kate (Health)
Sent: Wednesday, 13 March 2019 3:48 PM
To: Lopa, Liz (Health); Burch, Brad (Health)
Subject: RE: ICU [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: ICU SoA for Review.xlsx

UNCLASSIFIED Sensitive

Hi Liz and Brad,

Please find attached the ICU SoA for review.

As discussed, the SoA has been reviewed and aligns more closely to the AusHFG HPU 300 – Intensive Care Unit. Line items that are blank are indicative of items that have been removed from the revised SoA. If, on review, these items are to be considered for re-inclusion, they will need to be tabled decision point document to be presented and considered through the appropriate SPIRE governance pathway.

I am happy to discuss further at any time.

Kind regards

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

From: Lopa, Liz (Health)

Sent: Wednesday, 13 March 2019 10:01 AM

To: Burch, Brad (Health) <Brad.Burch@act.gov.au>; Evans, Kate (Health) <Kate.Evans@act.gov.au>

Subject: ICU [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Guys

We need to send Bronwyn something before the meeting on Friday. Can I have a look at the spreadsheet by the end of today. Also – can you tell me how many bed numbers we have in the ICU in SPIRE?

Thanks

Liz

Liz Lopa

Executive Group Manager, Strategic Infrastructure

ACT Health

Ph: 5124 9805

liz.lopa@act.gov.au

Attwood, Courtney (Health)

From: Busic, Babita
Sent: Wednesday, 13 March 2019 3:49 PM
To: Lopa, Liz (Health)
Cc: Catanzariti, John; Culver, Jakob (Health); Burch, Brad (Health)
Subject: FW: SPIRE EPT02 presentation [SEC=UNCLASSIFIED]
Attachments: SPIRE_EPT-20190314-low.pdf; TCH_SPIRE - EPT02 Agenda.pdf

Importance: High

Hello Liz

I have attached the proposed Presentation and an updated Agenda that has been provided by STH for tomorrow's EPT 02 Workshop.

Can you please review the presentation and confirm that ACTHD are happy for this to be presented at the workshop.

Brad also mentioned that you are currently reviewing the Agenda and the minutes from workshop 01. Please note that the agenda attached has a minor edit to the running of the workshop. If there are any changes, to the agenda or the presentation, please let me know and I will inform STH to update accordingly.

Babita

Kind Regards

Babita Busic

Assistant Project Manager – Social Infrastructure Branch

Phone 02 512 49106 | Mobile [REDACTED]

Infrastructure Finance & Capital Works | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 |

www.act.gov.au

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

From: [REDACTED]
Sent: Wednesday, 13 March 2019 3:20 PM
To: Busic, Babita <Babita.Busic@act.gov.au>
Cc: [REDACTED] Catanzariti, John
 <John.Catanzariti@act.gov.au>
Subject: SPIRE EPT02 presentation

Babita,

As discussed today, please find attached proposed presentation for tomorrow's meeting. Also attached is updated agenda with minor adjustment to running order in that Program discussions have been elevated to item 2

[REDACTED] Associate



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

T: [REDACTED]
F: [REDACTED]
E: [REDACTED]
W:sth.com.au

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.
<http://www.mailguard.com.au>



Meeting: EPT02
Meeting Date: 14th March 2019
Time: 10.00am to 12.00pm

AGENDA

Item	Workshop 2 – Preliminary Options
1.0	Introduction
2.0	Program Update
3.0	Recap From EPT01
3.1	Traffic Flow Updates Including Ambulance Service Liaison
3.2	Helicopter Flight Path
3.0	Program Update
4.0	Scope Review for SPIRE
5.0	Master Plan Options
5.1	Preliminary Evaluation
6.0	Update to Decant Strategy
7.0	Next Steps
8.0	Future Meetings
8.1	EPT03 – Thursday 11 April 2019 (Options Consolidation) EPT04 – Thursday 9 May 2019 (Options Evaluation) EPT05 – Thursday 6 June 2019 (Options Endorsement)

Lowes, Shannon (Health)

Subject: SPIRE Executive Planning Team Workshop - 02 - Preliminary options
Location: Conference Room, Building 3, Level 1

Start: Thu 14/03/2019 11:00 AM
End: Thu 14/03/2019 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Basic, Babita
Required Attendees: Gray, Sophie; Esau, Lloyd; Catanzariti, John; Doran, Karen (Health); Lopa, Liz (Health); Burch, Brad (Health); Culver, Jakob (Health); Evans, Kate (Health); JasonSmith, Rhona (Health); Kinghorne, Sally-Anne (Health); Mooney, Colm (Health); Bone, Chris (Health); McDonald, Bernadette (Health); [REDACTED]

[REDACTED]

Boyd, Narelle (Health); Wood, Daniel (Health); O'Neill, Cathie (Health); Dugdale, Paul (Health); Mclauchlan, Jeanne (Health); Boyd, Kerry (Health); Jeffrey, Hamish (Health); Tarbuck, Chris (Health); Talaulikar, Girish (Health); Hollis, Gregory (Health); Avar, Bronwyn (Health); Grove, Kelvin (Health); Piscioneri, Frank (Health); Brussel, Thomas (Health); Hyam, Dylan (Health); Smith, PaulN (Health); Ngu, Charles (Health); Dahlstrom, Jane (Health); Gilmore, Lisa (Health); Briggs, Sheridan (Health); Craft, Paul (Health); O'Connell, Lynette (Health); Scanlan, Samuel (Health); Slater, Nicole (Health); Robertson, SimonJ (TCH) (Health); Silberberg, Carly (Health); Reeves, Kerri (Health); Lamond, David (Health); Tan, Ren (Health); Pathak, Rajeev (Health); Noffke, Kellie (Health); Gay, AndrewD (Health)

Optional Attendees: [REDACTED] Lindemann, Monica (Health); Ashman, Bryan (Health); Lopa, Liz (Health); Bronwyn Guha; Hayne, Casey (Health); Finlay, India (Health)

Revised message

Further to the previous email, we have received confirmation that STH has just landed in Canberra therefore pushing this meeting a further 30 minutes to now commence at **11.00am** and set to conclude at 12.00pm.

We sincerely apologise for this inconvenience this has caused.

Dear All

We have just received advice from our consultant team that their flight from Melbourne has been delayed this morning by approximately 30 minutes. Unfortunately this will require this morning's Executive Planning Team meeting to be re-scheduled to commence at 10.30am and conclude at 12.00pm.

We apologise for any inconvenience caused.

Dear All

As you are aware, the ACT Health Directorate are planning and have entered the early design phase for the Surgical, Procedure, Interventional Radiology and Emergency (SPIRE) Centre. SPIRE will be a new purpose built building that will deliver acute tertiary services, with a focus on complex care, emergency services, intensive care and surgery in an efficient purpose build facility.

You have been nominated in your capacity to form part of the Executive Planning Team (EPT) for this important early design phase of SPIRE. The purpose of the EPT is to guide overall early design and the design framework for SPIRE, within the design scope for the project. The EPT will be supported by more focused design groups (departmental planning teams), specific to the individual modalities of the SPIRE project.

This is the second of a five 2 hour workshops that are scheduled to June 2019 and will be facilitated by Silver Thomas Hanley (STH) as the principal consultant for the early design phase of SPIRE. Invites will be sent for the following dates:

Executive Planning Team Workshops

- 11 April
- 9 May
- 6 June

Agenda and Presentation will follow ahead of the second workshop taking place.

We apologise for the short notice for the first workshop, however your attendance will be highly valued. Should you be unable to attend the second workshop, we ask that you please kindly notify us and advise of a proxy representative.

Kind Regards

Babita Busic

Assistant Project Manager – Social Infrastructure Branch

Phone 02 512 49106 | Mobile [REDACTED]

Infrastructure Finance & Capital Works | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

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

Ivansson, Zoe (Health)

From: Hollis, Gregory (Health)
Sent: Thursday, 14 March 2019 1:10 PM
To: Busic, Babita
Cc: Scanlan, Samuel (Health); Smallbane, Suzanne (Health); Boyd, Narelle (Health); Slater, Nicole (Health); Lopa, Liz (Health); Greck, Melissa (Health)
Subject: RE: SPIRE Executive Planning Team - Workshop 3 - Options Consolidation [SEC=UNCLASSIFIED]

Hi,

I attended today's meeting (workshop 2).

I will be on leave for workshops 3,4,5 (11/4, 9/5, 6/6).

So:

- Please note my apologies
- I have forwarded those 3 calendar invites to Dr Sam Scanlan (ED Deputy Director), who hopefully will be able to attend.

Sam, Narelle, Nicole, Liz, Mel – FYI.

Thank you.

Greg

Greg Hollis
Clinical Director, Emergency Medicine,
Senior Specialist, Capital Region Retrieval Service
Canberra Hospital

Phone: 02 5124 3309

E-mail: gregory.hollis@act.gov.au

Care | Excellence | Collaboration | Integrity

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

From: Busic, Babita

Sent: Friday, 8 March 2019 1:41 PM

To: Busic, Babita; Gray, Sophie; Esau, Lloyd; Catanzariti, John; Doran, Karen (Health); Lopa, Liz (Health); Burch, Brad (Health); Culver, Jakob (Health); Evans, Kate (Health); JasonSmith, Rhona (Health); Kinghorne, Sally-Anne (Health); Mooney, Colm (Health); Bone, Chris (Health); McDonald, Bernadette (Health); [REDACTED]

[REDACTED] Boyd, Narelle (Health); Wood, Daniel (Health); O'Neill, Cathie (Health); Dugdale, Paul (Health); Mclauchlan, Jeanne (Health); Boyd, Kerry (Health); Jeffrey, Hamish (Health); Tarbuck, Chris (Health); Talaulikar, Girish (Health); Hollis, Gregory (Health); Avard, Bronwyn (Health); Grove, Kelvin (Health); Piscioneri, Frank (Health); Brussel, Thomas (Health); Hyam, Dylan (Health); Smith, Paul (Health); Ngu, Charles (Health); Dahlstrom, Jane (Health); Gilmore, Lisa (Health); Briggs, Sheridan (Health); Craft, Paul (Health); O'Connell, Lynette (Health); Scanlan, Samuel (Health); Slater, Nicole (Health); Robertson, SimonJ (TCH) (Health); Silberberg, Carly (Health); Reeves, Kerri (Health); Lamond, David (Health); Tan, Ren (Health); Pathak, Rajeev (Health); Noffke, Kellie (Health); [REDACTED] Lindemann, Monica (Health); Ashman, Bryan (Health); Lopa, Liz (Health)

Subject: SPIRE Executive Planning Team - Workshop 3 - Options Consolidation

When: Thursday, 11 April 2019 10:00 AM-12:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: Building 3, Level 1, Conference Room

Dear All

This is the third Executive Planning Team Workshops.

Your attendance will be highly valued. Should you be unable to attend the workshop, we ask that you please kindly notify us and advise of a proxy representative.

Kind Regards

Babita Basic

Assistant Project Manager – Social Infrastructure Branch

Phone 02 512 49106 | Mobile [REDACTED]

Infrastructure Finance & Capital Works | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Level 1 Building 3, The Canberra Hospital, Yamba Drive, Garran, ACT 2605 | PO Box 158, Canberra City ACT 2601 |

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Attwood, Courtney (Health)

From: Culver, Jakob (Health)
Sent: Thursday, 14 March 2019 2:06 PM
To: Lopa, Liz (Health)
Cc: Lindemann, Monica (Health); Burch, Brad (Health)
Subject: FOR REVIEW: Agenda - SPIRE Project Control Group DRAFT 13 Mar 2019 [SEC=UNOFFICIAL]
Attachments: Agenda - SPIRE Project Control Group DRAFT 13 Mar 2019 v2.docx

Liz – See attached updated agenda for SPIRE PCG tomorrow.

- I am proposing that we table the Governance Structure and TORs for the PCG upfront at the meeting.
- Then have IFCW provide an update on project report / monitoring.
- Then have agenda items to provide verbal update / discussion on status of Proof of Concept / Early Design and the Business Case drafting. We may want to talk to the presentation material that STH presented to at the EPT today.
- Following this might be good to have Monica do a preso on Stakeholder Engagement and Comms if we have time.

Let me know if you are happy with the attached and I will have sent out. I am currently just making minor edits to the gov structure based on feedback from the Exec Steering Committee a couple weeks ago. Can discuss with you later today.

Thanks
Jake



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Economic Development

AGENDA

Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre – Project Control Group

MEETING NO.

1

DATE / TIME:

3:00pm to 4:30pm, 15 March 2019

VENUE:

Meeting Room 4.04, Level 4, 2-6 Bowes Street Phillip

Name	Position
Committee Members	
Liz Lopa	Executive Group Manager, Strategic Infrastructure (ACTHD)
Brad Burch	Executive Branch Manager, Strategic Infrastructure (ACTHD)
Paul Dugdale	Executive Director, Medical Services (CHS)
Hamish Jeffery	Executive Director, Nursing and Midwifery Services (CHS)
Daniel Wood	Executive Director, Surgery and Oral Health (CHS)
Narelle Boyd	Executive Director, Critical Care (CHS)
Chris Tarbuck	Director, Facilities and Maintenance, Infrastructure Management and Maintenance (CHS)
Sophie Gray	Director, Social Infrastructure Branch, Infrastructure Finance and Capital Works (IFCW) (CMTEDD)
Ben Morris	Director, Social Policy Branch, Finance and Budgets Division (CMTEDD)
TBC	<i>SPIRE Program Manager</i>
TBC	<i>SPIRE Clinical Director</i>
Attendees / Other Invitees	
Jakob Culver	Commercial Advisor, Strategic Infrastructure (ACTHD)
Monica Lindemann	Special Advisor, Strategic Infrastructure (ACTHD)
Kate Evans	Clinical Liaison Officer, Strategic Infrastructure (ACTHD)
Rhona Jason-Smith	Facilities Planning Officer, Strategic Infrastructure (ACTHD)
Mark Moerman	ICT Services Lead, Digital Solutions Division (ACTHD)

No.	Item	Paper	Outcome	Lead
1	Welcome and Apologies			Chair
2	Project Governance Structure	2.1	Noting	ACTHD
3	Term of Reference (including standing agenda for PCG)	3.1	Noting	ACTHD
4	Project Monitoring and Control <ul style="list-style-type: none"> • Project Status Report • Financial • Schedule • Safety • Risks and Issues Register • Resources • Change Requests 		Endorsement	IFCW
5	Data and Information Requests		Discussion	IFCW
6	Submission Papers for Noting / Discussion / Endorsement			
5.2	Proof of Concept Design Update	Verbal	Discussion	IFCW/ ACTHD
5.4	Detailed Business Case – Update and Next Steps	Verbal	Discussion	ACTHD
5.5	External Stakeholder Engagement/Communications Strategies	Pres.	Endorsement	ACTHD
5.7	Ministerial and Government Business	Verbal	Discussion	ACTHD
6	Other Business			Chair
7	Meeting Close Next meeting: 11:00am to 12:30pm, 23 April 2019 Location – TBC			

Lowes, Shannon (Health)

From: MacWilliam, Katrina
Sent: Thursday, 14 March 2019 2:52 PM
To: Dugdale, Paul (Health); Jeffrey, Hamish (Health); Wood, Daniel (Health); Boyd, Narelle (Health); Tarbuck, Chris (Health); Gray, Sophie; Morris, Ben; Evans, Kate (Health); Culver, Jakob (Health); Lopa, Liz (Health); Lindemann, Monica (Health); Hayne, Casey (Health); Harding, Nikki; Busic, Babita; MacWilliam, Katrina
Subject: SPIRE PCG initial Agenda [SEC=UNCLASSIFIED]
Attachments: Initial Agenda - SPIRE Project Control Group 15 Mar 2019.docx
Importance: High

Hi All,

Please find attached the agenda for the initial Project Control Group for SPIRE tomorrow, Friday 15 March 2019.

Please note papers 2.1 and 3.1 will be circulated tomorrow.

Kate MacWilliam | Governance Officer

Phone: (02) 6207 4767

Infrastructure Finance and Capital Works | Chief Minister, Treasury and Economic Development Directorate | ACT Government

GPO Box 158 Canberra ACT 2601 | www.act.gov.au

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AGENDA

Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre – Project Control Group

MEETING NO. 1

DATE / TIME: 3:00pm to 4:30pm, 15 March 2019

VENUE: Meeting Room 4.04, Level 4, 2-6 Bowes Street Phillip

Name	Position
Committee Members	
Liz Lopa	Executive Group Manager, Strategic Infrastructure (ACTHD)
Brad Burch	Executive Branch Manager, Strategic Infrastructure (ACTHD)
Paul Dugdale	Executive Director, Medical Services (CHS)
Hamish Jeffery	Executive Director, Nursing and Midwifery Services (CHS)
Daniel Wood	Executive Director, Surgery and Oral Health (CHS)
Narelle Boyd	Executive Director, Critical Care (CHS)
Chris Tarbuck	Director, Facilities and Maintenance, Infrastructure Management and Maintenance (CHS)
Sophie Gray	Director, Social Infrastructure Branch, Infrastructure Finance and Capital Works (IFCW) (CMTEDD)
Ben Morris	Director, Social Policy Branch, Finance and Budgets Division (CMTEDD)
TBC	<i>SPIRE Program Manager</i>
TBC	<i>SPIRE Clinical Director</i>
Attendees / Other Invitees	
Jakob Culver	Commercial Advisor, Strategic Infrastructure (ACTHD)
Monica Lindemann	Special Advisor, Strategic Infrastructure (ACTHD)
Kate Evans	Clinical Liaison Officer, Strategic Infrastructure (ACTHD)
Rhona Jason-Smith	Facilities Planning Officer, Strategic Infrastructure (ACTHD)
Mark Moerman	ICT Services Lead, Digital Solutions Division (ACTHD)

No.	Item	Paper	Outcome	Lead
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2	Project Governance Structure	2.1	Noting	ACTHD
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5	Data and Information Requests		Discussion	IFCW
6	Submission Papers for Noting / Discussion / Endorsement			
6.1	Proof of Concept Design Update	Verbal	Discussion	IFCW/ ACTHD
6.2	Detailed Business Case – Update and Next Steps	Verbal	Discussion	ACTHD
6.3	External Stakeholder Engagement/Communications Strategies	Pres.	Endorsement	ACTHD
6.4	Ministerial and Government Business	Verbal	Discussion	ACTHD
7	Other Business			Chair
89	Meeting Close Next meeting: 11:00am to 12:30pm, 23 April 2019 Location – TBC			

Pond, Aleks (Health)

From: MacWilliam, Katrina
Sent: Thursday, 14 March 2019 4:29 PM
To: Dugdale, Paul (Health); Jeffrey, Hamish (Health); Wood, Daniel (Health); Boyd, Narelle (Health); Tarbuck, Chris (Health); Gray, Sophie; Morris, Ben; Evans, Kate (Health); Culver, Jakob (Health); Lopa, Liz (Health); Lindemann, Monica (Health); Hayne, Casey (Health); Harding, Nikki; Busic, Babita
Subject: FW: Amended SPIRE Initial Agenda and Papers [SEC=UNCLASSIFIED]
Attachments: 4. ACTHD SPIRE Project - Monthly Report - February 2019 - Final DRAFT.pdf; 6.1. SPIRE_EPT-20190314-low.pdf; Initial Agenda - SPIRE Project Control Group 15 Mar 2019.docx; SPIRE Communications and Engagment Strategy.pdf

Importance: High

Hi All,

Please find attached the SPIRE Communications and Engagement Strategy paper (agenda item 6.3)

Thanks,

Kate
Kate MacWilliam | Governance Officer
 Phone: (02) 6207 4767
Infrastructure Finance and Capital Works | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Please consider the environment before printing this email - or if printing is necessary, please print double-sided.

From: MacWilliam, Katrina
Sent: Thursday, 14 March 2019 4:19 PM
To: Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Jeffrey, Hamish (Health) <Hamish.Jeffrey@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Boyd, Narelle (Health) <Narelle.Boyd@act.gov.au>; Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Gray, Sophie <Sophie.Gray@act.gov.au>; Morris, Ben <Ben.Morris@act.gov.au>; Evans, Kate (Health) <Kate.Evans@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>; Hayne, Casey (Health) <Casey.Hayne@act.gov.au>; Harding, Nikki <Nikki.Harding@act.gov.au>; Busic, Babita <Babita.Busic@act.gov.au>; MacWilliam, Katrina <Katrina.MacWilliam@act.gov.au>
Subject: Amended SPIRE Initial Agenda and Papers [SEC=UNCLASSIFIED]
Importance: High

Hi All,

Please find attached the amended agenda and papers for agenda item 4 and agenda item 6.1 to this email.

Kind Regards,

Kate MacWilliam | Governance Officer
 Phone: (02) 6207 4767
Infrastructure Finance and Capital Works | Chief Minister, Treasury and Economic Development Directorate | ACT Government

GPO Box 158 Canberra ACT 2601 | www.act.gov.au

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From: MacWilliam, Katrina

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To: Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Jeffrey, Hamish (Health) <Hamish.Jeffrey@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Boyd, Narelle (Health) <Narelle.Boyd@act.gov.au>; Tarbuck, Chris (Health) <Chris.Tarbuck@act.gov.au>; Gray, Sophie <Sophie.Gray@act.gov.au>; Morris, Ben <Ben.Morris@act.gov.au>; Evans, Kate (Health) <Kate.Evans@act.gov.au>; Culver, Jakob (Health) <Jakob.J.Culver@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>; Hayne, Casey (Health) <Casey.Hayne@act.gov.au>; Harding, Nikki <Nikki.Harding@act.gov.au>; 'babita.busic@act.gov.au' <babita.busic@act.gov.au>; MacWilliam, Katrina <Katrina.MacWilliam@act.gov.au>

Subject: SPIRE PCG initial Agenda [SEC=UNCLASSIFIED]

Importance: High

Hi All,

Please find attached the agenda for the initial Project Control Group for SPIRE tomorrow, Friday 15 March 2019.

Please note papers 2.1 and 3.1 will be circulated tomorrow.

Kate MacWilliam | Governance Officer

Phone: (02) 6207 4767

Infrastructure Finance and Capital Works | Chief Minister, Treasury and Economic Development Directorate | ACT Government

GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Please consider the environment before printing this email - or if printing is necessary, please print double-sided.

Ivansson, Zoe (Health)

From: Gray, Sophie
Sent: Thursday, 14 March 2019 5:19 PM
To: Lopa, Liz (Health); Burch, Brad (Health)
Subject: ACT HD - Major Projects update meeting and discussion on resourcing/governance for CHWC Expansion [DLM=For-Official-Use-Only]
Attachments: ACTHD Re-profiling 12 March.pdf; a 01 ACTHD NBHF - Monthly Report - February 2019 - Final DRAFT.PDF; a 02 ACTHD CHWC Project - Monthly Report - February 2019 - Final DRAFT.PDF; a 03 ACTHD SPIRE Project - Monthly Report - February 2019 - Final DRAFT.PDF; a 04 ACTHD Clare Holland House Expansion - Monthly Report - February 2019....pdf; 1. Summary Report ACTHD - February v1 sg.pdf; General - Clarification and Discussion future resource expectations.

Hi Liz and Brad

Please find attached draft papers that I will brief you on tomorrow when we meet being:

- ACT HD Major Projects – summary report
- ACT HD project reports
 - Ngunnawal Bush Healing Farm
 - CHWC Expansion
 - SPIRE
 - Clare Holland House
- WHS report and WHS Statement of Assurance (tabled tomorrow)
- Projects profiling position

Also, I have attached an email from the DUT Shaun Strachan which prompted this meeting to discuss governance and resourcing for CHWC Expansion.

Happy to go through any other issues as required.

Regards
 Sophie

Sophie Gray | Director 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



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

ACT Health Directorate (ACTHD) Monthly Major Projects Report Summary
XX Steering Committee – March 2019

	December	January	February	March
Green	3	3	4	4
Amber				
Total	3	3	4	4

General Notes – February 2019

- No issues to report. All projects tracking on time and budget
- A new report has been introduced to the ACT Health Directorate capital works program being the Clare Holland House Expansion project.

Forecast Notes – March 2019

- No Forecast Issues.

Recommendations

That the Committee approve:

- The February 2019 Major Projects monthly reports.

Reports Table of Contents

	ACT Health Directorate	Status	Page	Executive Sponsor
1	Ngunnawal Bush Healing Farm	G	Page 1	Liz Lopa
2	Centenary Hospital for Women and Children Expansion Project	G	Page 2	Elizabeth Chatham
3	Surgical Procedures Interventional Radiology an Emergency Centre Project (SPIRE)	G	Page 3	Chris Bone
4	Clare Holland House Expansion	G	Page 4	Liz Lopa



ACT
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ACT Health

Building Health Services Program

Project
Control Group
presentation



SPIRE

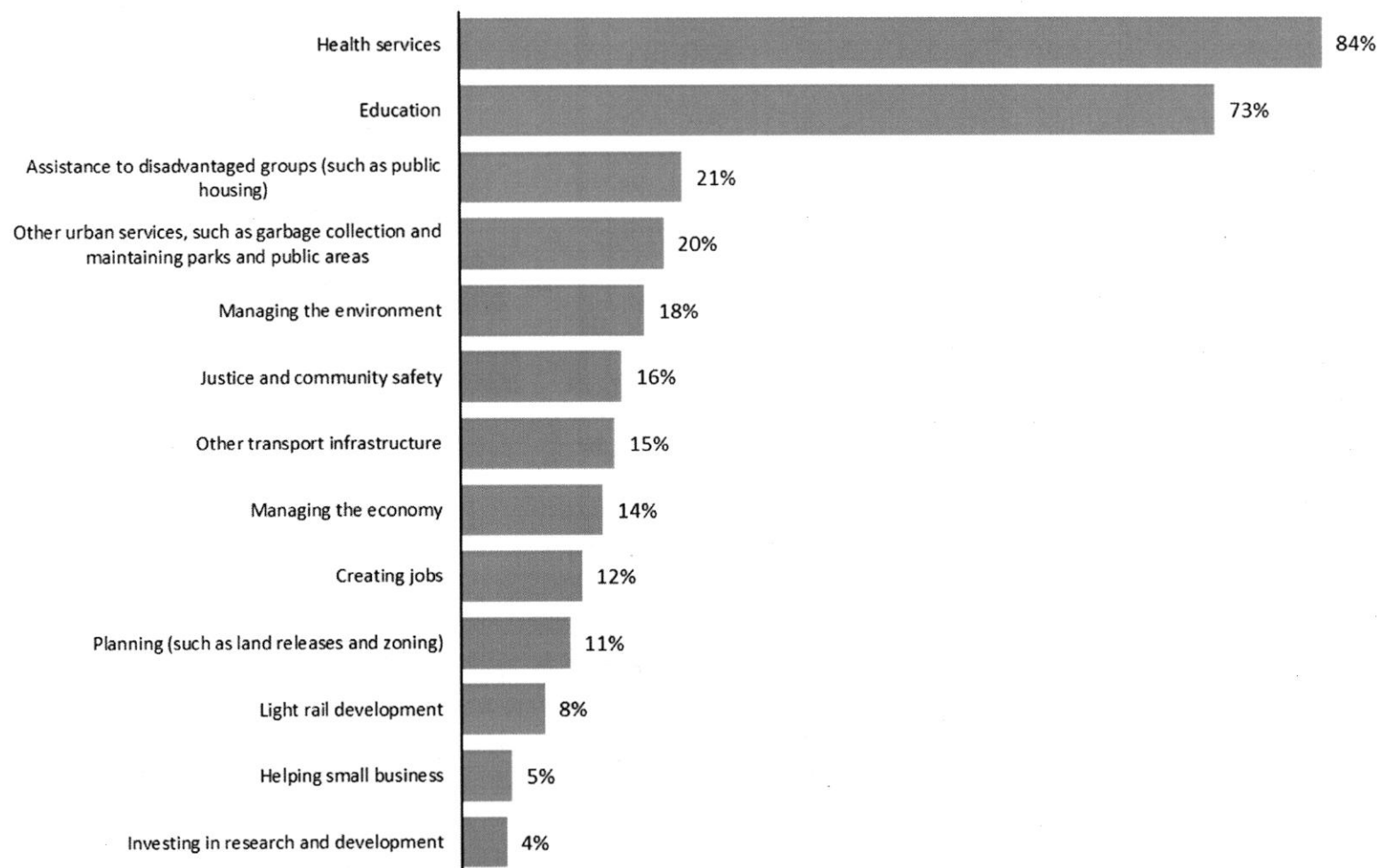
Stakeholder communications and engagement strategy

15 March 2019

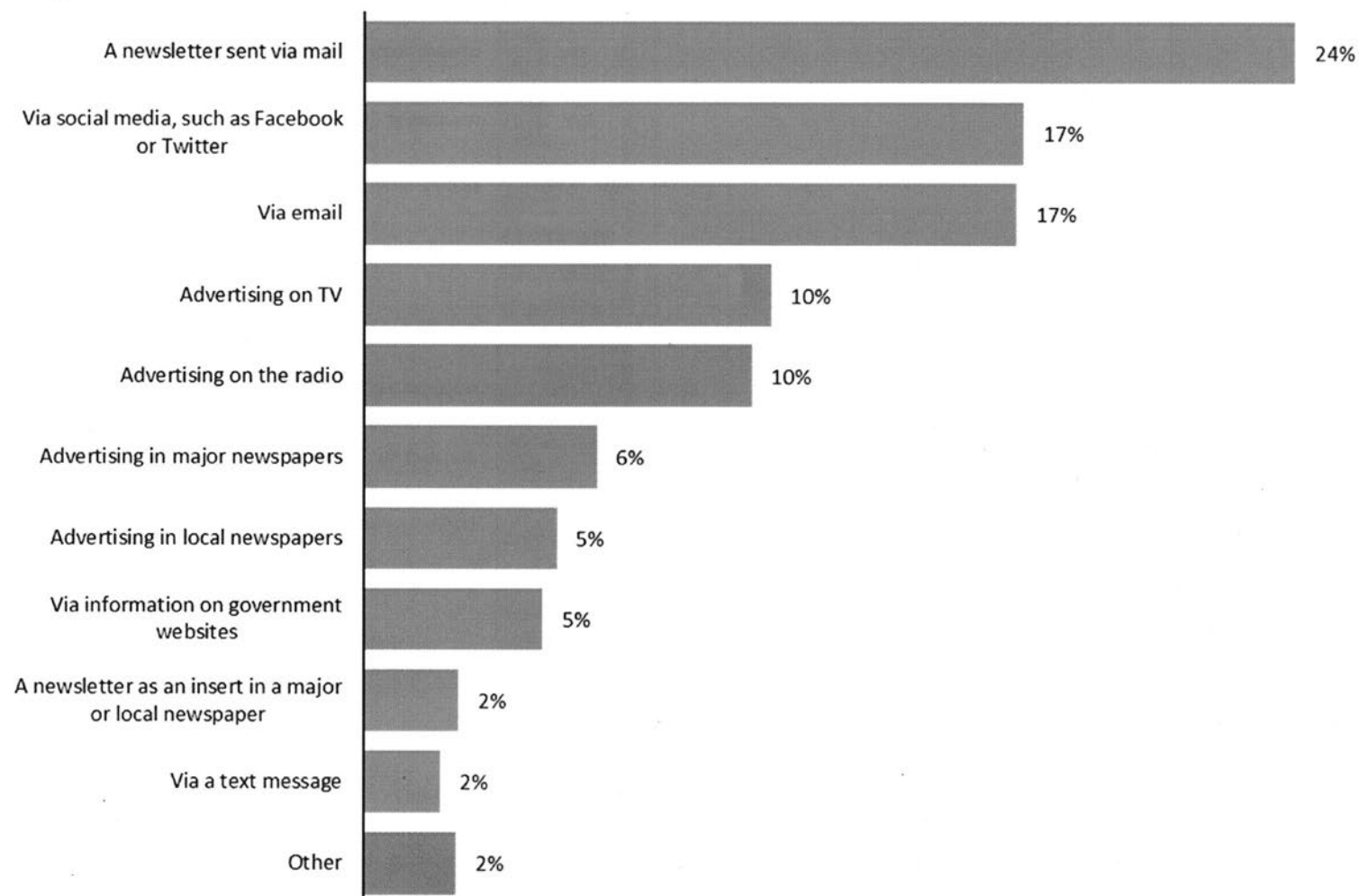
Communications context

- SPIRE project communications sit within the broader marketing and communications frameworks of:
 - ACT Government
 - ACT Health
 - Canberra Health Services
 - Building Health Services Program
- These frameworks provide opportunities to promote the value of the CHWC Expansion project and engage stakeholders through established communications channels.

Canberrans' priorities



Canberrans' communications preferences



Strategy overview

Purpose

- Through effective communications and engagement, cultivate positive staff and public sentiment toward the new SPIRE Centre

Stakeholder identification and analysis

- Understanding the information requirements and level of engagement of internal and external stakeholders

Key messages and project narrative

- Consistent, relevant, timely, accurate communications regarding the project phases and benefits. Includes opportunities for public to stay informed

Risk management

- Anticipation of potential issues requiring a communications response

Monitoring and evaluation

- SPIRE Stakeholder Communications and Engagement Working Group (CEWG) made up of project partners to inform, monitor and evaluate the effectiveness of the Strategy

Supplementary plans

- Staging and Decanting Communications and Engagement Plan (internal)
- Clinical Engagement Plan: March 2019 (internal)
- Opportunities for staff to stay informed, including intranet updates

Engagement principles

- The different levels of engagement, as defined in 'Engaging Canberrans: A Guide to Community Engagement', applied to the CHWC Expansion project are:



	Inform	Consult	Involve	Collaborate
Goal	Provide balanced and objective information and assist understanding.	Obtain stakeholder feedback on analysis, alternatives and/or decisions.	Work directly throughout the process to ensure concerns and aspirations are understood and considered.	Partner each aspect of the decision including alternatives and solutions.

Activity overview

- **February:** BHSP video, HealthHub, ACT Health website
- **March:** CEWG meeting, CHS all staff email, Our Canberra newsletter, WVCC public meeting
- **April:** Pulse newsletter, staging and decanting plan, team briefings, CEWG
- **May:** Posters, digital screens, digital visualisation video, TCH webpage update, CEWG
- **June:** Your Say website, interest group forum, team briefings, CEWG
- **July:** WVCC public meeting, social media, celebrate milestone, press event, CEWG
- **August:** Pulse newsletter, team briefings, CEWG, HealthHub update
- **September:** CEWG meeting, Our Canberra newsletter, social media

SPiRE at Canberra Hospital

An infrastructure project for Canberra & surrounding regions



The Surgical Procedures, Interventional Radiology and Emergency (SPiRE) Centre is a major health infrastructure project for Canberra and the surrounding region.

The project involves providing the priority emergency response to patients with life-threatening health conditions in a modern, purpose-built facility, with a \$40 million investment in The Canberra Hospital Campus.

Through funding in the 2017-18 and 2018-19 ACT Budgets, the first stages of the SPiRE project have commenced early delivery and feasibility work.

As part of this process, ACT Health established a working group to lead and coordinate closely with health service providers and key stakeholders to establish an agreed timeline for which all health services will continue to provide emergency planning for their underpinning.

Features of SPiRE

The new centre will deliver:

- a boost to the number of operating theatres, delivering more capacity for elective and emergency surgery;
- more intensive beds, with a larger intensive care unit;
- a dedicated unit for patients requiring high-level care for longer durations;
- space for other surgical procedures and endovascular facilities;
- a significantly improved ground-level capacity for specialist emergency resuscitation for patients and staff.

HEALTH CARE COSTS



ACT Health

Building Health Services Program

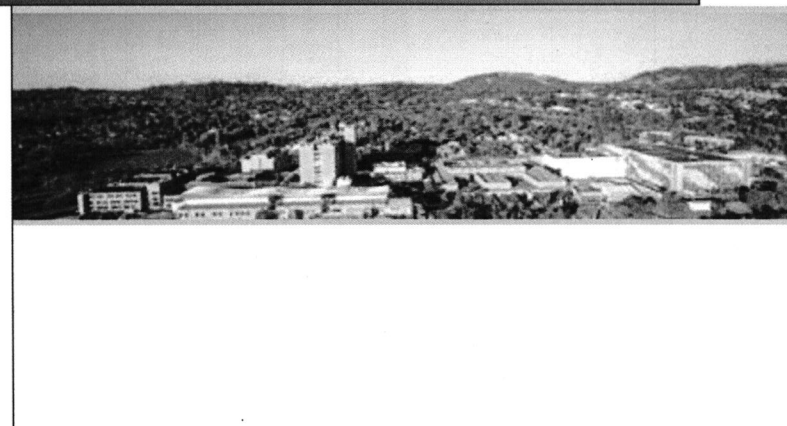


Spotlight text
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After you finish a slide, click the 'Next' button to go to the next slide.

Infrastructure plans

2020-2025



BHSP visual guide



ACT
Government

ACT Health

Building Health Services Program



ACT
Government

ACT Health



CEWG members

Name	Position
Monica Lindemann (Chair)	Special Advisor, Strategic Infrastructure Branch ACT Health
Vanessa Dal Molin	Executive Branch Manager, Office of the Director General
Merryn Jelbart	Communications Manager, ACT Health
Cynthia Douglas	Senior Stakeholder Manager, Canberra Health Services
Elaine Greenaway	Communications Account Manager, Canberra Health Services
Kate Evans	Clinical Liaison Officer
Rhona Jason-Smith	Senior Health Facility Planner
Brad Burch	Executive Branch Manager, Strategic Infrastructure
Casey Hayne (Secretariat)	Directorate Administrator

Conclusion

- Strategy endorsement?
- CEWG membership approval?

AGENDA

Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre – Project Control Group

MEETING NO. 1

DATE / TIME: 3:00pm to 4:30pm, 15 March 2019

VENUE: Meeting Room 4.04, Level 4, 2-6 Bowes Street Phillip

Name	Position
Committee Members	
Liz Lopa	Executive Group Manager, Strategic Infrastructure (ACTHD)
Brad Burch	Executive Branch Manager, Strategic Infrastructure (ACTHD)
Paul Dugdale	Executive Director, Medical Services (CHS)
Hamish Jeffery	Executive Director, Nursing and Midwifery Services (CHS)
Daniel Wood	Executive Director, Surgery and Oral Health (CHS)
Narelle Boyd	Executive Director, Critical Care (CHS)
Chris Tarbuck	Director, Facilities and Maintenance, Infrastructure Management and Maintenance (CHS)
Sophie Gray	Director, Social Infrastructure Branch, Infrastructure Finance and Capital Works (IFCW) (CMTEDD)
Ben Morris	Director, Social Policy Branch, Finance and Budgets Division (CMTEDD)
TBC	<i>SPIRE Program Manager</i>
TBC	<i>SPIRE Clinical Director</i>
Attendees / Other Invitees	
Jakob Culver	Commercial Advisor, Strategic Infrastructure (ACTHD)
Monica Lindemann	Special Advisor, Strategic Infrastructure (ACTHD)
Kate Evans	Clinical Liaison Officer, Strategic Infrastructure (ACTHD)
Rhona Jason-Smith	Facilities Planning Officer, Strategic Infrastructure (ACTHD)
Mark Moerman	ICT Services Lead, Digital Solutions Division (ACTHD)

No.	Item	Paper	Outcome	Lead
1	Welcome and Apologies			Chair
2	Project Governance Structure	2.1	Noting	ACTHD
3	Term of Reference (including standing agenda for PCG)	3.1	Noting	ACTHD
4	Project Monitoring and Control <ul style="list-style-type: none"> • Project Status Report • Financial • Schedule • Safety • Risks and Issues Register • Resources • Change Requests 		Endorsement	IFCW
5	Data and Information Requests		Discussion	IFCW
6	Submission Papers for Noting / Discussion / Endorsement			
5.2	Proof of Concept Design Update	Verbal	Discussion	IFCW/ ACTHD
5.4	Detailed Business Case – Update and Next Steps	Verbal	Discussion	ACTHD
5.5	External Stakeholder Engagement/Communications Strategies	Pres.	Endorsement	ACTHD
5.7	Ministerial and Government Business	Verbal	Discussion	ACTHD
6	Other Business			Chair
7	Meeting Close Next meeting: 11:00am to 12:30pm, 23 April 2019 Location – TBC			


ACT Health


AGENDA

Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre – Project Control Group

MEETING NO. 1

DATE / TIME: 3:00pm to 4:30pm, 15 March 2019

VENUE: Meeting Room 4.04, Level 4, 2-6 Bowes Street Phillip

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Committee Members	
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Brad Burch	Executive Branch Manager, Strategic Infrastructure (ACTHD)
Paul Dugdale	Executive Director, Medical Services (CHS)
Hamish Jeffery	Executive Director, Nursing and Midwifery Services (CHS)
Daniel Wood	Executive Director, Surgery and Oral Health (CHS)
Narelle Boyd	Executive Director, Critical Care (CHS)
Chris Tarbuck	Director, Facilities and Maintenance, Infrastructure Management and Maintenance (CHS)
Sophie Gray	Director, Social Infrastructure Branch, Infrastructure Finance and Capital Works (IFCW) (CMTEDD)
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TBC	<i>SPIRE Program Manager</i>
TBC	<i>SPIRE Clinical Director</i>
Attendees / Other Invitees	
Jakob Culver	Commercial Advisor, Strategic Infrastructure (ACTHD)
Monica Lindemann	Special Advisor, Strategic Infrastructure (ACTHD)
Kate Evans	Clinical Liaison Officer, Strategic Infrastructure (ACTHD)
Rhona Jason-Smith	Facilities Planning Officer, Strategic Infrastructure (ACTHD)
Mark Moerman	ICT Services Lead, Digital Solutions Division (ACTHD)


ACT Health


No.	Item	Paper	Outcome	Lead
1	Welcome and Apologies			Chair
2	Term of Reference (including standing agenda for PCG)			Chair
3	Project Monitoring and Control <ul style="list-style-type: none"> • Project Status Report • Financial • Schedule • Safety • Risks and Issues Register • Resources • Change Requests 		Endorsement	IFCW
4	Data and Information Requests		Discussion	IFCW
5	Submission Papers for Noting / Discussion / Endorsement			
5.1	Project Governance Structure		Noting	ACTHD
5.2	Proof of Concept Update and Capital Solution Options <ul style="list-style-type: none"> • Clinical engagement and schedules • Capital solution options and early design 		?	
5.3	Decanting strategy and demolition		?	
5.4	Detailed Business Case – Update and Next Steps <ul style="list-style-type: none"> • Current status of drafting • Operational costings strategy 		Noting	ACTHD
5.5	Stakeholder Engagement and Communications Strategies (Internal and External)		Endorsement	ACTHD
5.7	Ministerial and Government Business	Verbal	Discussion	ACTHD
6	Other Business			Chair
7	Meeting Close Next meeting: 11:00am to 12:30pm, 23 April 2019 Location – TBC			

Attwood, Courtney (Health)

From: Culver, Jakob (Health)
Sent: Monday, 18 March 2019 3:44 PM
To: Lopa, Liz (Health); Burch, Brad (Health)
Cc: Building Health Services Program; Lindemann, Monica (Health)
Subject: FOR REVIEW: Draft Agenda - SPIRE Executive Steering Committee 21 Mar 2019 [SEC=UNCLASSIFIED]
Attachments: Agenda - SPIRE Executive Steering Committee DRAFT 21 Mar 2019.docx; SPIRE ESC Draft minutes 27 Feb v3.docx
Importance: High

Liz / Brad

Please find attached draft agenda for the SPIRE ESC meeting this Thursday (21 March 2019).

Please let me know if you have anything further to add. I have also attached the previous draft minutes that I sent through a little earlier.

Thanks
Jake

AGENDA

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

MEETING NO. 1

DATE / TIME: 2:00pm to 3:30pm, 18 March 2019

VENUE: Executive Conference Room, Level 5, 2-6 Bowes Street Phillip

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

No.	Item	Paper	Outcome	Lead
1	Welcome and Apologies			Chair
2	Review of Previous Minutes			Chair
3	Review of Actions List			Chair
4	Review of Decisions Register			Chair
5	Project Status Update	Verbal	Discussion	ACTHD / IFCW
6	Submissions for Noting, Discussion and Decision			
6.1	Clinical Feedback on Schedules of Accommodation		Discussion	ACTHD
6.2	Project Options for the Business Case		Decision	ACTHD
6.3	Staging and Decanting Strategy		Decision	ACTHD
6.4	Delivery Models for SPIRE		Decision	ACTHD
6.5	Ministerial and Government Business	Verbal	Discussion	ACTHD
7	Other Business			Chair
8	Meeting Close Next meeting: Joint PCG and ESC Meeting 1:30pm to 2:30pm, 3 April 2019 – Executive Conference Room Level 5, 2-6 Bowes Street Phillip			


ACT Health


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

Wednesday, 27 February 2019
Conference Room, Level 5, 2-6 Bowes Street Phillip

Name	Position
Committee Members	
Michael De'Ath [Chair] (MD)	Director-General, ACT Health Directorate (ACTHD)
Karen Doran (KD)	Deputy Director-General, Corporate Services (ACTHD)
Liz Lopa (LL)	Executive Group Manager, Strategic Infrastructure (ACTHD)
Brad Burch (BB)	Executive Branch Manager, Strategic Infrastructure (ACTHD)
Bernadette McDonald (BM)	Chief Executive Officer, Canberra Health Services (CHS)
Lisa Gilmore (LG)	Executive Director, Clinical Support Services (CHS) [proxy CB]
Colm Mooney (CM)	Executive Director, Infrastructure Management and Maintenance (CHS)
Lloyd Esau (LE)	Executive Director, Infrastructure Finance and Capital Works (IFCW) (CMTEDD)
Mark Whybrow (MW)	Executive Director, Finance and Budget Division (CMTEDD)
Attendees	
Monica Lindemann (ML)	Special Advisor, Strategic Infrastructure (ACTHD)
Jakob Culver (JC)	Commercial Advisor, Strategic Infrastructure (ACTHD)
Nikki Harding (NH)	Secretariat, Procurement ACT (CMTEDD)
Apologies	
Chris Bone (CB)	Deputy Director-General, Clinical Services (CHS)

Attwood, Courtney (Health)

From: Culver, Jakob (Health)
Sent: Wednesday, 20 March 2019 6:37 PM
To: Doran, Karen (Health)
Cc: Lopa, Liz (Health); Burch, Brad (Health)
Subject: FOR REVIEW: Draft Agenda and Paper - SPIRE ESC Meeting (21/03/2019)
 [DLM=Sensitive: Cabinet]
Attachments: 2.1 190320 SPIRE ESC Draft Minutes 27 Feb 2019 v2.docx; 3.1 190320 Outstanding Actions Register SPIRE ESC.docx; 4.1 190320 Decision Register SPIRE ESC.xlsx; 6.1 Revised Staging and Decanting 21 March 2019 Draft Final.pptx; Agenda - SPIRE Executive Steering Committee DRAFT 21 Mar 2019.docx; 6.4 - Draft SPIRE Delivery Model_ Working Paper_ Steering Committee 190319.pdf

Importance: High

Hi Karen

As discussed with Liz, please find attached the following for review and clearance in relation to tomorrow's SPIRE ESC meeting:

- Agenda for the meeting (note I have labelled the submission papers for discussion)
- 2.1 – Draft Minutes from previous meeting on 27 Feb (put together by IFCW and reviewed by Strategic Infrastructure)
- 3.1 – Previous Actions List
- 4.1 – Decisions Register
- 6.1 – Revised Staging and Decanting Strategy Presentation
- 6.4 – SPIRE Delivery Model Comparison Paper

Papers / presentation material in relation to agenda items:

- 6.2 – clinical feedback and schedules of accommodation; and
- 6.3 – [REDACTED]

will not be ready until tomorrow morning. In relation to these we are proposing to have some short presentation material (powerpoint), therefore approach may be to talk to this and provide a paper that can have feedback on out-of-session [REDACTED]

Strategic Infrastructure will be prepared to talk to the papers / presentation material, but please advise if you would like any dot points in advance. If you are happy for these to be circulated, please advise and I will action ASAP.

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

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

Wednesday, 27 February 2019
Conference Room, Level 5, 2-6 Bowes Street Phillip

Name		Position
Committee Members		
Michael De'Ath [Chair] (MD)		Director-General, ACT Health Directorate (ACTHD)
Karen Doran (KD)		Deputy Director-General, Corporate Services (ACTHD)
Liz Lopa (LL)		Executive Group Manager, Strategic Infrastructure (ACTHD)
Brad Burch (BB)		Executive Branch Manager, Strategic Infrastructure (ACTHD)
Bernadette McDonald (BM)		Chief Executive Officer, Canberra Health Services (CHS)
Lisa Gilmore (LG)		Executive Director, Clinical Support Services (CHS) [proxy CB]
Colm Mooney (CM)		Executive Director, Infrastructure Management and Maintenance (CHS)
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Mark Whybrow (MW)		Executive Director, Finance and Budget Division (CMTEDD)
Attendees		
Monica Lindemann (ML)		Special Advisor, Strategic Infrastructure (ACTHD)
Jakob Culver (JC)		Commercial Advisor, Strategic Infrastructure (ACTHD)
Nikki Harding (NH)		Secretariat, Procurement ACT (CMTEDD)
Apologies		
Chris Bone (CB)		Deputy Director-General, Clinical Services (CHS)

AGENDA

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

MEETING NO. 2

DATE / TIME: 2:00pm to 3:30pm, 21 March 2019

VENUE: Executive Conference Room, Level 5, 2-6 Bowes Street Phillip

Name	Position
Committee Members	
Michael De'Ath [Chair]	Director-General, ACT Health Directorate (ACTHD)
Karen Doran	Deputy Director-General, Corporate Services (ACTHD)
Liz Lopa	Executive Group Manager, Strategic Infrastructure (ACTHD)
Brad Burch	Executive Branch Manager, Strategic Infrastructure (ACTHD)
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Mark Whybrow	Executive Director, Finance and Budget Division (CMTEDD)
Attendees / Other Invitees	
TBC	<i>SPIRE Program Manager</i>
TBC	<i>SPIRE Clinical Director</i>
Monica Lindemann	Special Advisor, Strategic Infrastructure (ACTHD)
Jakob Culver	Commercial Advisor, Strategic Infrastructure (ACTHD)

No.	Item	Paper	Outcome	Lead
1	Welcome and Apologies			Chair
2	Review of Previous Minutes	2.1		Chair
3	Review of Actions List	3.1		Chair
4	Review of Decisions Register	4.1		Chair
5	Project Status Update	Verbal	Discussion	ACTHD / IFCW
6	Submissions for Noting, Discussion and Decision			
6.1	Staging and Decanting Strategy	6.1	Discussion	ACTHD
6.2	Clinical Feedback on Schedules of Accommodation	Pending	Discussion	ACTHD
6.3	[REDACTED]	Pending	Discussion	ACTHD
6.4	Delivery Models for SPIRE	Pending	Discussion	ACTHD
6.5	Ministerial and Government Business	Verbal	Discussion	ACTHD
7	Other Business			Chair
8	Meeting Close Next meeting: Joint PCG and ESC Meeting 1:30pm to 2:30pm, 3 April 2019 – Executive Conference Room Level 5, 2-6 Bowes Street Phillip			

Attwood, Courtney (Health)

From: Culver, Jakob (Health)
Sent: Thursday, 21 March 2019 1:10 PM
To: De'Ath, Michael (Health); Doran, Karen (Health); McDonald, Bernadette (Health); Lopa, Liz (Health); Bone, Chris (Health); Burch, Brad (Health); Mooney, Colm (Health); Esau, Lloyd; Whybrow, Mark; Lindemann, Monica (Health)
Cc: Gardner, JoanneL; Busic, Babita; DDGCorporate; Hayne, Casey (Health); Douglas, Nerida (Health); Building Health Services Program; Chicco, Dee (Health)
Subject: RE: SPIRE ESC Meeting (21 March 2019) - Papers [DLM=Sensitive]
Attachments: 6.2 and 6.3 - Clinical Feedback, SoAs and Project Options 21 March 2019pptx; 6.1 - Staging and Decanting 21 March 2019 Draft Final.pptx; 6.2 - SPIRE ESC Submission Paper - Clinical Feedback and SoAs DRAFT.DOCX; 6.2 Attachment B - Key Change Requests Document.docx; 6.2 Attachment A- Clinical Engagement feedback 20190319.docx; Agenda - SPIRE Executive Steering Committee DRAFT 21 Mar 2019.docx; 6.4 - Draft SPIRE Delivery Model_ Working Paper_ Steering Committee 1903....pdf; (CHS paper) SPIRE ESC CHS POC Feedback Submission 21.3.2019v.1.docx; (CHS paper) Attachment 1 ED feedback re SPIRE 13032019.pdf

Dear all

Please find attached complete package of papers and presentation materials for agenda item 6 of today's meeting.

Thanks and regards
 Jake

From: Culver, Jakob (Health)
Sent: Thursday, 21 March 2019 9:03 AM
To: De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Doran, Karen (Health) <Karen.Doran@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Bone, Chris (Health) <Chris.Bone@act.gov.au>; Burch, Brad (Health) <Brad.Burch@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; Esau, Lloyd <Lloyd.Esau@act.gov.au>; Whybrow, Mark <Mark.Whybrow@act.gov.au>; Lindemann, Monica (Health) <Monica.Lindemann@act.gov.au>
Cc: Gardner, JoanneL <JoanneL.Gardner@act.gov.au>; Busic, Babita <Babita.Busic@act.gov.au>; DDGCorporate <DDGCorporate@act.gov.au>; Hayne, Casey (Health) <Casey.Hayne@act.gov.au>; Douglas, Nerida (Health) <Nerida.Douglas@act.gov.au>; Building Health Services Program <BuildingHealthServicesProgram@act.gov.au>; Chicco, Dee (Health) <Dee.Chicco@act.gov.au>
Subject: SPIRE ESC Meeting (21 March 2019) - Papers [DLM=Sensitive]
Importance: High

Dear all

Please find attached agenda and papers for today's SPIRE Executive Steering Committee meeting. These are provided with a sincere apologies for the late circulation.

Please note that presentation materials in regards to agenda items 6.1 to 6.3 are currently being finalised – these will be for discussion.

Please do not hesitate to contact me should you have any questions or queries.

Thanks and regards
 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

AGENDA

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

MEETING NO. 2

DATE / TIME: 2:00pm to 3:30pm, 21 March 2019

VENUE: Executive Conference Room, Level 5, 2-6 Bowes Street Phillip

Name	Position
Committee Members	
Michael De'Ath [Chair]	Director-General, ACT Health Directorate (ACTHD)
Karen Doran	Deputy Director-General, Corporate Services (ACTHD)
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Jakob Culver	Commercial Advisor, Strategic Infrastructure (ACTHD)

No.	Item	Paper	Outcome	Lead
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6	Submissions for Noting, Discussion and Decision			
6.1	Staging and Decanting Strategy	Pending	Discussion	ACTHD
6.2	Clinical Feedback on Schedules of Accommodation	Pending	Discussion	ACTHD
6.3	[REDACTED]	Pending	Discussion	ACTHD
6.4	Delivery Models for SPIRE	6.4	Discussion	ACTHD
6.5	Ministerial and Government Business	Verbal	Discussion	ACTHD
7	Other Business			Chair
8	Meeting Close Next meeting: Joint PCG and ESC Meeting 1:30pm to 2:30pm, 3 April 2019 – Executive Conference Room Level 5, 2-6 Bowes Street Phillip			

AGENDA

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

MEETING NO. 2

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Jakob Culver	Commercial Advisor, Strategic Infrastructure (ACTHD)

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6.2	Clinical Feedback on Schedules of Accommodation	Pending	Discussion	ACTHD
6.3		Pending	Discussion	ACTHD
6.4	Delivery Models for SPIRE	6.4	Discussion	ACTHD
6.5	Ministerial and Government Business	Verbal	Discussion	ACTHD
7	Other Business			Chair
8	Meeting Close Next meeting: Joint PCG and ESC Meeting 1:30pm to 2:30pm, 3 April 2019 – Executive Conference Room Level 5, 2-6 Bowes Street Phillip			

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

Thursday, 21 March 2019
Conference Room, Level 5, 2-6 Bowes Street Phillip

Name		Position
Committee Members		
Michael De'Ath [Chair] (MD)		Director-General, ACT Health Directorate (ACTHD)
Karen Doran (KD)		Deputy Director-General, Corporate Services (ACTHD)
Liz Lopa (LL)		Executive Group Manager, Strategic Infrastructure (ACTHD)
Brad Burch (BB)		Executive Branch Manager, Strategic Infrastructure (ACTHD)
Bernadette McDonald (BM)		Chief Executive Officer, Canberra Health Services (CHS)
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Lloyd Esau (LE)		Executive Director, Infrastructure Finance and Capital Works (IFCW) (CMTEDD)
Mark Whybrow (MW)		Executive Director, Finance and Budget Division (CMTEDD)
Attendees		
Monica Lindemann (ML)		Special Advisor, Strategic Infrastructure (ACTHD)
Jakob Culver (JC)		Commercial Advisor, Strategic Infrastructure (ACTHD)
Nikki Harding (NH)		Secretariat, Infrastructure Finance and Capital Works (CMTEDD)
Apologies		
Chris Bone (CB)		Deputy Director-General, Clinical Services (CHS)

Attwood, Courtney (Health)

From: Catanzariti, John
Sent: Friday, 22 March 2019 11:45 AM
To: Burch, Brad (Health)
Cc: Lopa, Liz (Health); Culver, Jakob (Health); Esau, Lloyd; Gray, Sophie; Busic, Babita
Subject: FW: SPIRE PPT Meeting Presentation [SEC=UNCLASSIFIED]
Attachments: TCH_SPIRE - PPT05 Agenda.pdf; SPIRE_PPT-20190325_PPT05 DRAFT.pdf

Brad,

Please find attached a copy of STH's presentation and agenda for Monday's PPT meeting.

Regards,
 John

From: [REDACTED]
Sent: Friday, 22 March 2019 11:35 AM
To: Catanzariti, John <John.Catanzariti@act.gov.au>
Cc: [REDACTED]
Subject: RE: SPIRE PPT Meeting Presentation [SEC=UNCLASSIFIED]

John,

Please find attached our draft presentation for Monday. This is for your internal use only and should not be distributed outside of the PPT members as we finalizing come of the imagery in the presentation. Attached also is final agenda for Monday

[REDACTED] Associate



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

T: [REDACTED]
 F: [REDACTED]
 E: [REDACTED]
 W:sth.com.au

From: Catanzariti, John [<mailto:John.Catanzariti@act.gov.au>]
Sent: Friday, 22 March 2019 10:07 AM
To: [REDACTED]
Subject: SPIRE PPT Meeting Presentation [SEC=UNCLASSIFIED]

[REDACTED]

Can you please provide a copy of your presentation for Monday's PPT Meeting

Thanks,
 John

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.

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<http://www.mailguard.com.au>



Meeting: PPT05
Meeting Date: 25th March 2019
Time: 3.00pm to 4.30pm

AGENDA

Item	
1.0	Introduction
2.0	Program Update
3.0	Update to Site Analysis Arising from EPT02
3.1	Ambulance Service Liaison
3.2	Facility Linkages
3.3	Other Consultant Inputs
4.0	Facility Scope Review
5.0	Concept Design Options Review
5.1	ACT Feedback
5.2	Option(s) to be Developed
6.0	STH Marketing Collateral
7.0	Decanting Strategy
8.0	Next Steps
9.0	Next Meeting
9.1	PPT06 – Monday 8 April 2019 EPT03 – Thursday 11 April 2019

Pond, Aleks (Health)

From: Catanzariti, John
Sent: Friday, 22 March 2019 2:43 PM
To: Basic, Babita; Doran, Karen (Health); Burch, Brad (Health); Culver, Jakob (Health); McDonald, Bernadette (Health); Bone, Chris (Health); Mooney, Colm (Health); Gray, Sophie; Esau, Lloyd [REDACTED] Evans, Kate (Health); Lindemann, Monica (Health)
Subject: SPIRE - Project Planning Team Meeting 05 [SEC=UNCLASSIFIED]
Attachments: TCH_SPIRE - PPT05 Agenda.pdf; SPIRE_PPT-20190325_PPT05 DRAFT.PDF

All,

Please find attached the agenda and presentation for Monday's Project Planning Team Meeting.

Regards,
John



Meeting: PPT05
Meeting Date: 25th March 2019
Time: 3.00pm to 4.30pm

AGENDA


Item	
1.0	Introduction
2.0	Program Update
3.0	Update to Site Analysis Arising from EPT02
3.1	Ambulance Service Liaison
3.2	Facility Linkages
3.3	Other Consultant Inputs
4.0	Facility Scope Review
5.0	Concept Design Options Review
5.1	ACT Feedback
5.2	Option(s) to be Developed
6.0	STH Marketing Collateral
7.0	Decanting Strategy
8.0	Next Steps
9.0	Next Meeting
9.1	PPT06 – Monday 8 April 2019 EPT03 – Thursday 11 April 2019

Ivansson, Zoe (Health)

Subject: ACTH & ANU SPIRE Meeting
Location: Skype Meeting

Start: Thu 28/03/2019 11:00 AM
End: Thu 28/03/2019 12:00 PM
Show Time As: Tentative

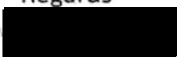
Recurrence: (none)

Organizer: 

Hi all,

We are suggesting that STH will host the meeting via skype that way we can share our desktop content (ie presentation material) live with you. Please use the "Join Skype Meeting" link below.

Regards



Join Skype Meeting

Trouble Joining? [Try Skype Web App](#)

Join by phone

Toll number: +61385939914,,53124088# (Dial-in Number) English (Australia)

[Find a local number](#)

Conference ID: 53124088

[Forgot your dial-in PIN?](#) | [Help](#)



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[tp://www.mailguard.com.au](http://www.mailguard.com.au)

Ivansson, Zoe (Health)

Subject: ACTH & ANU SPIRE Meeting - Agenda
Location: ACTH-Bowes-Conf Room 4.04 (seats 12)

Start: Thu 28/03/2019 11:00 AM
End: Thu 28/03/2019 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Doran, Karen (Health)
Required Attendees: [REDACTED] Lopa, Liz (Health); Burch, Brad (Health);
[REDACTED]

AGENDA

1. Introductions (5 mins)
2. SPIRE Proof of Concept Status (10 mins) - Silver Thomas Hanley (Dave and Maxim)
3. SPIRE Project timelines (5 mins) - Liz/Brad
4. ANU Requirements (15 mins) - ANU
5. Options Discussion (20 mins) - All
6. Next Steps (5 mins) - All

Dear [REDACTED]

Our car park is located at the rear of No 4 Bowes Street and on the right there is a ramp. On arrival to the car park entry ramp, please call 5124 9500 to be given remote access to the car park. I will meet you in the car park to escort you to your meeting.

Please find attached a map and directions to the visitor's car park with the entrance and exit locations marked.

1. [REDACTED]
2. [REDACTED]



Visitors Car Park
Map.docx

Best regards

Nerida Douglas

Executive Assistant to Karen Doran, Deputy Director-General, Corporate | ACT Health Directorate
P: (02) 5124 9190 | E: nerida.douglas@act.gov.au | DDGCorporate@act.gov.au | A: 2-6 Bowes Street PHILLIP ACT 2606



Care ▲ Excellence ▲ Collaboration ▲ Integrity

Ivansson, Zoe (Health)

Subject: SPIRE Planning with Cardiology
Location: Meeting room 4, Level 2, Building 24 TCH

Start: Thu 28/03/2019 2:30 PM
End: Thu 28/03/2019 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McDonald, Bernadette (Health)
Required Attendees: Mooney, Colm (Health); Lopa, Liz (Health); Evans, Kate (Health); Girish Talaulikar (Girish.Talaulikar@act.gov.au); Tan, Ren (Health); Pathak, Rajeev (Health); Taylor, Jacqui (Health); Baldwin, Alison (Health)

Good afternoon,

As discussed, this meeting has been scheduled to discuss your feedback on the SPIRE project.

This meeting will be held in meeting room 4, Level 2, Building 24 TCH. If you have issues accessing level 2 please call me and I will direct you to the meeting room.

Kind regards

Olivia Tzavalas
 Executive Assistant to the Chief Executive Officer

Phone: 5124 4700 | Email: olivia.tzavalas@act.gov.au
 Building 24, Level 2, Canberra Hospital, Yamba Drive, Garran ACT 2605

Ivansson, Zoe (Health)

Subject: SPIRE Planning with the Emergency Department
Location: Meeting room 4, Level 2, Building 24 TCH

Start: Thu 28/03/2019 3:00 PM
End: Thu 28/03/2019 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: McDonald, Bernadette (Health)
Required Attendees: Boyd, Narelle (Health); Gilmore, Lisa (Health); Hollis, Gregory (Health); Slater, Nicole (Health); Scanlan, Samuel (Health); Mooney, Colm (Health); Evans, Kate (Health); Smallbane, Suzanne (Health); Lopa, Liz (Health)

Good afternoon,

As discussed, this meeting has been scheduled to discuss your feedback on the SPIRE project.

This meeting will be held in meeting room 4, Level 2, Building 24 TCH. If you have issues accessing level 2 please call me and I will direct you to the meeting room.

Kind regards

Olivia Tzavalas

Executive Assistant to the Chief Executive Officer

Phone: 5124 4700 | Email: olivia.tzavalas@act.gov.au

Building 24, Level 2, Canberra Hospital, Yamba Drive, Garran ACT 2605

Ivansson, Zoe (Health)

From: Burch, Brad (Health)
Sent: Friday, 29 March 2019 12:53 PM
To: Lopa, Liz (Health)
Subject: Fwd: Agenda for Monday resource discussion
Attachments: SPIRE Meeting Agenda 280319.pdf

Hi Liz

Sorry - can't remember if we decided that this could go out? Are you happy for me to tell Andrew to distribute and I will follow up with him and Damon this afternoon about intentions?

Thanks
 Brad
 Get [Outlook for iOS](#)

From: Burch, Brad (Health) <brad.burch@act.gov.au>
Sent: Friday, March 29, 2019 11:57 am
To: Lopa, Liz (Health)
Subject: Fwd: Agenda for Monday resource discussion

Get [Outlook for iOS](#)

From: [REDACTED]
Sent: Friday, March 29, 2019 11:51 am
To: Burch, Brad (Health)
Cc: [REDACTED]
Subject: Agenda for Monday resource discussion

Hi Brad

Please find attached the proposed agenda. To achieve an outcome where the room has a sufficient understanding of the task ahead and some more developed options on resourcing, we propose the following format:

- An initial discussion on the process from the end of Business Case to procurement and into delivery and how it applies to SPIRE (based on timelines and key scope items to be developed) and perhaps Health more widely as we assume this will be equally applicable to Centenary
- Discuss the indicative resources levels for key areas and service lines
- Discuss the structural set up (as per the advice we previously provided)

During each of these agenda items we can cover a range of precedents including Light Rail and others

Let me know if you would like us to refine further

Thanks



[REDACTED] | Director | Infrastructure Advisory
 Ernst & Young Pty Limited
 121 Marcus Clarke Street, Canberra, ACT 2600, Australia
 [REDACTED]
 Website: <http://www.ey.com>

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ACT Health SPIRE Project Meeting Agenda

Date: 1 April 2019

Time: 11.00am – 2.00pm

Attendees: ACT Government: Karen Doran, Liz Lopa, Damon Hall, Brad Burch, Jakob Culver
EY: [REDACTED]

Location: EY Office | Meeting Room 11.02 | 121 Marcus Clarke Street | Canberra

- Topics for discussion:**
1. Welcome and introductions
 2. Delivery timeline and interfaces (key SPIRE factors driving structure)
 - ▶ Procurement
 - ▶ Decanting and early works
 - ▶ Construction
 - ▶ Commissioning
 - ▶ Other projects
 3. Potential work streams (including precedent discussion)
 - ▶ Project director / Project management
 - ▶ Commercial
 - ▶ Legal
 - ▶ Technical
 - ▶ Stakeholder / Communications
 - ▶ Other (to be discussed)
 4. Delivery team structure options
 5. Next steps