



REF: FOI:17-43

[REDACTED]

Dear [REDACTED]

Thank you for your application under the ACT *Freedom of Information Act 1989* (the Act) received by ACT Health on 29 June 2017. You have requested access to documents regarding walk in centres in the ACT.

As Executive Director, Health Services Program, I am an officer authorised to make a decision in respect of a request for information, under Section 22 of the Act.

After conducting a search of all relevant records, ACT Health has identified 31 pages of documentation in its possession that meet the scope of your request. I have decided that a number of documents are to be partially released in accordance with provisions under the Act, as outlined in the Schedule of Documents. The remainder of the documents are released in full. Health records are not considered under the Act.

My decision is appealable under the Act. This means that if you are dissatisfied with this outcome you have a right to seek a review under Section 59 of the Act. If you wish to seek a review you should write to:

The Principal Officer
c/- FOI Coordinator
Executive Coordination
Health Directorate
GPO Box 825
CANBERRA ACT 2601

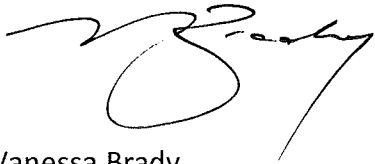
You have 28 days from the date of this letter to seek a review of the outcome or such other period as the Principal Officer permits.

Under Section 54 of the Act, if you are concerned about the processing of your request or related administrative matters, you may complain to the Ombudsman, who may conduct an independent investigation into your complaint. There is no fee for this, and the contact details are as follows:

The Ombudsman
GPO Box 442
CANBERRA ACT 2601

If you have any queries concerning this Directorate's processing of your request, or would like further information, please contact the Freedom of Information Coordinator on 6205 1340 or via email at: HealthFOI@act.gov.au

Yours sincerely

A handwritten signature in black ink, appearing to read 'V. Brady', with a large, stylized loop at the end.

Vanessa Brady
Executive Director
Health Services Program

23 October 2017

SCHEDULE OF DOCUMENTS

[REDACTED] – Documents Regarding Walk-in Centres in the ACT – FOI17/43

FOLIO	ITEM	DATE	STATUS	REASON FOR EXEMPTION	Internet publication – YES/NO – if no, why not
1-4	Building Health Services Program, Gungahlin Walk-in Centre Project Control Group Minutes	28 Jun 17	Part Release S41	Personal privacy which may identify a person	Yes
5-8	WiC Re-development Strategic Committee Draft Minutes - 29 June 2017	29 Jun 17	Part Release	Out of scope	Yes
9-10	Building Health Services Program, Executive Committee Minutes	5 Jul 17	Part Release S41	Personal privacy which may identify a person	Yes
11-13	Building Health Services Program, Gungahlin Walk-in Centre Project Control Group Minutes	11 Jul 17	Part Release S41	Personal privacy which may identify a person	Yes
14-18	WiC Re-development Strategic Committee Draft Minutes - 27 July 2017	27 Jul 17	Part Release	Out of scope	Yes
19-21	Building Health Services Program, Gungahlin Walk-in Centre Project Control Group Minutes	3 Aug 17	Part Release S41	Personal privacy which may identify a person	Yes
22-28	Building Health Services Program, Executive Committee Minutes	16 Aug 17	Part Release	Personal privacy which may identify a person Out of Scope	Yes
29-31	Building Health Services Program, Gungahlin Walk-in Centre Project Control Group Minutes	17 Aug 17	Part Release S41	Personal privacy which may identify a person	Yes



Building Health Services Gungahlin Walk in Centre Project Control Group Minutes

Wednesday 28 June 2017, 4pm – 4:40pm
2-6 Bowes St Phillip

1. Attendance /apologies

Name:	Position Title	Ap, ✓ x
Denise Lamb	Executive Director, Cancer, Ambulatory & Community Health Support	✓
Vanessa Brady	Executive Director, Health Investment Portfolio	Ap
Liz Sharpe	Director, Strategic Projects & Health Services Planning	✓
Naree Stanton	ADON Tuggeranong & Belconnen Walk-in-Centre	✓
Michelle Lambert		Ap
Kate Dwyer	A/g CNC Tuggeranong & Belconnen Walk-in-Centre	✓
Karen Faichney	Director, Cancer, Ambulatory & Community Health Support	✓
Sally-Anne Kinghorne	Senior Health Facility Planner, Health Services Planning Unit	✓
	Donald Cant Watts Corke	Ap
	Donald Cant Watts Corke	✓
	Project Officer, Community Health Infrastructure Projects	✓
Brad Burch	Innovation Partner	Ap
	Program Manager, Donald Cant Watts Corke	✓

Secretariat: A/g Executive Assistant, Health Investment Portfolio

Denise welcomed all participants and gave an overview of the purpose of this meeting. Introductions were made by all participants.

2. Terms of Reference - Accepted

3. PCG Meeting Disciplines

Agenda items and papers to be sent out 3 days/72hrs in advance, with standard agenda items. As this project is already up and running there will be fortnightly meetings.

4. Overview of the Project

Looking at extending the current area, as the building was designed for a future Walk-in-Centre. The modelling will be based of the Tuggeranong and Belconnen Walk-in-Centre's.

The user group is up and running – Sally-Anne Kinghorne has put together a HPU brief for the user group meeting and there was a table of changes that has been put together from the previous experiences from Tuggeranong and Belconnen Walk-in-Centre's. HPU brief will be circulated and there may not need to continue the user group meetings as so much is already known about the Walk-in-Centre's.

Start-up Project Meeting was held last week Karen attended on behalf of Denise. There was timeframes set at this meeting for the Business Case, approval of the draft needs to be by 30 June and, out for comment till the 3 July then presenting to Executive Committee, 5 July. Geraldine Grayland is coordinating all Project Management Plan's.

Denise has asked for future Program Managers need to speak with the Executive Sponsors for approvals and to be advised of the timelines.

Clarify: TOR, Role's & membership that may change minutes to have the role and responsibilities

5. Funding

Not discussed

6. Project Team Roles, Responsibilities & Governance

Not discussed

7. Project Management Plan

Draft PMP to be issued on Friday 30 June, needs to be discussed with Denise, and then will be presented at the Executive Committee 5 July. Draft Business Case 30 June, with the final Business Case being delivered 2nd August. The August timeframe all documents from Sally-Anne Kinghorne have gone through to [REDACTED] via flash drive.

- Not using the original HPU brief

Conversations have been had with the architecture, it will sit under \$25,000 which will means it will not need to go through the tender process.

8. Health Facility Planning

Nothing to report

9. Next Steps

- Friday 30th June deadline.
- DA tight timeframe.

ATTACHMENT

1. Action Register
2. Decision Register

Next meeting:

11 July 2017

ACTION REGISTER

Meeting/ Item	Action	Date for completion	Responsibility	Comment	Closed/Open
01/4	HPU Brief	5.7.17	Sally Anne	HPU brief equal to Tuggeranong with exception of exam light.	Closed
01/4	PMP			PMP to Exec Cttee 12.7.17 for endorsement	Open
01/9	DA			ACTPLA to be consulted regarding application process for extension	Open



**Action Minutes
Tier 2
Walk-in-Centre
Re-development / Strategic Committee**

Meeting Date: 29 June 2017

Agenda Items:

Subject: Tier 2 – Walk-in-Centre Re-development / Strategic Committee Meeting

Source: Personal Assistant to Executive Director, RACC

Purpose/comments: For decision

12A Meeting Room, Building 3, Level 2, Canberra Hospital

**WiC Re-development / Strategic Committee Meeting
Action Minutes – 29 June 2017**

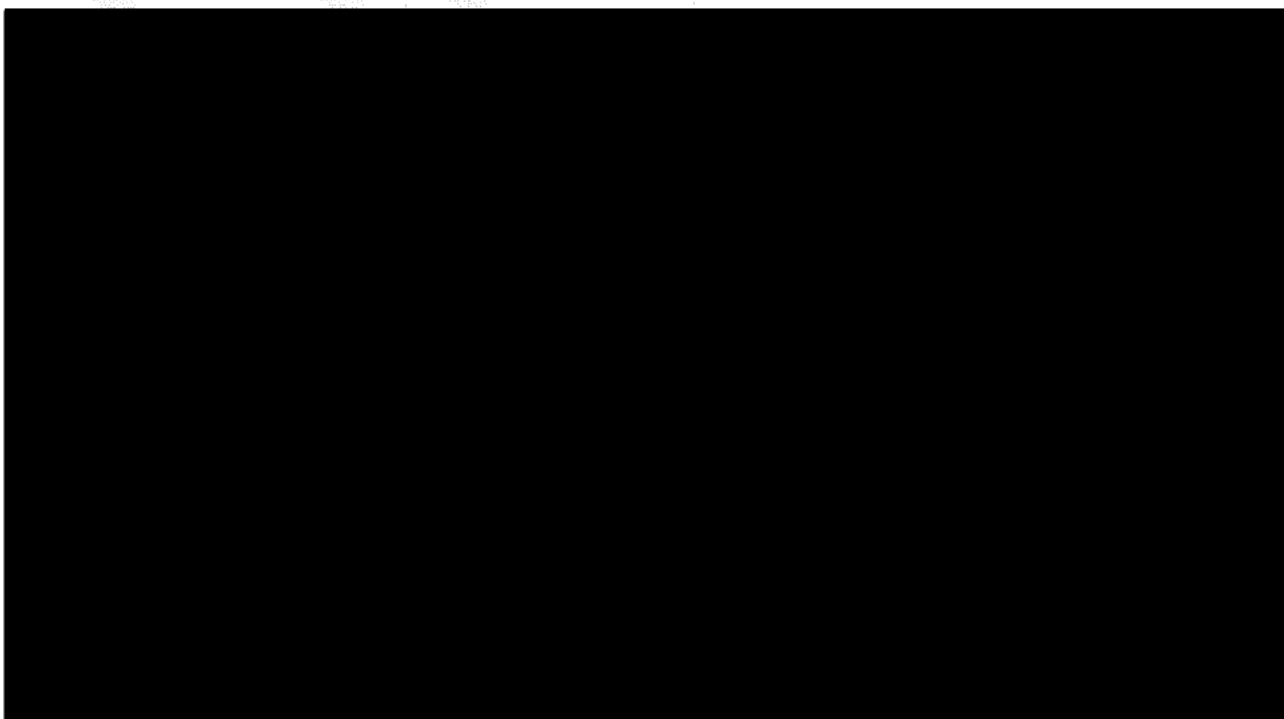
1. Acknowledgement of Country – read by the Chair

We wish to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

2. Attendance and Apologies

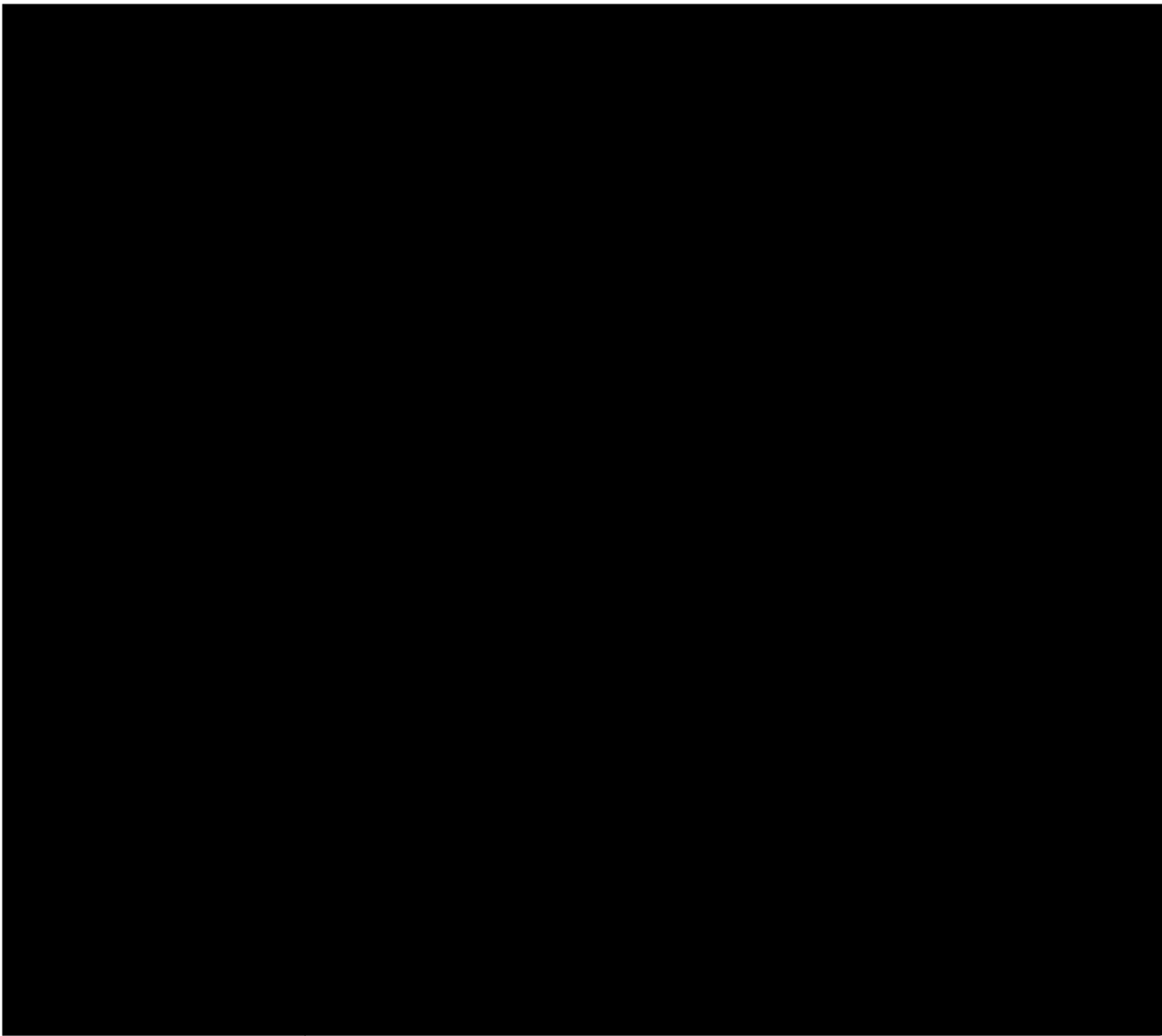
Name	Initials	Role	Attend / Apology
Linda Kohlhagen (Chair)	LK	Executive Director, Rehabilitation, Aged and Community Care (RACC)	✓
Denise Lamb	DL	Executive Director, Cancer, Ambulatory and Community Health Support (CACHS)	✓
Darlene Cox	DC	Executive Director, HealthCare Consumers Association (HCCA)	✓
Naree Stanton	NS	Assistant Director of Nursing, Walk-in Centre (WiC)	✓
Dr Marianne Bookallil	MB	GP Advisor, ACT Health	✓
Tracey Farrar	TF	Director of Operations, Pathology	✓
Gareth Davies	GD	Assistant Director of Nursing, Emergency Department	x
Jo Morris	JM	Physiotherapist	✓
Michelle Lambert	ML		x
Karina Stewart	KS		x
Sharon Hindmarsh	SH		x

Minutes: Maria Stahre



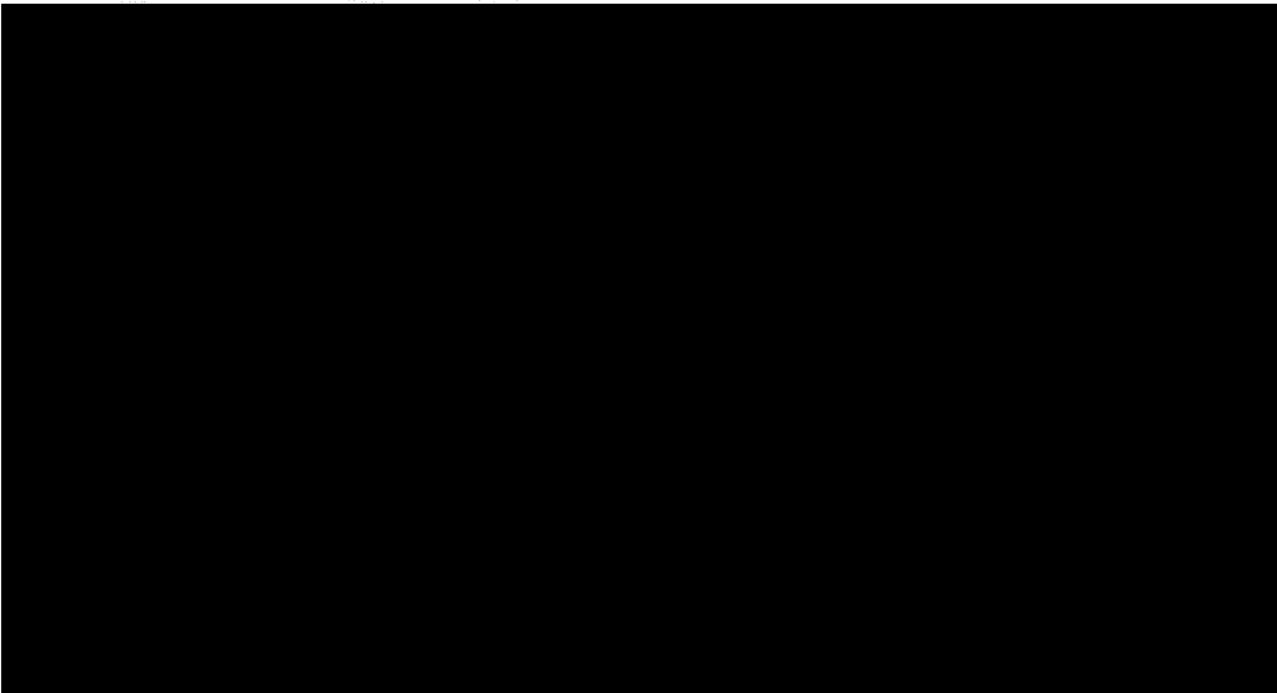
3.2. Plans for New Walk-in Centres (WiCs) – based on ACT Government's election promise

There is an election commitment to establish Gungahlin WiC in the Gungahlin Community Health Centre with a view that will open mid next year.



3.7. WiC Gungahlin – status report from Health Planning Unit

There is also an infrastructure meeting – make sure we are all on the same page on the report.





MINUTES

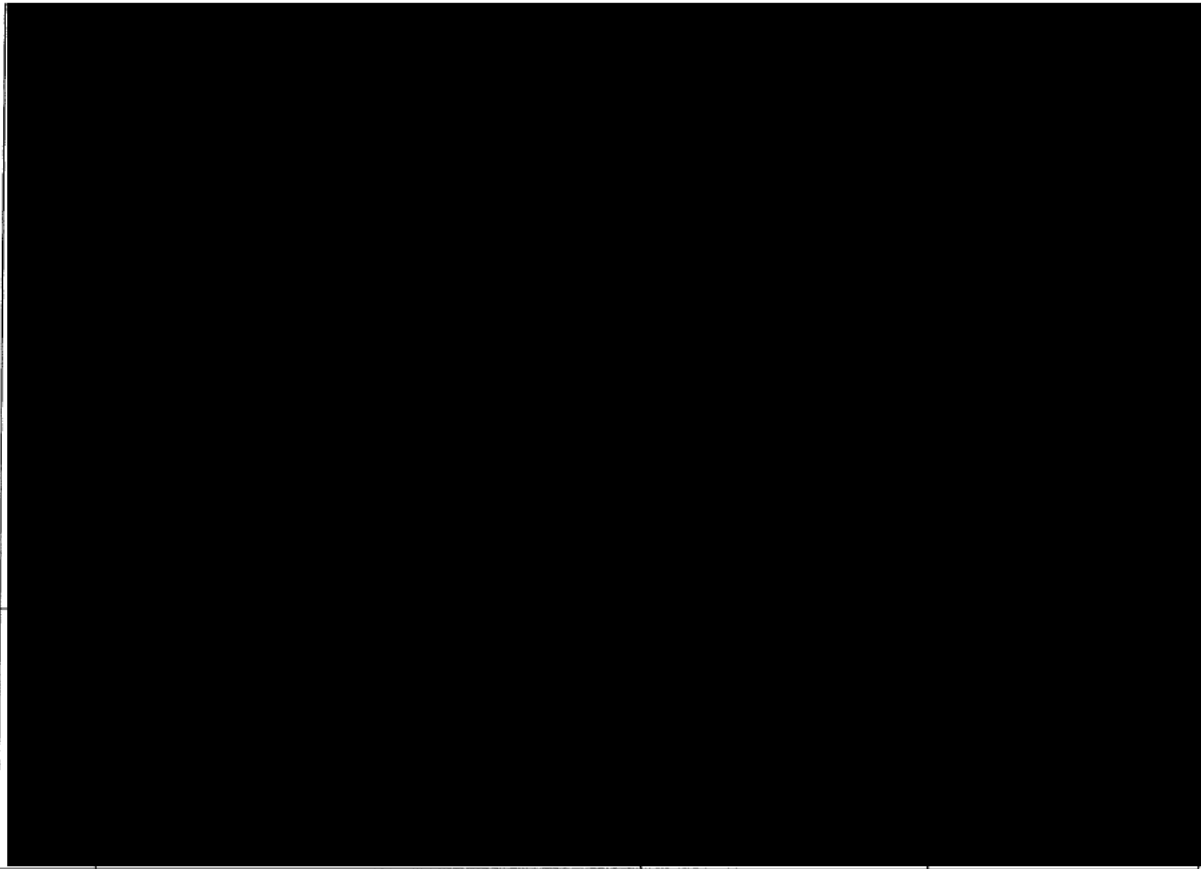
Building Health Services Program (BHSP) Executive Committee

MEETING NO. 1

DATE / TIME: 5 July 2017 12pm – 2pm

Attendance and Apologies		
Name	Position	AP ✓x
Shaun Strachan (Chair)	Deputy Director-General, Corporate	✓
Chris Bone	Deputy Director-General, Canberra Hospital & Health Services	✓
Vanessa Brady	Executive Director, Health Services Program	✓
Brad Burch	Innovation Partner	✓

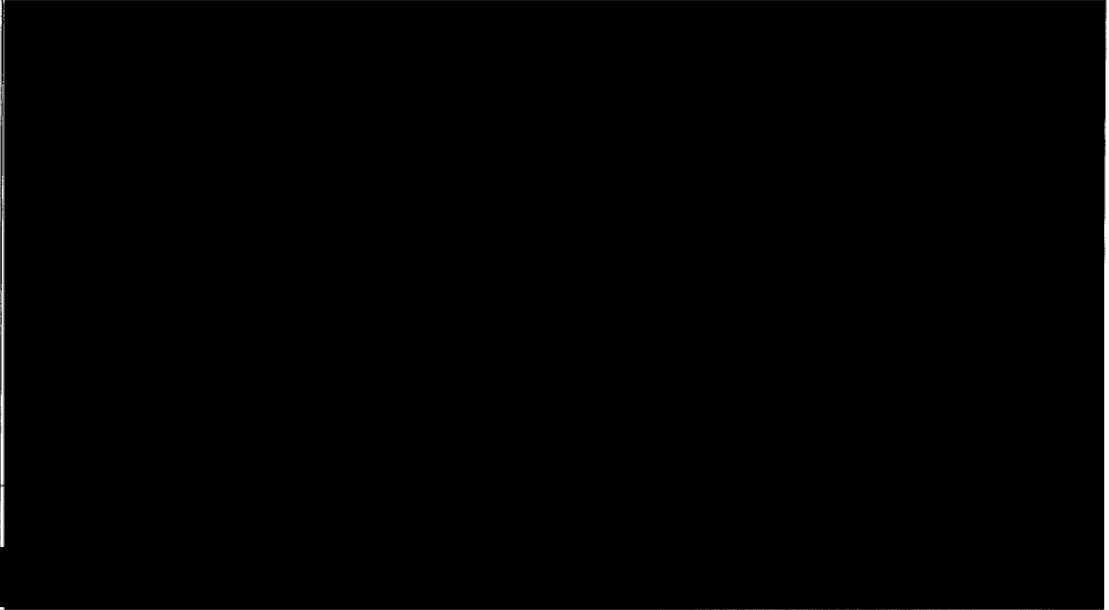
2	Verbal Update – Program Status	
	Nurse lead Walk-in-Centre's (WiC) Gungahlin's report was received [REDACTED]	
	[REDACTED] Gungahlin to be delivered 1 July 2018 [REDACTED]	



5

Issues for discussion

Gungahlin WIC - DA for Gungahlin around early September 2017, [REDACTED] will be the Project Manager for Gungahlin.



Meeting closed at 2pm.

It was discussed and agreed that an additional meeting will be held 14th July 2017 for 2 hours.



MINUTES

Building Health Services Program (BHSP) Project Control Group Gungahlin Walk-in Centre

MEETING NO. 2 (Previously entitled Community Health Infrastructure Planning PCG)

DATE / TIME: 11 July 2017 11.30am

Attendance and Apologies		
Name	Position	AP ✓✗
Denise Lamb	Executive Director, Cancer, Ambulatory & Community Health Support	✓
Vanessa Brady	Executive Director, Health Investment Portfolio	✗
Liz Sharpe	Director, Strategic Projects & Health Services Planning	✗
Michelle Lambert	A/g ADON Tuggeranong & Belconnen Walk-in-Centre	✓
Karen Faichney	Director, Cancer, Ambulatory & Community Health Support	✓
Sally-Anne Kinghorne	Senior Health Facility Planner, Health Services Planning Unit	✓
Brad Burch	Innovation Partner	✓
	Program Director, Donald Cant Watts Corke	✓
	Program Manager, Donald Cant Watts Corke	✗
	Project Officer, Health Infrastructure Projects	✓
	Project Officer, Community Health Infrastructure Projects	✓
	Project Manager, Donald Cant Watts Corke	✓

1	Welcome and Apologies
	Refer attendance and apologies table above.
2	Acceptance / Review of Previous Minutes, Actions and Decisions
	2.1 The PCG accepted the Minutes from the meeting of 28 June 2017 with the following changes: <ul style="list-style-type: none"> Delete dot point in item 7 – this information is detailed in item 4.



	2.2 The PCG reviewed the Outstanding Actions Arising (Running Sheet) from previous meetings. - HPU Brief not yet circulated - PMP to Exec Committee 14.7.17.		
	2.3 The PCG reviewed the Decisions Register from previous meeting.		
	Action 2.4 HPU brief to be reviewed/endorsed by Denise prior to PCG distribution. SAK to issue.	Sally-Anne Kinghorne	13 July 2017
3	Project Monitoring & Control Review		
	<ul style="list-style-type: none"> - Architect has been approved. Formal engagement pending DDG approval. - Meeting with ACTPLA to discuss amended DA. - Detailed Program being progressed - Maintaining operational site is key risk to project - Communications with GP and other key stakeholders to take place through Michelle Lambert as lead. Michelle to advise date of first meeting. - Business case to identify options and review based on whether the options meet the Model of Care, security and functional requirements. - 		
	Action: 3.1 ACTPLA discussions to be conducted regarding DA		18 July 2017
	Action: 3.2 Detailed Program to be finalised		August 2017
	Action: 3.3 development of Stakeholder Consultation Plan		18 July 2017
	Action 3.4 Liaise with Communications team (Adele Scandrett) for consultation strategy		14 July 2017
	Action 3.5 Risk workshop to be scheduled		21 July 2017
	Action 3.6: Progress Report to be issued weekly until next PCG and then with each PCG papers		17 July 2017
	Action 3.7 Stakeholder consultation	Michelle Lambert	July 2017
4	Data and Information Requests		
	- Projected profiles and service modelling		
	Action: 4.1 liaise with Linda Kolhagen team for data	BHSP Project Officers	18 July 2017
5	Other Business		
	<ul style="list-style-type: none"> - Next PCG to be scheduled first week of August to align with reporting cycle for PCG on 1st and 3rd weeks of the month. - Procurement and Capital Works (Colm Mooney) to be invited to next PCG 		



	Action 5.1 PCW invited to next PCG	BHSP Project Officers	18 July 2017
6	Close		
	12.10pm.		



**Action Minutes
Tier 2
Walk-in-Centre
Re-development / Strategic Committee**

Meeting Date: 27 July 2017

Agenda Items:

Subject: Tier 2 – Walk-in-Centre Re-development / Strategic Committee Meeting

Source: Nursing Support, RACC

Purpose/comments: For decision

**WiC Re-development / Strategic Committee Meeting
Action Minutes – 27 July 2017**

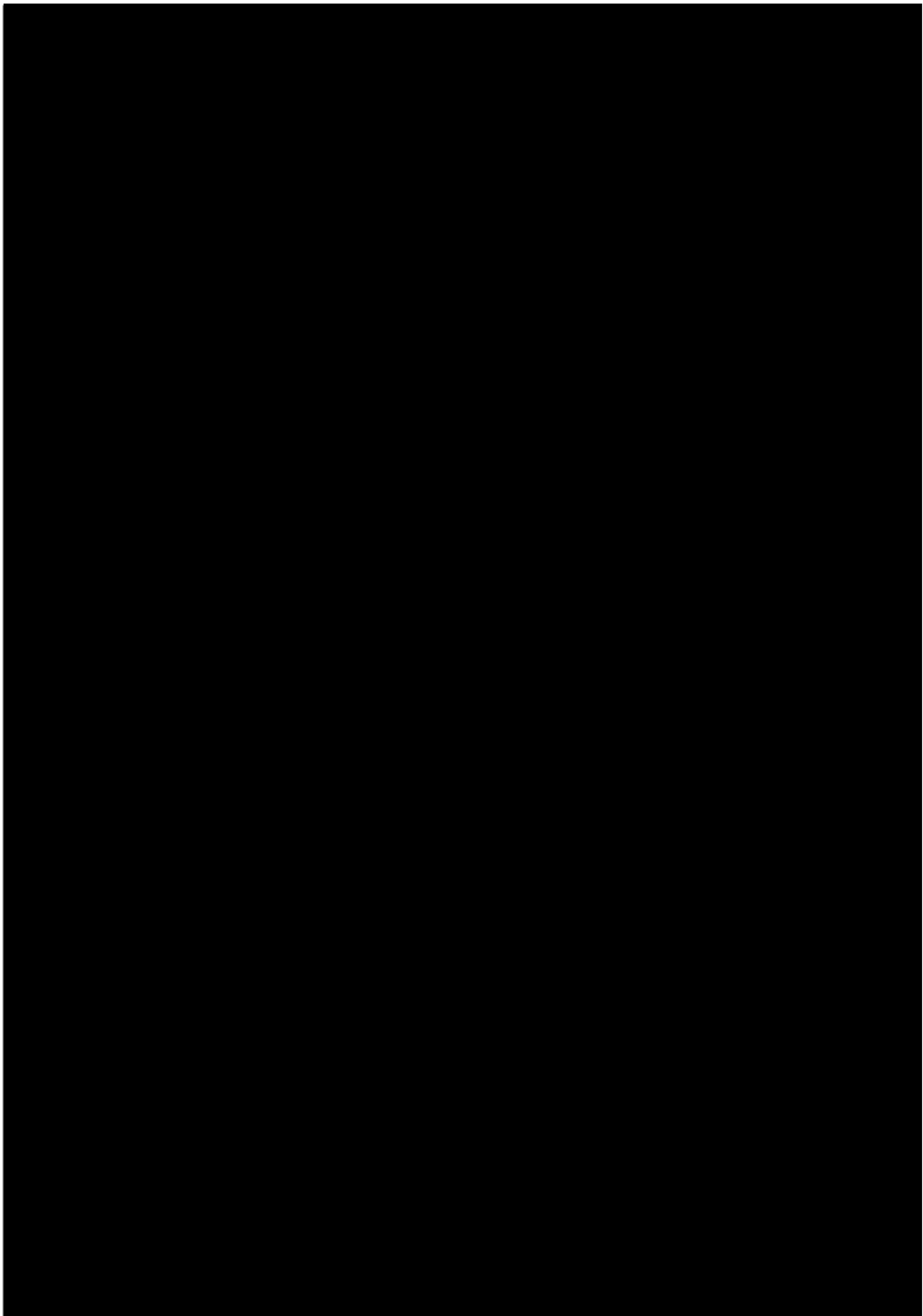
1. Acknowledgement of Country – read by the Chair

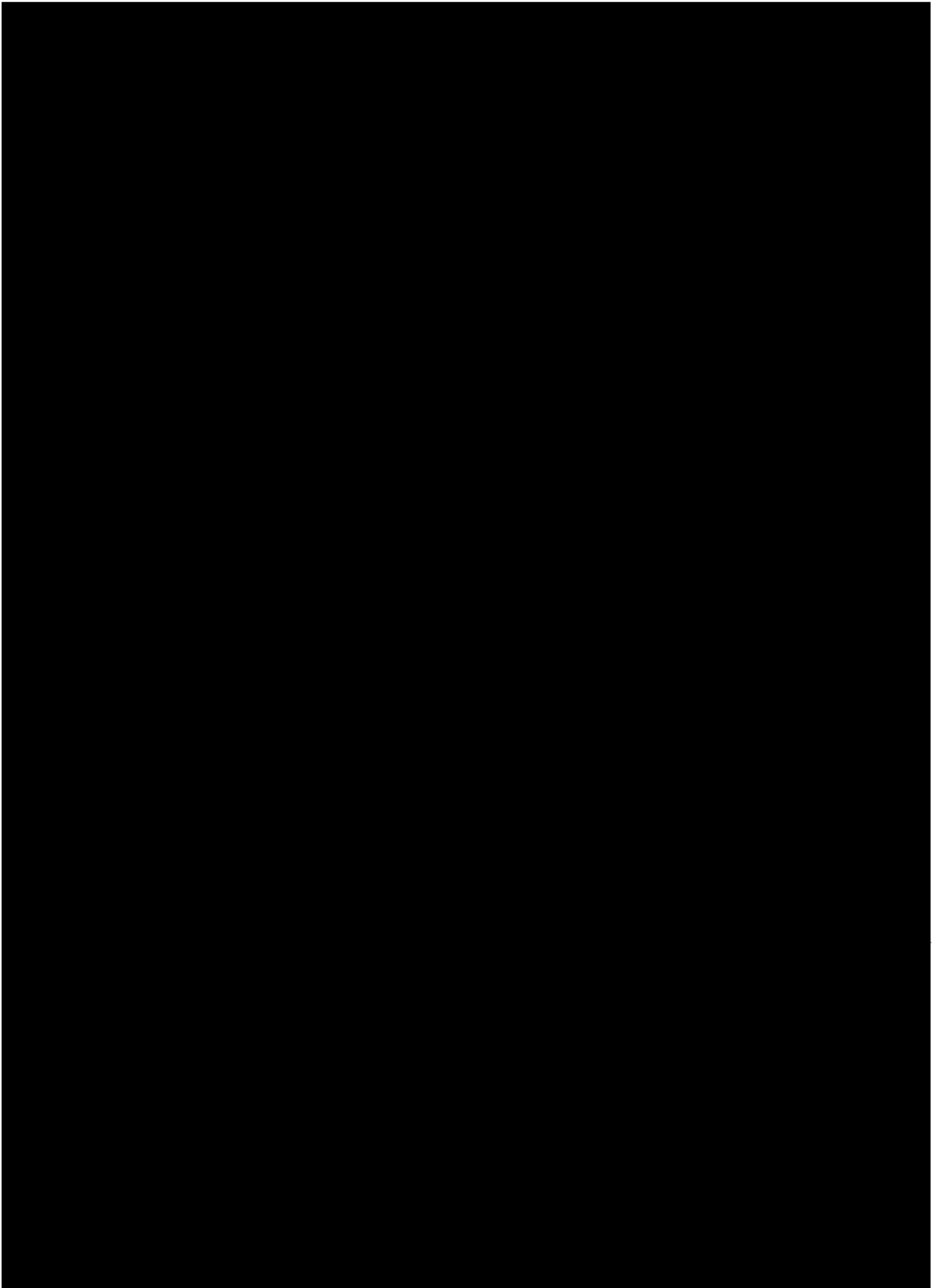
We wish to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

2. Attendance and Minutes from Previous meeting

2.1. Attendance and Apologies

Name	Initials	Role	Attend / Apology
Linda Kohlhagen (Chair)	LK	Executive Director, Rehabilitation, Aged and Community Care (RACC)	Ap
Hazel Hurrell	HH	A/g Director of Nursing, Rehabilitation, Aged and Community Care (RACC)	✓
Denise Lamb	DL	Executive Director, Cancer, Ambulatory and Community Health Support (CACHS)	✓
Darlene Cox	DC	Executive Director, HealthCare Consumers Association (HCCA)	✓
Michelle Lambert	ML	A/g Assistant Director of Nursing, Walk-in Centre (WiC)	✓
Karen Faichney	KF	Director of Ambulatory Care Support Services	✓
Dr Marianne Bookallil	MB	GP Advisor, ACT Health	✓
Tracey Farrar	TF	Director of Operations, Pathology	✓
Gareth Davies	GD	Assistant Director of Nursing, Emergency Department	x
Jo Morris	JM	Physiotherapist	✓
Lucy Taylor	LT	A/g CNC Walk-in Centre, Belconnen (WiC)	✓
Karina Stewart	KS	CNC Walk-in Centre, Tuggeranong (WiC)	✓





KF: Opportunity for consumers to have input but not sure of the mechanism yet. Due to time pressure for WiC Gunghalin to be open by July 2018 the building will be based on footprint of Tuggeranong WiC post retrofit. Rooms will be standard treatment rooms so will be appropriate for a physiotherapist led service.



Next Meeting: Thursday 31 August, Building 24, Meeting Room 2

DRAFT



MINUTES

Building Health Services Program (BHSP) Project Control Group Gungahlin Walk-in Centre

MEETING NO. 3

DATE / TIME: 3 August 2017 9.00am

Attendance and Apologies		
Name	Position	AP ✓✗
Denise Lamb	Executive Director, Cancer, Ambulatory & Community Health Support	✗
Vanessa Brady	Executive Director, Health Services Program	✓
Liz Sharpe	Director, Health Services Planning & Strategic Projects	✓
Michelle Lambert	A/g ADON Tuggeranong & Belconnen Walk-in-Centre	✓
Karen Faichney	Director, Ambulatory & Community Health Support	✓
Colm Mooney	Executive Director, Project Delivery, Health Infrastructure Services	✓
Rob Bampton	Senior Health Planning Officer, Health Services Planning	✓
Sally-Anne Kinghorne	Senior Health Facility Planner, Health Services Planning	✗
Brad Burch	Innovation Partner, Building Health Services Program	✓
	Program Director, Donald Cant Watts Corke	✓
	Program Manager, Donald Cant Watts Corke	✗
	Project Officer, Health Infrastructure Projects	✓
	Project Manager, Donald Cant Watts Corke	✓

Other Attendees		
Name	Position	AP ✓✗
Sophie Gray	Director, Infrastructure Finance and Capital Works	✓
Doug Paul	Senior Project Officer, Infrastructure Finance and Capital Works	✓
Karina Stewart	CNC, Tuggeranong Walk-in Centre	✓



Irene Yong	Assistant Project Manager, Infrastructure Finance and Capital Works	✓
------------	---	---

1	Welcome and Apologies		
2	Acceptance / Review of Previous Minutes, Actions and Decisions		
	2.1 The PCG accepted the Minutes from the meeting of 11 July 2017.		
	2.2 The membership of the PCG will change once Health Infrastructure Services (HIS) take the lead on project delivery. Doug Paul or Irene Yong from Infrastructure Finance and Capital Works (IFCW) will be the Project Manager with Liz Sharpe maintaining role as project partner. Vanessa Brady will be involved throughout as the project will report to the BHSP through the governance structure.		
3	2.3 The PCG reviewed the Outstanding Actions Arising from previous meetings.		
	<ul style="list-style-type: none"> - HPU Brief has been endorsed by Karen Faichney, and forwarded to Chris Bone for endorsement. 		
3	Project Monitoring & Control Review		
	<ul style="list-style-type: none"> - Mini user group took place on 25 July 2017 with key WiC users to confirm location of WiC. - Draft Business Case approximately 95% complete. Requires activity data input and review of operational costs. - Training and recruitment planning to be undertaken to identify areas of savings in the operational budget. - Traffic engineer has provided advice regarding car parking. Health Centre and WiC requires 128 spaces. 19 short stay spaces are offsite and 101 spaces are onsite. Preliminary carpark review indicates an additional five onsite spaces can be found and it is recommended to undertake a parking utilisation and demand study to determine if the additional three are required in parallel with undertaking discussions with ACTPLA regarding management of short stay car parking, - Communications Planning: <ul style="list-style-type: none"> - A community forum is being held on 31 August 2017 with GP and Health Professionals. Corporate communication unit is assisting with the forum. - A wider WiC communications plan is being prepared to ensure key messages regarding WiC development are consistent. Corporate Communications team is assisting with both activities. - BHSP is finalising a Handover Plan for HIS. - IFCW provided a summary of the Delivery Model Assessment which recommends the appointment of a project manager via the Project Management Panel. PCG agreed with the recommendation. - Cost Plan to be updated to include percentage allowance for procurement via PMA panel. - HIS to develop a detailed project risk assessment. 		
	Action: 3.1 Input activity data into Business Case for Tuggeranong and Belconnen	[REDACTED]	12 August 2017
	Action: 3.2 Review training/recruitment plan	Michelle Lambert/Liz Sharpe	Asap



	Action: 3.3 Communications Planning	Michelle Lambert to liaise with Communications	To prepare for GP Forum 31 August 2017
	Action: 3.4 Update cost plan		asap
	Action: 3.5 Finalise Handover Plan		asap
4	Data and Information Requests		
	- Nil required		
5	Other Business		
	- Nil		
6	Close		
	10.10am.		



Minutes

Building Health Services Program

Executive Committee

Wednesday 16 August, 8:00am
 Conference Room, Level 5, 2-6 Bowes Street, Phillip ACT

Attendees	
Shaun Strachan	Deputy Director General Corporate (Chair)
Chris Bone	Executive Director, Canberra Hospital & Health Services
Vanessa Brady	Executive Director, Health Services Program
Brad Burch	Innovation Partner, Building Health Services Program
	Health Planner, Donald Cant Watts Corke
India Marchesi	Secretariat, Building Health Services Program

Item	Subject	Lead / Due Date
1	Actions Arising from Previous Meetings <ul style="list-style-type: none"> • Actions tabled without comment. 	Shaun Strachan
[Redacted Content]		

Item	Subject	Lead / Due Date
4	Program Reports – Projects on a Page (Summary)	Brad Burch
4.4	• Gungahlin Walk-in Centre	

Item	Subject	Lead / Due Date

Item	Subject	Lead/ Due date	
8	Submissions for Consideration	Vanessa Brady/ Brad Burch	
8.1	<ul style="list-style-type: none"> • Gungahlin Walk-in Centre Detailed Business Case <ul style="list-style-type: none"> ○ Endorsed by PCG at previous meeting ○ \$1.6 million saved against budget ○ Delivery Model accepted by Health Infrastructure Services ○ 2 July 2018 prospective open date ○ The committee notes the tight timeframes and lack of flexibility on delivery as requested by Infrastructure Finance and Capital Works (IFCW). ○ Car parking spaces are based on the number of rooms at the Walk-in Centre, not the services provided, thus sufficient car parking has already been included. ○ Operational costing to be removed from business case. 		
Decision: IFCW 4% project management fee will be determined by Colm Mooney on the appropriation.			
	Action: Issue detailed business case to committee members for out of session endorsement.	Action Officer: Brad Burch	Due Date: 22 September 2017
	Action: Draft Minute to the Director-General recommending detailed business case is accepted.	Action Officer: Brad Burch	Due Date: 22 September 2017
	Action: Draft Brief to Minister for Health and Wellbeing advising of completion of detailed business case, and confirm there is no change to the existing Walk-in Centre Model of Care.	Action Officer: Brad Burch	Due Date: 22 September 2017

Item	Subject	Lead / Due Date

Item	Subject	Lead / Due Date

11	Next Meeting: 10.30am-12.30pm, 22 September 2017 Conference Room 4.07, Bowes Street	



MINUTES

Building Health Services Program (BHSP) Project Control Group (PCG) Gungahlin Walk-in Centre (WiC)

MEETING NO. 4

DATE / TIME: Thursday, 17 August 2017, 9.00 AM – 10.00 AM

Attendance and Apologies		
Name	Position	AP ✓*
Denise Lamb	Executive Director, Cancer, Ambulatory & Community Health Support	*
Vanessa Brady	Executive Director, Health Services Program	*
Liz Sharpe	Director, Health Services Planning & Strategic Projects	✓
Michelle Lambert	A/g ADON Tuggeranong & Belconnen Walk-in-Centre	*
Karen Faichney, A/g Chair	Director, Ambulatory & Community Health Support	✓
Colm Mooney	Executive Director, Project Delivery, Health Infrastructure Services	*
Brad Burch	Innovation Partner, Building Health Services Program	✓
Rob Bampton	Senior Health Planning Officer, Health Services Planning	*
	Program Director, Donald Cant Watts Corke	✓
	Program Manager, Donald Cant Watts Corke	*
	Project Officer, Building Health Services Program	✓
	Project Manager, Donald Cant Watts Corke	*
Sophie Gray	Director, Infrastructure Finance and Capital Works	*
Doug Paul	Senior Project Officer, Infrastructure Finance and Capital Works	✓
Irene Yong	Assistant Project Manager, Infrastructure Finance and Capital Works	✓
Cathie O'Neil	A/g Director, Ambulatory & Community Health Support	✓
	Program Manager, Donald Cant Watts Corke	✓
John Nakkan	Senior Manager, Capital Project Delivery, Health Infrastructure Services	✓

1	Welcome and Apologies
	Refer attendance and apologies table above.
	Cathie O'Neil was welcomed to the committee by Karen Faichney. Cathie will be acting in



	Karen's role as Director of Ambulatory and Community Health Support, and will be attending committee meetings.		
2	Review and Acceptance of Previous Minutes		
	<ul style="list-style-type: none"> • The PCG endorsed the minutes from the meeting of 3 August 2017 noting the following discussion : <ul style="list-style-type: none"> ○ Concerns regarding the control of project construction costs were raised with regards to the recommended delivery model. The risk mitigation strategy to address these is as follows: 1) inclusion of a 5% contingency aligned with the recommended delivery model and 2) inclusion of appropriate design and construction contingencies. 		
3	Review of Actions Arising from Previous Meetings		
	<ul style="list-style-type: none"> • The committee reviewed the actions arising from previous meetings. A number of items have been closed. 		
4	Review of Decisions Register		
	<ul style="list-style-type: none"> • Liz Sharpe proposed the Decision Register be maintained by [REDACTED] and tabled for noting at the PCG meetings, recognising that decisions are recorded in the minutes. Karen Faichney (Chair), supported this proposal. 		
5	Project Monitoring & Control Review (Project on a Page) – for endorsement		
	<ul style="list-style-type: none"> • The committee noted that the Business Case was endorsed by the Executive Committee on 16 August 2017, however recurrent budget is to be confirmed. • The Executive Committee noted the tight timeframes of the project and requested a Brief be submitted to the Minister for Health and Wellbeing via the Director-General on the outcomes of the process so far and the transition of the project to Infrastructure Finance and Capital Works (IFCW). • IFCW has approached Manteena to undertake project delivery. A Single Assessment Framework has been completed to authorise their approach. This is awaiting endorsement by the Director-General. • Once engaged, Manteena will engage traffic consultants to expedite the review of parking options. 		
5.1	Action: Draft brief to Minister for Health and Wellbeing, via the Director-General on the outcomes of the process so far and the transition of the project to Infrastructure Finance and Capital Works (IFCW).	Brad Burch	7 September 2017
6	Data and Information Requests		
	<ul style="list-style-type: none"> • [REDACTED] advised that previously collected data had been included in the business case. Brad Burch advised the Executive Committee endorsed the business case at the meeting held 16 August 2017. • No new data or information requests tabled at the meeting. 		
7	Submissions for Consideration		
	<ul style="list-style-type: none"> • The committee noted there were no submissions to be considered for this meeting. 		
8	Two-week forward plan		
	<ul style="list-style-type: none"> • Project to transition from Building Health Services Program to Health Infrastructure Services. <ul style="list-style-type: none"> ○ HIS/IFCW to liaise with Denise Lamb regarding timing of PCG meetings, 		



	Terms of Reference and agenda for project delivery phase.
9	Other Business
	No other business tabled at the meeting.
10	Close
	Meeting closed: 9.23 AM Next Meeting: 7 September 2017, 9.00 AM – 10.00 AM Conference Room 3.05, 2-6 Bowes Street