

This Order is issued in accordance with the Deed of Standing Offer for the provision of Infrastructure Advisory Services entered into between the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development and Communications (the Department) and APP Corporation Pty Limited (APP) (Deed) and comprises this Order and any attachments to the Order.		
A.	Deed Number and Date	20000581 date 01/09/2017 – 31/08/2022
B.	Supplier	APP Corporation Pty Limited
C.	Date of Order	23 February 2021
D.	The Department's Project Officer	s22(1)(a)(ii)
E.	The Supplier's Representative	s47F Regional General Manager
F.	Description of Services to be provided	Refer Attachment 1 – RFQ response
G.	Commencement Date of Services	01 March 2021
H.	Timetable for Services	Refer Attachment 1 – RFQ response
I.	Specified Personnel (see clause C.2 of Terms and Conditions)	Refer Attachment 1 – RFQ response
J.	Deliverables (see clause A.4 of Terms and Conditions)	Refer Attachment 1 – RFQ response
K.	Key Performance Indicators (see clause A.5 of Terms and Conditions)	1. Quality of writing 2. Maintenance of schedule 3. Accurate and timely invoicing
L.	Facilities and Assistance (see clause D.2 of Terms and Conditions)	Facilities – n/a Assistance – access to previous aged care related reports and original facility drawing set (pdf)
M.	Fees (see clause B.1 of Terms and Conditions)	Refer Attachment 1 – RFQ response \$282,932 (ex GST)
N.	Maximum Fee Threshold (see clause B.2 of Terms and Conditions)	n/a
O.	Expenses	Allowance of \$14,306 in lump sum

P.	Deed of Non-disclosure	The following Specified Personnel will be required to provide a Deed of Non-Disclosure in the form of the Deed attached to this Order: All sub-consultants – SPH, Paemac, RLB
Q.	Other Requirements	n/a

EXECUTION OF THE ORDER:**The Department's representative**

Name (print)	s22(1)(a)(ii)
Position	s47F [REDACTED] ojects
Signature	[REDACTED]
Date	s47F 24 / 2 / 21 s47F

The Department's witness

Name (print)	s22(1)(a)(ii)
Position	s47F [REDACTED] CT OFFICER
Signature	[REDACTED]
Date	s47F 24 / 02 / 2021

Supplier's representative

Name (print)	s47F [REDACTED]
Position	[REDACTED]
Signature	[REDACTED]
Date	s47F 23 / 02 / 21

Supplier's witness

Name (print)	s47F [REDACTED]
Position	[REDACTED]
Signature	[REDACTED]
Date	s47F 23 / 02 / 21



CHRISTMAS ISLAND RESIDENTIAL AGED CARE (RAC)

PCG MEETING MINUTES No. 1

Location: Indian Ocean Territories Branch, DITRDC (The Department)
Level 9, 150 St Georges Terrace Perth

Commented s22(1) : Don't use this acronym please

Dial In: Provided by The Department

Date: 18/03/2021

Time: 14:00

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

APP

APP

APP

SPH

SPH

Health Services

Distribution: All

ITEM	BUSINESS	ACTION	DATE
1.	PREVIOUS MINUTES		
	<ul style="list-style-type: none"> Kick-off meeting minutes issued 		
2.	WELCOME		
2.1	<ul style="list-style-type: none"> PCG Meetings s47G(1)(a) 	Note	
3.	PROJECT STATUS WEEKLY SNAPSHOT AND UPCOMING ACTIVITIES		
3.1	Past week summary	Note	
	<ul style="list-style-type: none"> Kick off meeting held Hand over discussions with Health Services Manager Background information - APP continuing s47G(1)(a) 		
3.2	Upcoming activities s47G(1)(a)	Note	

s47C, s47G(1)(a)

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s47C, s47F, s47G(1)(a)

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s47C, s47F, s47G(1)(a)

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s47C, s47F, s47G(1)(a)

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Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

PCG MEETING MINUTES No. 2

Date: 31/03/2021

Time: 10:00am

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

APP

APP

APP

Distribution: All

ITEM	BUSINESS	ACTION	DATE
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1. PREVIOUS MINUTES

- Minor adjustments to previous minutes received from s22(1)(a)(ii) and s47F noted

Note

2. PROJECT STATUS WEEKLY SNAPSHOT AND UPCOMING ACTIVITIES

2.1 Weekly snapshot

- s22(1)(a)(ii) confirmed happy with format

Note

s47C, s47G(1)(a)

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s47C, s47F, s47G(1)(a)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

10. NEXT MEETING

10.1 The next meeting will be held on: 13th April 2021

Note

This meeting closed at: 11.00am

Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

PCG MEETING MINUTES No. 3

Date: 13/04/2021

Time: 10:00am

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

APP

APP

APP

SPH

SPH

Distribution: All

ITEM	BUSINESS	ACTION	DATE
1.	PREVIOUS MINUTES		
	Minutes distributed and accepted without changes.	Note	

2. PROJECT STATUS WEEKLY SNAPSHOT AND UPCOMING ACTIVITIES

s47F, s47G(1)(a)

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8. OTHER BUSINESS

8.1 Nil to report

Note

9. NEXT MEETING

9.1 The next meeting will be held on: 11th May 2021

Note

This meeting closed at: 11.00am

CAC Meeting Summary Notes

Community Advisory Committee (CAC) for IOTHS Christmas Island Residential Aged Care (RAC) – Detailed Business Case (DBC)

Time and Date: 10am (CI) Thursday, 29 April 2021

Attendees: s22(1)(a)(ii) Project Director, DIRDC
s22(1)(a)(ii) Project Officer, DIRDC
s47F Project Manager, APP
s47F Architect, Director SPH
s47F Architect, SPH
s47F , Representative
of the Administrator
s47F Administrator's Office
s47F CAC member
Apologies: s47F s22(1)(a)(ii) ; s47F
; s47F .

Location of Meeting: Administrator's Office

MEETING SUMMARY NOTES

1. Introductions – around the table

s47C, s47G(1)(a)



Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

PCG MEETING MINUTES No. 4

Date: 11 May 2021

Time: 10:00am

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

APP (Chair)

Distribution: All

ITEM	BUSINESS	ACTION	DATE
1.	PREVIOUS MINUTES		
	Minutes distributed and no changes.	Note	
2.	PROJECT STATUS WEEKLY SNAPSHOT AND UPCOMING ACTIVITIES		

s47C, s47G(1)(a)

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8. NEXT MEETING

9.1 The next meeting will be held on: 3 June 2021

Note

This meeting closed at: 11.30am



CHRISTMAS ISLAND RAC – Detailed Business Case

PCG MEETING MINUTES No. 5

Date: 03 June 2021

Time: 02:00pm

Attendees:

Name:

Initials:

s22(1)(a)(ii)

S4 / I-

Representing:

The Department

The Department

IOTHs

SPH

SPH

APP (Chair)

APP

APP

Distribution: All

ITEM	BUSINESS	ACTION	DATE
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1. PREVIOUS MINUTES

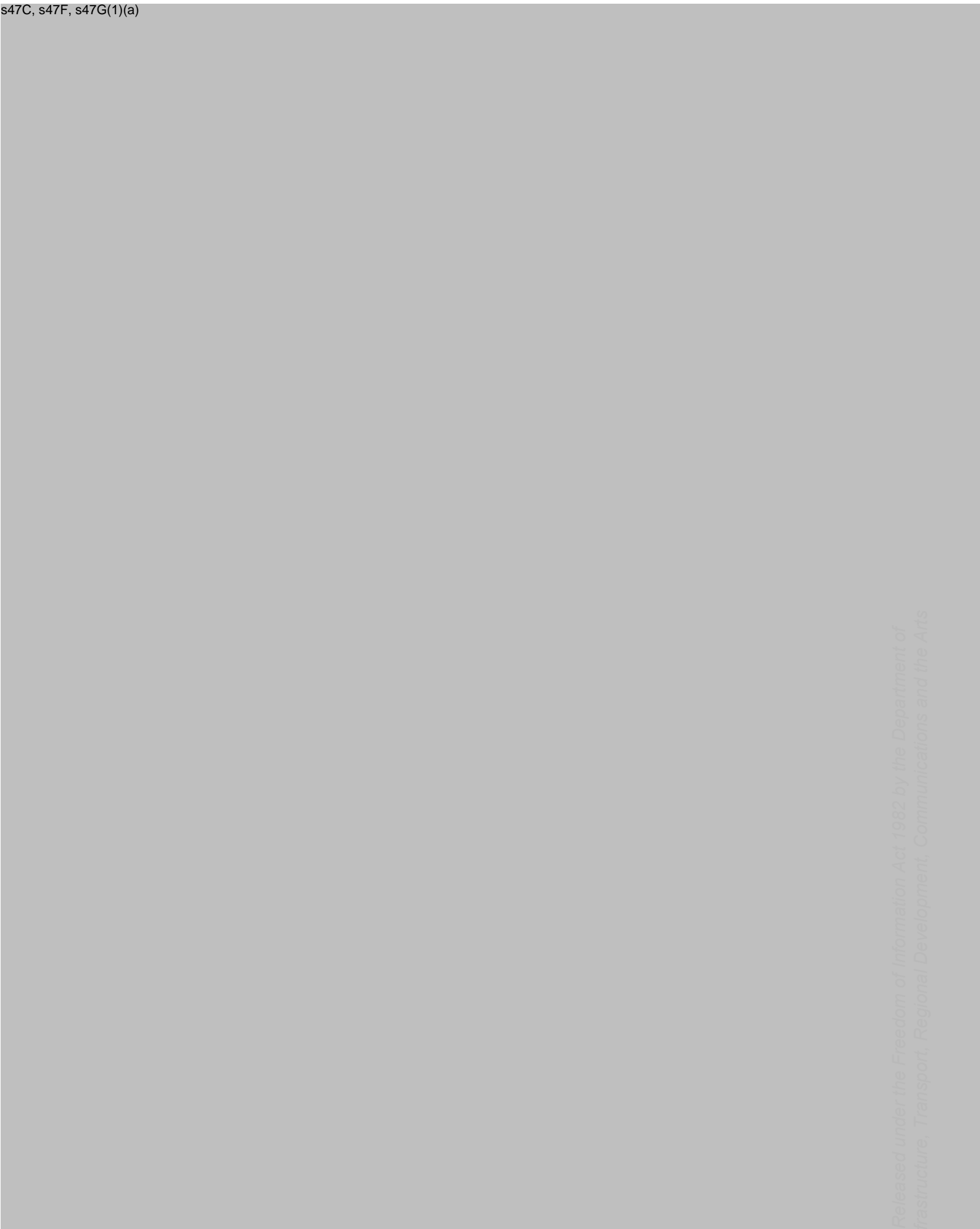
Minutes distributed and no changes.

Note

Commented s22(1)(a) Please note here somewhere that it was conducted via Teams

s47C, s47F, s47G(1)(a)

s47C, s47F, s47G(1)(a)



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s47C

7. NEXT MEETING

The next meeting will be held on: 24 June 2021

Note

This meeting closed at: 03.40pm



Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

PCG MEETING MINUTES No. 6

Date: 26 June 2021

Time: 10:30am

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s4/1-

Representing:

The Department

APP

APP (Chair)

APP

SPH

SPH

Distribution: All

ITEM	BUSINESS	ACTION	DATE
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1. PREVIOUS MINUTES

Minutes distributed and no changes.

Note

s47C, s47G(1)(a)

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s47C, s47G(1)(a)

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s47C, s47G(1)(a)

8. NEXT MEETING

The next PCG meeting will be held on: 14 July 2021

This meeting closed at: 12.30pm

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Infrastructure, Transport, Regional Development, Communications and the Arts

Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

PCG MEETING MINUTES No. 7

Date: 29 July 2021

Time: 10:00am

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

The Department

APP (Chair)

APP

SPH

SPH

Distribution: All

ITEM	BUSINESS	ACTION	DATE
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1. PREVIOUS MINUTES

Minutes distributed and no changes.

Note

s47C, s47G(1)(a)

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s47C, s47G(1)(a)

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8. NEXT MEETING

The next PCG meeting will be held on: 14 September 2021

This meeting closed at: 10.55am

Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

PCG MEETING MINUTES No. 8

Date: 18 August 2021

Time: 11:00am

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

The Department

APP

APP (Chair)

APP

SPH

Distribution: All

ITEM	BUSINESS	ACTION	DATE
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1. PREVIOUS MINUTES

Minutes distributed and no changes.

Note

s47C, s47F, s47G(1)(a)

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s47C, s47F, s47G(1)(a)

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Meeting Minutes

s47C

7. NEXT MEETING

The next PCG meeting will be held on: 14 September 2021

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

From: s22(1)(a)(ii)
To: s22(1)(a)(ii); s22(1)(a)(ii)
Subject: FW: RAC Draft Agenda Workshop 3 [SEC=OFFICIAL]
Date: Tuesday, 24 August 2021 12:14:37 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[210823_RAC_Workshop 3_Draft Agenda Rev2.doc](#)
[image005.png](#)

OFFICIAL

Good Morning s22(1)(a)(ii) and s22(1)(a)(ii)
 Updated Workshop agenda for next week.
 Please note the participants guidance notes on page 2.

Regards

s22(1)(a)(ii)
 Project Director • Territories Capital and Major Projects IOT Branch • Territories Division
 s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)
 P s22(1)(a)(ii) • M s22(1)(a)(ii)
 PO Box Z5048 Perth, WA 6831

Department of Infrastructure, Transport, Regional Development and Communications
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*I would like to acknowledge the traditional custodians of this land on which we meet, work and live.
 I recognise and respect their continuing connection to the land, waters and communities.
 I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL

From: s47F@app.com.au>
Sent: Tuesday, 24 August 2021 9:40 AM
To: s22(1)(a)(ii)@infrastructure.gov.au>
Cc: s22(1)(a)(ii)@infrastructure.gov.au>; s47F@app.com.au>; s47F@app.com.au>
Subject: RE: RAC Draft Agenda Workshop 3

s22(1)(a)(ii), I should have mentioned that there are guidance notes to participants on page 2, I have included a note on the draft Agenda to clarify this, see updatedversion attached.

s47F | s47F
APP Corporation Pty Limited
 m s47F | p s47G(1)(a) | e s47F@app.com.au
 a Level 4, 181 Adelaide Terrace | East Perth WA 6004

From: s47F
Sent: Monday, 23 August 2021 6:16 PM

To: s22(1)(a)(ii) [redacted] <[\[redacted\]@infrastructure.gov.au](mailto:[redacted]@infrastructure.gov.au)>
Cc: s22(1)(a)(ii) [redacted] <[\[redacted\]@infrastructure.gov.au](mailto:[redacted]@infrastructure.gov.au)>; s47F [redacted] <[\[redacted\]@app.com.au](mailto:[redacted]@app.com.au)>;
s47F [redacted] <[\[redacted\]@app.com.au](mailto:[redacted]@app.com.au)>
Subject: RAC Draft Agenda Workshop 3

Hi s22(1)(a)(ii) [redacted],

Please find attached the draft agenda for Workshop 3. Please advise if you require any changes, including other attendees from the Department noted.

Many thanks

s47F [redacted] | s47F [redacted]
APP Corporation Pty Limited



m s47F [redacted] | p s47G(1)(a) [redacted] | e s47F [redacted] <[\[redacted\]@app.com.au](mailto:[redacted]@app.com.au)>
a Level 4, 181 Adelaide Terrace | East Perth WA 6004
app.com.au ☐ ☐ ☐ [Connect with me on LinkedIn](#)

APP Corporation acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to the Elders past, present and emerging of all Nations.

Agenda & Participant Guidance Notes RAC Workshop 3

Christmas Island RAC – Detailed Business Case

Time and Date:

1pm – 3pm Tuesday, 31 August 2021

Attendees:

s22(1)(a)(ii) [redacted] The Department
s22(1)(a)(ii) [redacted] The Department
s47F [redacted] – APP (Chair)
s47F [redacted] – APP
s47F [redacted] – APP
s47F [redacted] – SPH
s47F [redacted] – SPH
s22(1)(a)(ii) [redacted] - IOTHS

s47C, s47G(1)(a)



s47C, s47G(1)(a)

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From: s22(1)(a)(ii)
To: s22(1)(a)(ii)
Cc: s22(1)(a)
Subject: FOR APPROVAL: CI Residential Aged Care (RAC) - Contract Variation #2 [SEC=OFFICIAL]
Date: Thursday, 26 August 2021 5:48:04 PM
Attachments: [image001.png](#)
[Variation #2 - approval Minute.pdf](#)
[Contract Variation Form \(V02\) - APP.pdf](#)

OFFICIAL

Dear s22(1)(a)(ii)

I am writing to seek your approval of a contract variation for the RAC project in the amount of \$15,598 (ex GST).

s47E(d)

[Redacted]

Attached is the Minute seeking your approval and signature and the Contract Form which explains the elements of the variation and the financial impact. The Contract Form is for your information only. Once approved, I will send it to the consultant to sign and then it will be countersigned by me as the Contract Manager.

There is sufficient funding in our current ACB allocation for this variation.

For your consideration.

Regards

s22(1)(a)(ii)

Project Director • Territories Capital and Major Projects IOT Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](#)

P s22(1)(a)(ii) • M s22(1)(a)(ii)

PO Box Z5048 Perth, WA 6831

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I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

OFFICIAL

To: s22(1)(a)(ii)

Director Territories Capital and Major Projects

Indian Ocean Territories Branch

Territories Division

APPROVAL TO VARY AN ARRANGEMENT

Subject: CI Residential Aged Care – Detailed Business Case (DBC)

RECOMMENDATIONS

That you:

- i. **APPROVE** the variation to the Contract with APP Corporation Pty Limited for the provision of DBC writing services for the CI Residential Aged Care project.

APPROVED / NOT APPROVED / PLEASE DISCUSS

s22(1)(a)(ii)

Director Territories Capital and Major Projects

Indian Ocean Territories Branch, Territories Division

Date: /08/21

Key Points:

1. I have assessed the viability of APP's claim to a Variation and can confirm that the services proposed are in addition to what was agreed in the Contract and will benefit the outcome of the project.
2. This proposal is consistent with the original contract under the Infrastructure Panel and the requirements of the Commonwealth Procurement Rules and reflects the value for money offered in the contract agreement.
3. You have delegation to approve these changes.
4. There is sufficient funding allocated from the ACB to this project for these additional costs. s47E(d)
5. The proposed changes have been discussed and agreed with the Supplier.

Contact Officer:

s22(1)(a)(ii)

Project Director

Territories and Capital Major Projects

Indian Ocean Territories Branch, Territories Division

s22(1)(a)(ii)

Date: 26/08/21

CONTRACT VARIATION FORM

CONTRACT AMENDMENT #02

TO CONTRACT: DBC for CI Residential Aged Care
CONTRACT REFERENCE ID: SON 20000581
AUSTENDER / CONTRACT ID: PO#45138732

For the provision of Detailed Business Case writing services for the CI Residential Aged Care.

Customer

Customer Name: Department of Infrastructure, Transport, Regional Development and Communications
Customer ABN: 86 267 354 017
Address: GPO Box 594
Canberra ACT 2601
Contact Officer: s22(1)(a)(ii)
Position: Project Director
Branch/Division: Indian Ocean Territories Branch, Territories Division
Telephone: s22(1)(a)(ii)
Email Address: s22(1)(a)(ii)@infrastructure.gov.au

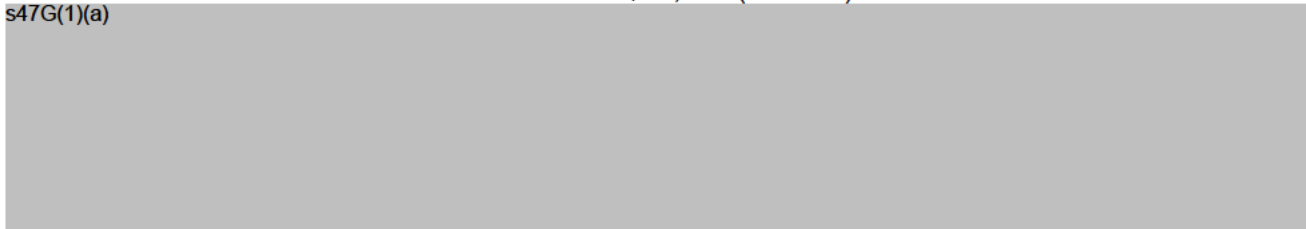
Supplier

Supplier Name: APP Corporation Pty Limited
Supplier ABN: 29 003 764 770
Address: Level 4, 181 Adelaide Terrace
Perth WA 6004
Telephone: s47G(1)(a)
Email Address: s47F@app.com

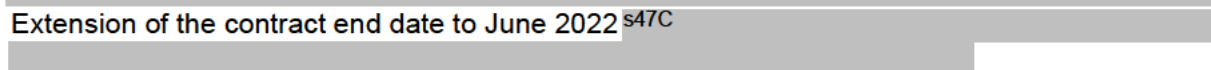
Contract Details

The Contract changes as agreed by the Customer and the Supplier by email are as follows:

1. Variation to the fee for services in the amount of \$15,598 (ex GST) for additional consultant costs s47G(1)(a)



2. Extension of the contract end date to June 2022 s47C



Contract Term

	Previous	New
Contract End Date:	21/12/2021	30/06/2022

Milestone Deliverables

Milestone	Description	Old Date	New Date
1	Project planning	Completed	Completed
2	50% draft and URB	27 May 2021	Completed
3	80% draft and design options	25 October 2021	No change
4	100% draft and cost plan	08 November 2021	No change
5	100% DBC	20 December 2021	No change
6	Adhoc engagement	30 June 2022	No change

Contract Value

	Ex GST	Inc GST
Original Contract Value:	\$282,932.00	\$311,225.20
Variation #1	\$6,580.00	\$7,238.00
Variation #2	\$15,598.00	\$17,157.80
New Contract Value:	\$305,110.00	\$335,621.00

Signed for and on behalf of the **Commonwealth of Australia** as represented by Department of Infrastructure, Transport, Regional Development and Communications

Customer's Contract Manager

Name:

s22(1)(a)(ii)

Position:

Project Director TCMP

Signature:

Date:

August 2021

Signed for and on behalf of APP Corporation Pty Limited

Supplier's Contract Manager

Name:

s47F

Position:

s47F

Signature:

Date:

August 2021

From: s22(1)(a)(ii)
To: s22(1)(a)(ii)
Cc: s22(1)(a)
Subject: RE: FOR APPROVAL: CI Residential Aged Care (RAC) - Contract Variation #2 [SEC=OFFICIAL]
Date: Friday, 3 September 2021 4:56:50 PM
Attachments: [image001.png](#)
[Variation #2 - approval Minute signed.pdf](#)

OFFICIAL

Hi s22(1)(a)(ii)

Could you please add your electronic signature to the Minute?

I have edited it with the date and strikethrough, just needs you to insert the signature.

- Open in pdf
- Select the *security* tab from along the top
- Select *Sign/Sign document*
- Create a box in the location you want to insert your signature (make it a big one)
- Click *Sign*
- *Next*
- *Save as*

Regards

s22(1)(a)(ii)

Project Director • Territories Capital and Major Projects IOT Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](#)

P s22(1)(a)(ii) • M s22(1)(a)(ii)

PO Box Z5048 Perth, WA 6831

Department of Infrastructure, Transport, Regional Development and Communications

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I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities. I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

OFFICIAL

From: s22(1)(a)(ii) [@infrastructure.gov.au](#)>
Sent: Friday, 3 September 2021 2:29 PM
To: s22(1)(a)(ii) [@infrastructure.gov.au](#)>
Cc: s22(1)(a)(ii) [@infrastructure.gov.au](#)>
Subject: RE: FOR APPROVAL: CI Residential Aged Care (RAC) - Contract Variation #2 [SEC=OFFICIAL]

OFFICIAL

Hi s22(1)(a)(ii)

Sorry for the delay. Please take this email as approval for the variation of the contract.

Much thanks

s22(1)(a)
(ii)

OFFICIAL

s22(1)(a)(ii)

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Infrastructure, Transport, Regional Development, Communications and the Arts

s22(1)(a)(ii)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

To: s22(1)(a)(ii)

Director Territories Capital and Major Projects

Indian Ocean Territories Branch

Territories Division

APPROVAL TO VARY AN ARRANGEMENT

Subject: CI Residential Aged Care Detailed Business Case (DBC)

RECOMMENDATIONS

That you:

- i. **APPROVE** the variation to the Contract with APP Corporation Pty Limited for the provision of DBC writing services for the CI Residential Aged Care project.

APPROVED / NOT APPROVED / PLEASE DISCUSS

s22(1)(a)(ii)

Director Territories Capital and Major Projects
Indian Ocean Territories Branch, Territories Division

Date: 03/09/21

Key Points:

1. I have assessed the viability of APP's claim to a Variation and can confirm that the services proposed are in addition to what was agreed in the Contract and will benefit the outcome of the project.
2. This proposal is consistent with the original contract under the Infrastructure Panel and the requirements of the Commonwealth Procurement Rules and reflects the value for money offered in the contract agreement.
3. You have delegation to approve these changes.
4. There is sufficient funding allocated from the ACB to this project for these additional costs. s47E(d)
5. The proposed changes have been discussed and agreed with the Supplier.

Contact Officer:

s22(1)(a)(ii)

Digitally signed by s22(1)(a)(ii)
DN: cn=s22(1)(a)(ii), o=Infrastructure.gov
s22(1)(a)(ii) Users
Date: 2021.08.26 4:25:57 +0800

s22(1)(a)(ii)

Project Director
Territories and Capital Major Projects
Indian Ocean Territories Branch, Territories Division

s22(1)(a)(ii)

Date: 26/08/21

Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

Workshop #4 Risk

Date: 13 September 2021

Time: 1:00pm

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

IOTHS

APP (Chair)

APP

APP

PAEMAC

RLB

Location: Held via Teleconference MS Team

Distribution: All

ITEM	BUSINESS	ACTION	DATE
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s47C, s47G(1)(a)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

s47C, s47G(1)(a)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



s47C, s47G(1)(a)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

From: s22(1)(a)(ii)
To: s22(1)(a) ; s22(1)(a)(ii)
Cc: s22(1)(a)(ii)
Subject: Residential Aged Care (RAC) - 80% Project Steering Committee (PSC) meeting [SEC=OFFICIAL]
Date: Tuesday, 28 September 2021 6:42:16 PM
Attachments: [image001.png](#)

OFFICIAL

Hi s22(1)(a)(ii) and s22(1)(a)(ii)

Could I please request a Placeholder in Jane and Aaron's diaries for the 19th October (or thereabouts) for the 80% PSC meeting for the RAC?

While Jane is my AS, Aaron is the AS for the IOT where the project is impacting so I will need him primarily.

I will need a 2-hour timeslot as we will be presenting the design concept and schematic drawings for approval.

I will provide all documents in the week prior.

Regards

s22(1)(a)(ii)

Project Director • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](#)

P s22(1)(a)(ii) • M s22(1)(a)(ii)

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I recognise and respect their continuing connection to the land, waters and communities.
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*

OFFICIAL



Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

PCG MEETING MINUTES No. 9

Date: 28 September 2021

Time: 03:30pm

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

APP

APP (Chair)

APP

Distribution: All

ITEM	BUSINESS	ACTION	DATE
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1. PREVIOUS MINUTES

Minutes distributed and no changes.

Note

s47C, s47F, s47G(1)(a)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



s47C, s47G(1)(a)

7. NEXT MEETING

The next PCG meeting will be held on: 15 October 2021

Released under the Freedom of Information Act 1982 by the Department of
Infrastructure, Transport, Regional Development, Communications and the Arts

From: s22(1)(a)(ii)
To: s22(1)(a)(ii)
Subject: ECI Procurement [SEC=OFFICIAL]
Date: Tuesday, 12 October 2021 12:52:17 PM
Attachments: [image001.png](#)
[210716_RAC_Procurement Strategy.docx](#)

OFFICIAL

Hi s22(1)(a)(ii)

A bit of background on ECI engagement. Specific to the Aged Care project.

Regards

s22(1)(a)(ii)

Project Director • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)

P s22(1)(a)(ii) • M s22(1)(a)(ii)

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OFFICIAL

From: s22(1)(a)(ii)
To: s22(1)(a)(ii)
Cc: s22(1)(a)
Subject: RAC - 80% DBC [SEC=OFFICIAL]
Date: Tuesday, 19 October 2021 8:25:28 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[211019 - 80 DBC Draft Updated & Issued.docx](#)
[image005.png](#)

OFFICIAL

Hi s22(1)(a)(ii)

Attached is the RAC 80% DBC for your review.

I haven't included the Appendices but let me know if you want them all or specific ones and I'll send them through to you.

APP are going to continue to progress the DBC to a draft 100% by the time we get to PSC scheduled for 01 Nov so any comments/feedback that you have will go into that version before finalising for 100%.

If you have any comments, please track changes in the document.

Regards

s22(1)(a)(ii)

Project Director • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)

P s22(1)(a)(ii) • M s22(1)(a)(ii)

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OFFICIAL

From: s47F @app.com.au>
Sent: Tuesday, 19 October 2021 5:01 PM
To: s22(1)(a)(ii) @infrastructure.gov.au>
Cc: s22(1)(a)(ii) @infrastructure.gov.au>; s47F @app.com.au>; s47F @app.com.au>
Subject: RAC Final 80% DBC

Hi s22(1)(a)(ii),

Please see attached updated 80% DBC. The Appendices will be included in the secure file

transfer today, along with this final document.

Please note:

- The Schematic Design Report has some outstanding changes to be made, we are awaiting this update, this final version will be included with the draft 100%DBC
- The Cost Benefit Analysis will be provided in the draft 100% DBC
- Most of your comments have been addressed, others will be addressed in the draft 100% DBC
- The attached final 80%DBC contains the costs from the latest cost plan.

These documents will be uploaded onto the secure drive also.

Thank you

s47F

| s47F

APP Corporation Pty Limited



m s47F | p s47G(1)(a) | e s47F [@app.com.au](mailto:s47F@app.com.au)

a Level 4, 181 Adelaide Terrace | East Perth WA 6004

app.com.au ☐ ☐ ☐ [Connect with me on LinkedIn](#)

APP Corporation acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to the Elders past, present and emerging of all Nations.

From: s22(1)(a)(ii)
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii); s22(1)(a)(ii)
Subject: RE: NI MPS - Meeting with s47F (Discussion on ECI Model) [SEC=OFFICIAL]
Date: Wednesday, 20 October 2021 11:55:46 AM
Attachments: [image001.png](#)

OFFICIAL

Hi s22(1)(a)(ii), could I see the s22(1)(a)(ii) proposal for the ECI models please? It would be good to understand how the options proposed work.

s47C

If I can assist in anyway, let me know.

Regards

s22(1)(a)(ii)

Project Director • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)

P s22(1)(a)(ii) • M s22(1)(a)(ii)

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OFFICIAL

From: s22(1)(a)(ii)@infrastructure.gov.au>
Sent: Wednesday, 13 October 2021 1:51 PM
To: s22(1)(a)(ii)@infrastructure.gov.au>
Cc: s22(1)(a)(ii)@infrastructure.gov.au>; s22(1)(a)(ii)@infrastructure.gov.au>; s22(1)(a)(ii)@infrastructure.gov.au>
Subject: FW: NI MPS - Meeting with s47F (Discussion on ECI Model) [SEC=OFFICIAL]

OFFICIAL

Hi s22(1)(a)(ii),

I understand you're interested in the ECI model of contracting. Please see below notes I took from a meeting we had yesterday. Cheers,

s22(1)
(a)(ii)

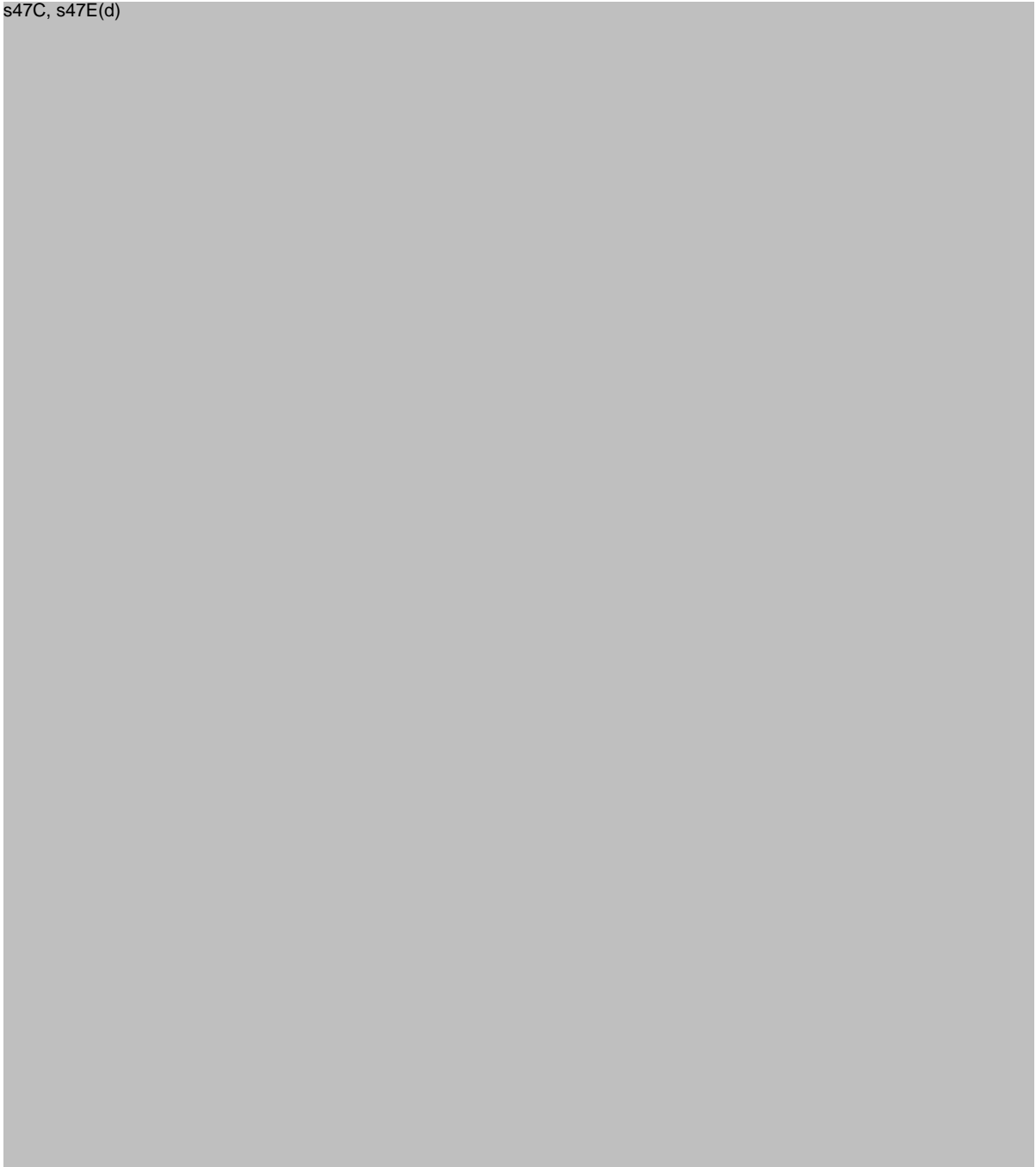
From: s22(1)(a)(ii) <[REDACTED]@infrastructure.gov.au>
Sent: Wednesday, 13 October 2021 11:01 AM
To: s22(1)(a)(ii) <[REDACTED]@infrastructure.gov.au>
Cc: s22(1)(a)(ii) <[REDACTED]@infrastructure.gov.au>; s22(1)(a)(ii) <[REDACTED]@infrastructure.gov.au>
Subject: NI MPS - Meeting with s47F (Discussion on ECI Model) [SEC=OFFICIAL]

OFFICIAL


Hi s22(1)
(a)(ii),

Please see below the notes I took from yesterday's meeting (trust this is an accurate reflection of what was discussed):

s47C, s47E(d)



s47C, s47E(d)



Cheers,

s22(1)
(a)(iii)

OFFICIAL

OFFICIAL

From: s22(1)(a)(ii)
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii); s22(1)(a)
Subject: Residential Aged Care - PSC documents [SEC=OFFICIAL]
Date: Thursday, 28 October 2021 5:33:30 PM
Attachments: [image001.png](#)
[Schematic Design Plans.pdf](#)
[DBC without appendices.pdf](#)
[DBC Executive Summary.pdf](#)
[RAC PSC Meeting Agenda and Outcomes_01_Nov_21.docx](#)

OFFICIAL

Hi s22(1)(a)(ii)

I have just added the documents for PSC to the meeting invitation but for your convenience I have attached here in the event that s22(1)(a)(ii) would like them printed to review prior to the meeting.

Attached:

- Agenda
- DBC Executive Summary
- DBC (minus appendices)
- Schematic design

The appendices are available if required, they are in excess of 20mb so I would need use a secure file transfer to get them to you.

Regards

s22(1)(a)(ii)

Project Director • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)

P s22(1)(a)(ii) • M s22(1)(a)(ii)

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Australian Government

Department of Infrastructure, Transport,
Regional Development and Communications

TERRITORIES DIVISION / MAINLAND TERRITORIES BRANCH / TERRITORIES CAPITAL AND MAJOR PROJECTS

Meeting Agenda and Outcomes

DATE		LOCATION	
1 November 2021		Virtual only	
MEETING TITLE		START TIME	END TIME
Project Steering Committee (PSC) for the Christmas Island Residential Aged Care Detailed Business Case (DBC)		3:30 pm AEDT	5:00pm AEDT
MEETING CREATED BY	FACILITATOR	MINUTE TAKER	TIMEKEEPER
s22(1)(a)(ii)	s22(1)(a)(ii)	APP	s22(1)(a)(ii)
CALL-IN NUMBER	CALL-IN CODE	WEB LINK	
s47E(d)			
ATTENDEES			
Name		Position /Role	
Sarah Vandenbroek (SV)		First Assistant Secretary, Territories Division / PSC (Chair)	
Aaron O’Neill (AO)		Assistant Secretary, IOT Branch / PCG	
Jane Christie (JC)		Assistant Secretary, Mainland Territories Branch	
s22(1)(a)(ii) s47F		Director, IOTA / PCG	
		Director, TCMP / PCG	
		Director, Business Management Unit / PCG	
		Health Services Manager / PMT	
		Project Director, TCMP / PMT	
		Project Officer, TCMP / PMT	
		Manager, Urban Development, APP / PMT	
		Project Director, APP / PMT	
		Project Manager, APP / PMT	
		RLB / PMT	
		PAEMAC / PMT	

Meeting Details

This PSC was established to provide strategic oversight of the Christmas Island (CI) Residential Aged Care (RAC) DBC.

The purpose of this meeting is to outline to the PSC the developments and outcomes of the DBC and to seek endorsement to progress the DBC s47C

Joining the PSC meeting are our consultants from APP, and their cost sub-consultant RLB to assist with any technical queries on the DBC.

AGENDA ITEM 1 – Welcome and Introductions – 3.30pm – 3.40pm

- **Sarah Vandenbroek** to welcome the Committee Members, PSC, and PCG
- s22(1)(a)(ii) to introduce the Project team (PMT) including consultants from APP and their sub-consultants.
- s22(1)(a)(ii) to outline the progress of the DBC, and to ask the PSC to:
 - consider the outcomes of the DBC presented, including costs s47C

AGENDA ITEM 2 – Presentation of the DBC – 3:40pm to 4:45pm

- s47F to present an overview of the DBC (PowerPoint Presentation) covering:
 - Project context
 - The DBC process and analysis
 - The schematic design
 - Costs and risks
 - Procurement strategy
- s47F to lead a discussion on outcomes of the DBC

Outcomes sought for Item 2

That the Committee:

- **Note** the development and outcomes of the DBC s47C

AGENDA ITEM 3 – Summary of outcomes – 4:45pm to 4:55pm

- s22(1)(a)(ii) to review agenda outcomes for confirmation of agreement.

AGENDA ITEM 4 – Meeting closed– 4:55pm to 5:00pm

- **Sarah Vandenbroek** to provide closing remarks and thank the attendees

Meeting Minutes

CHRISTMAS ISLAND RAC – DRAFT Detailed Business Case Presentation

PSC MEETING MINUTES No. 2

Date: 1 November June 2021

Time: 15:30 EDST (12:30 WST)

ATTENDEES

Name

Sarah Vandenbroek (SV)

Aaron O'Neill (AO)

Jane Christie (JC)

s22(1)(a)(ii)

s47F

Position /Role

First Assistant Secretary, Territories Division / PSC (Chair)

Assistant Secretary, IOT Branch / PSC

Assistant Secretary, Mainland Territories Branch

Director, IOTA / PSC

Director, TCMP / PSC

Director, Business Management Unit / PSC

Assistant Director, Business Management Unit

Health Services Manager / PMT

Project Director, TCMP / PMT

Project Officer, TCMP / PMT

s47F, APP / PMT

Project Director, APP / PMT

Project Manager, APP / PMT

PAEMAC / PMT

ITEM	BUSINESS	ACTION	DATE
1.	WELCOME & INTRODUCTIONS		
1.1	s22(1) provided an overview of the meeting etiquette and order	Note	
1.2	SV welcomed attendees, opened the meeting and handed to s22(1)		
1.3	s22(1) introduced the attendees and listed the objectives of the meeting, to: <ul style="list-style-type: none"> consider the outcomes of the DBC presented, including costs 	Note	

s47C, s47F, s47G(1)(a)

Meeting Minutes

s47C

4. MEETING CLOSED – 16.20 (EDST)

- SV closed the meeting and thanked all attendees.

Note

From: s22(1)(a)(ii)
To: [VANDENBROEK, Sarah](#); [O'NEILL, Aaron](#); [CHRISTIE, Jane](#); s22(1)(a)(ii); s22(1)(a)(ii); s22(1)(a)(ii)
Cc: s22(1)(a)(ii); s22(1)(a)(ii); s22(1)(a); s47F
Subject: CI Residential Aged Care - PSC Draft Minutes [SEC=OFFICIAL]
Date: Wednesday, 3 November 2021 1:01:00 PM
Attachments: [image001.png](#)
[211103_RAC_PSC_Meeting_Presentation_Final.doc](#)

OFFICIAL

Dear PSC

Please see attached draft Minutes from the meeting on Monday 01 Nov for your review and comment/adjustment.

For your convenience a nil response by COB Friday 05 Nov will be taken as acceptance of the Minutes.

Regards

s22(1)(a)(ii)

Project Director • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](#)

P s22(1)(a)(ii) • M s22(1)(a)(ii)

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OFFICIAL

Meeting Minutes

CHRISTMAS ISLAND RAC – Detailed Business Care

PCG MEETING MINUTES No. 10

Date: 29 November 2021

Time: 11.00am

Attendees:

Name:

Initials:

s22(1)(a)(ii)

s47F

Representing:

The Department

The Department

IOTHS

APP

APP (Chair)

APP

Distribution: All

ITEM	BUSINESS	ACTION	DATE
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1. PREVIOUS MINUTES

Minutes distributed and no changes.

Note

s47C, s47F, s47G(1)(a)

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

6. OTHER BUSINESS

6.1 Nil

7. NEXT MEETING

From: s22(1)(a)(ii)
To: s22(1)(a)(ii)
Subject: CI Residential Aged Care [SEC=OFFICIAL]
Date: Friday, 1 July 2022 4:05:15 PM
Attachments: [211103_100 DBC Working Draft For Comment.docx](#)
[image001.png](#)

OFFICIAL

Hi s22(1)(a)(ii)

There looks like a 100% first draft of a Detailed Business Case has been prepared for the aged care and a great many appendices. TERR20-042 I recently transferred all the documents.

Cheers

s22(1)(a)(ii)

Project Officer • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)

P s22(1)(a)(ii)

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OFFICIAL

OFFICIAL

From: s22(1)(a)(ii)
To: s22(1)(a)(ii)
Subject: FW: Aged care [SEC=UNOFFICIAL]
Date: Monday, 4 July 2022 12:55:55 PM
Attachments: [image001.png](#)
 s47C

UNOFFICIAL

Dear [REDACTED]

You were not CC into this email to [REDACTED] (CC Aaron) re: CI Residential aged care.

Cheers

UNOFFICIAL

From: s22(1)(a)(ii) [REDACTED]@infrastructure.gov.au>
Sent: Wednesday, 22 June 2022 4:45 PM
To: s22(1)(a)(ii) [REDACTED]@infrastructure.gov.au>
Cc: s22(1)(a)(ii) [REDACTED]@infrastructure.gov.au>; O'NEILL Aaron
 s22(1)(a)(ii) [REDACTED]@infrastructure.gov.au>; s22(1)(a)(ii) [REDACTED]@infrastructure.gov.au>
Subject: RE: Aged care [SEC=UNOFFICIAL]

UNOFFICIAL

Hi s22(1)(a)(ii) [REDACTED]

Here are some of the documents we hold on file re the Residential Aged Care s47C [REDACTED]
 s47C [REDACTED]

s22(1)(a)(ii) [REDACTED] also asked me today on behalf of Aaron – so I have CC'd both Aaron and s22(1)(a)(ii) [REDACTED] into this email.

Regards

s22(1)(a)(ii) [REDACTED]

IOT Ports Contract Manager • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

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s22(1)(a) [@infrastructure.gov.au](mailto:infrastructure.gov.au)

p s22(1)(a)(ii)

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UNOFFICIAL

From: s22(1)(a)(ii) [@infrastructure.gov.au](mailto:infrastructure.gov.au)>

Sent: Wednesday, 22 June 2022 5:17 PM

To: s22(1)(a)(ii) [@infrastructure.gov.au](mailto:infrastructure.gov.au)>

Subject: RE: Aged care [SEC=UNOFFICIAL]

UNOFFICIAL

Thanks.

I'll keep scratching around s47E(d).

Look forward to catching up tomorrow.

Cheers

s22(1)

UNOFFICIAL

From: s22(1)(a)(ii) [@infrastructure.gov.au](mailto:infrastructure.gov.au)>

Sent: Wednesday, 22 June 2022 5:15 PM

To: s22(1)(a)(ii) [@infrastructure.gov.au](mailto:infrastructure.gov.au)>

Subject: RE: Aged care [SEC=UNOFFICIAL]

UNOFFICIAL

H s22(1)(a)

A full business case was prepared s47C

I'm not sure who it went to after s22(1)(a)(ii) sent it off...

Regards

s22(1)(a)(ii)

IOT Ports Contract Manager • Territories Capital and Major Projects • Mainland Territories Branch • Territories Division

s22(1)(a) [@infrastructure.gov.au](mailto:s22(1)(a)@infrastructure.gov.au)

P s22(1)(a)(ii)

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UNOFFICIAL

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

From: s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)>

Sent: Wednesday, 22 June 2022 5:11 PM

To: s22(1)(a)(ii)

Subject: Aged care [SEC=UNOFFICIAL]

When: Thursday, 23 June 2022 4:00 PM-4:15 PM (UTC+10:00) Canberra, Melbourne, Sydney.

Where: I can call you....

UNOFFICIAL

Hi s22(1)(a)(ii) – would you have 15 mins Thursday? I'm keen to establish where we got to with the works s47C for an Aged Care Facility.

Did this get to a business case stage? s47C

I am told that s22(1)(a)(ii) had worked on this a couple of years ago. Any information you could share would be great about the origins and status of this work.

Thanks so much

s22(1)

02 6274 6051

UNOFFICIAL

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