

Name of Committee: Project Control Group
 Meeting Date: 16 November 2022
 Meeting Time: 10:00 pm
 Meeting Location: Via Zoom (invite has link)

Order of Business

ACKNOWLEDGEMENT OF COUNTRY

“Moyne Health Services acknowledges the traditional owners of the land in which we are meeting. We pay our respects to their Elders, past, present and emerging.”

1. MATTERS FOR DISCUSSION

10:00a.m. – 10:10 a.m.	A1 Kitchen Fire Works	RHIF 4
	Present Apologies Confirmation of Previous Minutes Action Items Other Business	
10:10 a.m. – 10:20 a.m.	A2 East Building Structural Works	RHIF 3
	Present Apologies Confirmation of Previous Minutes Action Items Other Business	
10:20 a.m. – 10:40.m.	A3 Staircase Demolition Works	RHIF 4
	Present Apologies Confirmation of Previous Minutes Action Items Other Business	
10:40 a.m.-10:45 a.m.	A4 Nurse Call & ICT Upgrade PCG	EIRP
	Present Apologies Confirmation of Previous Minutes Action Items Other Business	
10:45 a.m.- 10:50 a.m.	A5 Fire Tank Project PCG	EIRP
	Present Apologies Confirmation of Previous Minutes Action Items Other Business	

2. NEXT MEETING

Noted as: 21 December 2022 at 10am (To Be Confirmed)

Report to the Progress Control Group

REPORT FROM: Peter O'Keeffe

SUBJECT: **NDY Fireworks Kitchen**
WIP 77760

MEETING DATE: 16 November 2022 10:00 am

AGENDA ITEM: Monthly Report No. 18

OBJECTIVE

To develop budget cost plan for kitchen fire proofing works, if within budget prepare tender documents and update building permit.
To develop budget cost plan for east building structural works, seek extra funding from VHBA.

PCG MEMBERS

Katharina Redford	Moyne Health Services	CEO
Greg Meldrum	Moyne Health Services	General Manager Support Services
Peter O'Keeffe	Moyne Health Services	Project Manager
Trevor Carr	Moyne Health Services	Board Member
Corinne Dickinson	Moyne Health Services	Project Assistant
Chris Georgiou	Billard Leece Partnership (BLP)	Architect

DISTRIBUTION LIST

Brian Densem	Moyne Health Services	Board Chairman
Paul Murphy	Moyne Health Services	Board Member
Vicki Fitzgerald	Moyne Health Services	Marketing/Executive Board Manager
Gerard Kennedy	Victorian Health Building Authority	Principal Project Officer, Minor Capital Works

Attendees:

Apologies:

CONFIRMATION OF PREVIOUS MINUTES

EXECUTIVE SUMMARY

GENERAL BUSINESS

Kitchen

- ✚ PO'K, GM and Ian Powlton have been in discussion to work out the final layout of the kitchen. Designs were sent to CG for drawing on 27 October. Draft drawings were returned on 15 November.
- ✚ CG and PO'K to inspect site to finalise draft drawings on 16 November.
- ✚ Services Engineer will need to update the plans to include all the services.
- ✚ Expressions of Interest will be sought with a 4 week turnaround.

NEXT MEETING

The next meeting is to be held on **Wednesday 21 December 2022** at Moyne Health Services via Zoom invitation.

APPENDIX 1: COST REPORT

Budget/Actual

All ex GST

WIP77760 Total

Spent to date	Balance
-\$ 612,340.75	\$ 475,881.96

Spent to date	Balance
-\$ 555,650.84	\$ 38,449.58

Spent to date	Balance
-\$ 6,580.31	\$ 43,419.69
-\$ 350,455.70	-\$ 92,071.08
-\$ 33,481.53	\$ 10,888.47
-\$ 18,769.81	\$ 30,355.19
-\$ 17,075.76	\$ 3,927.24
-\$ 42,760.09	-\$ 19,730.09
-\$ 36,481.10	\$ 49,118.90
-\$ 12,770.90	\$ 1,829.10
-\$ -	-\$ -
-\$ -	-\$ -
-\$ 37,275.64	\$ 10,712.16

Spent to date	Balance
-\$ 56,689.91	\$ 437,432.38

Spent to date	Balance
\$ -	\$ 83,331.10
-\$ 797.38	\$ 27,702.62
-\$ 4,525.01	\$ 41,809.99
\$ -	\$ 183,590.00
-\$ 4,697.57	\$ 27,718.43
\$ -	\$ 24,600.00
\$ -	\$ 20,601.77
-\$ 43,080.00	-\$ 7,762.68
\$ -	\$ 29,431.10
-\$ 3,589.95	\$ 6,410.05

State Funding	
MS1 Grant Acceptance	\$ 217,644.40
Stairs 20% Amount	\$ 118.00
Kitchen 20% Amount	
MS2 Tender Package	
MS3 Tender Let	
MS4 Completion	
MS5 Post Review & Financial Wrap Up	

Stage 1 - Stairs Funding	Budgets
	\$ 594,100.42
1 Consultants	-\$ 50,000.00
2 Structural Latent Conditions	-\$ 258,384.62
3 Removal & Relocation ICT/HVAV Services	-\$ 44,370.00
4 Stairs-Asbestos-Demolition	-\$ 49,125.00
5 Builder Construction Works	-\$ 21,003.00
6 Electrical Fire Works & Wormald's FIP Work	-\$ 23,030.00
7 Staircase & Landings	-\$ 85,600.00
8 FFE	-\$ 14,600.00
9 Building Site Supervision 7%	
10 Locality Allowance	
11 Design & Pre Spend	-\$ 47,987.80
	-\$ 594,100.42

Stage 2 - Kitchen Funding	Budgets
	\$ 494,122.29
12 Dining Room & Kitchenet & Passage ways	-\$ 83,331.10
13 Services	-\$ 28,500.00
14 Kit Services-Asbestos-Demolition	-\$ 46,335.00
15 Builder Construction Works	-\$ 183,590.00
16 Electrical Fire Works & Wormald's FIP Work	-\$ 32,416.00
17 Safety System on Roof	-\$ 24,600.00
18 Building Site Supervision 7%	-\$ 20,601.77
19 Consultants	-\$ 35,317.32
20 Construction & Design Contingency (10%)	-\$ 29,431.10
21 Project Management	-\$ 10,000.00
	-\$ 494,122.29

Budget Project (over/under)	-\$ 1,088,222.71
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APPENDIX 2: RISK MANAGEMENT REPORT



NDY Fire Works

11/10/2022

Table C7

Likelihood	V	5	10	15	20	25	Almost certain
	IV	4	8	12	16	20	Likely
	III	3	6	9	12	15	Possible
	II	2	4	6	8	10	Unlikely
	I	1	2	3	4	5	Very unlikely
Consequences							
	1	2	3	4	5		
	Insignificant	Minor	Moderate	Major	Catastrophic		

Descriptor	Description	Indicative return period*	Indicative probability (over the time frame or activity of interest)
Almost certain	The consequence expected to occur on an annual basis	Every year or more frequently	>0.9
Likely	The event has occurred several times or more in your career	Every three years	>0.3, <0.9
Possible	The event might occur once in your career	Every ten years	>0.1, <0.3
Unlikely	The event does occur somewhere from time to time	Every thirty years	>0.03, <0.1
Very unlikely	Heard of something like that occurring elsewhere	Every 100 years	>0.01, <0.03

V=5
IV=4
III=3
II=2
I=1

TABLE C2

EXAMPLE CONSEQUENCE SCALES FOR A NOT FOR PROFIT ORGANIZATION BASED ON FIVE LEVELS OF CONSEQUENCES (Illustrative example only: Derive actual scales and metrics from Paragraphs C2.2 and C2.3)

Consequence Level	Financial impact	People effects (employees, volunteers and clients)	Reputation	Service outputs	Legal and Compliance	Management impact
5	>\$3m	One or more fatalities or severe irreversible disability to one or more people	National media coverage; attracts substantial new funds OR CEO departs and Board restructured Organization may close or be split up Significant impact on funding for several years Long-term loss of clients	Positive transformation of organization OR Total cessation of multiple services for many months	Major litigation costing >\$3m Investigation by regulatory body resulting in long term interruption of operations Possibility of custodial sentence	Restructuring of organization with the loss of many senior managers Complete suspension of normal management activities for many months
4	\$1m - \$3m	Extensive injury or impairment to one or more persons	State media coverage; attracts a moderate level of new funds OR CEO departs, affecting funding or causing loss of clients for many months	Distinctive enhancement or change of organization OR Disruption of multiple services for several months	Major breach of regulation with punitive fine, and significant litigation involving many weeks of senior management time and up to \$3m legal costs	Significant event or disruption that will require considerable senior management time over several weeks or a month or so
3	\$300k - \$999k	Short-term disability to one or more persons	Local media coverage over several days; generates interest from potential funders OR Senior manager departs; Noticeable loss of clients or funding for several months	Major improvement in scope of organization OR Total cessation of one service for a few months/multiple services for several weeks and subsequent disruption	Breach of regulation with investigation by authority and possible moderate fine, and litigation and legal costs up to \$999k	Event or disruption that will require senior management time over several weeks

TABLE C2 (continued)

Consequence Level	Financial impact	People effects (employees, volunteers and clients)	Reputation	Service outputs	Legal and Compliance	Management impact
2	\$10k - \$299k	Significant medical treatment, lost injury time <2 weeks	Local media coverage, and complaint to management	Sizable improvement in services OR Some service disruption in one area	Breach of regulations Minor fine or legal costs Minor litigation	Event or disruption that can be managed with careful attention. Will require some senior management time over many days or a few weeks
1	<\$10k	First aid or minor medical treatment	No media coverage and complaint to employee	Minimal enhancement or disruption	Minor legal issues, or breach of regulations	Will require some management attention over several days

Low Medium High Very High
1 to 3 4 to 6 7 to 12 13 to 25

Risk Category	Risk	Consequences	Likelihood	Level of Risk	Strategy/Action/Monitoring for reduction of Risk	Responsible for action	PD		CG		KR		Level of Risk
							Consequences	Likelihood	Consequences	Likelihood	Consequences	Likelihood	
Design/user groups/budget	Change to design from tender	2	5	10	Existing building has been deemed unstable and must be removed	ALL	4	5	4	5	4	5	20
	Scope creep/ works not covered in scope	2	5	10	Works not included in scope if possible revert back to MHS control	ALL	4	5	4	5	4	5	20
	Budget Blow out	2	5	10	Cost of remediation works not defined as scope has not been defined	ALL	4	5	4	5	4	5	20
	Cost overrun due to time delay in starting	3	5	15	Time will blow out for project	All	4	5	4	5	4	5	20
	Business has grown beyond allowable space	3	5	15	Business impact will be large to MHS and Shearwater	PD & CG	4	5	4	5	4	5	20
	Unknown item in ceiling for fire wall	2	4	8	Item are tender options and be commissioned any time before end of contract	PCG	2	4	2	4	2	4	8
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							0		0				0 #DIV/0!

Tenders/Range/Builder/Contract	Limited range of local contractors that can complete works	3	4	12	Brown field site	ALL	4	4	4	4	4	4	16	16
	Builder dose not have skill set for project	3	4	12	PCG to review selected contractors	PCG	4	4	4	4	4	4	16	16
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				0				0	0	0	0	0	#DIV/0!	#DIV/0!
Program/operational interface/services	Program slips and has an effect on Clinic Health operations	3	3	9	Program 2 week schedules to be supplied by builder	PD	4	4	4	4	4	4	16	16
	Contractor is spread to thin across multiple projects	2	3	6	Have regular update with the contractor to keep planned activities on time	PD	3	3	3	3	3	3	9	9
	Interface with existing services	3	3	9	Keep the key staff updated with all works and any changes	PD	3	3	3	3	3	3	9	9
	Project lay down area, rear carpark	3	3	9	limit rear delivery's	PD	3	3	3	3	3	3	9	9
	Impact on kitchen activities	3	3	9	Contractors cars to be parked in Collage St	PD	2	3	2	3	2	3	6	6
	Lifting materials to 2nd floor	3	3	9	External access way to be built	PD	2	2	2	3	2	3	6	6
	Planned connection of existing services, power, water, HVAC etc.	3	3	9	Planning in advance for these cut overs	PD	2	3	2	3	2	3	6	6
	Contractors inside existing operating facility	4	4	16	Contractor access vie rear link way	PD	2	3	2	3	2	3	6	6
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				0				0	0	0	0	0	#DIV/0!	#DIV/0!
Contractor/Site Forman/interface	Lack of Communications with MHS and other key stakeholders	3	3	9	Regular meetings with contractor to plan works	PD	3	3	3	3	3	3	9	9
	Multiple & Simultaneous construction sites across MHS property	2	3	6	PM to control works with contractor and finish existing areas before new areas are started	PD	1	1	1	1	1	1	1	1
	Damage to MHS or Private property (staff cars)	2	2	4	Make sure the work site and MHS operations have a clear buffer zone	PD	1	1	1	1	1	1	1	1
	Condition of Site surface finishes after construction	2	3	6	Site to be checked by MHS staff on completion	ALL	1	1	1	1	1	1	1	1
	Site Foreman lack of control or lack of skills, change of personnel.	3	3	9	Keep close inspection on contractor interaction (depending on contractor selected)	CG/PD	4	4	4	4	4	4	16	16
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				0				0	0	0	0	0	#DIV/0!	#DIV/0!

Subcontractors	Availability & supervision of Hire in of contractors for project	3	2	6	Site planning with MHS and contractor	PD	4	4	4	4	4	4	16
								16		16		16	16
	Control of Subcontractors accessing MHS facilities	2	3	6	Make sure all sub contractors are MHS site inducted	PD	2	3	2	3	2	2	6
								6		6		4	6
	Availability and Supply of specified materials	3	4	12	Change selection process	PD	4	4	4	4	4	4	16
								16		16		16	16
	Sub-contractors spread to thin and not available when required.	2	3	6	Have regular update with the contractor to keep planned activities on time	CG/PD	3	3	3	3	3	3	9
								9		9		9	9
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Procedures								0		0		0	#DIV/0!
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	Inadequate change control management/process	3	3	9	All changes through PCG	ALL	1	1	2	1	1	1	2
								1		2		1	2
MHS site inductions & police checks, COVID vax, OHS manuals	3	4	12	All contractors to be dual site inducted	PD	1	1	1	1	1	1	1	
							1		1		1	1	
• MHS Infection control policy's and guidelines.	3	4	12	• All contractors to be inducted.	PD	1	1	1	1	1	1	1	
							1		1		1	1	
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Construction	Damage done to unknown services	4	3	12	All existing drawings supplied	PD	1	1	1	1	1	1	1
								1		1		1	1
	Demolition Phase having operational impact	5	5	25	Time work as much as possible to have staff out of adjacent buildings, build in large construction zone	All	5	4	5	4	5	4	20
								20		20		20	20
	Slip in construction program due to unknown conditions	3	2	6	Small amount of civil works	CG/PD	4	4	4	4	4	4	16
								16		16		16	16
	Builder Liquidation	5	2	10	Builder to prove sub contractors payments	CG/PD	1	1	1	1	1	1	1
								1		1		1	1
	Builder time slip due to lack of control	3	3	9	PCG to watch program	CG/PD	3	3	3	3	3	3	9
								9		9		9	9
Service during warranty period	2	3	6	Conduct Defects list on regularly basis	CG/PD	2	3	2	3	2	3	6	
							6		6		6	6	
Site power outage, nurse call & IT acute outage	5	4	20	All supply of services has been pre installed	PD	4	4	4	4	4	4	16	
							16		16		16	16	
Disruption to IT/ Communication and essential services UPS	5	4	20	Selected contractors in Comms Room	PD	4	4	4	4	4	4	16	
							16		16		16	16	
Impact on existing services	3	3	9	Server room major risk	PD	3	3	3	3	3	3	9	
							9		9		9	9	
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Safety	Worksafe incident onsite	2	2	4	Review of contractors SWIMs	PD	1	1	1	1	1	1	1
												1	1
	Security on site with project works	3	3	9	Keys in machines, fencing, site equipment, building are all to be secured after hours	PD	1	1	1	1	1	1	1
												1	1
	Open trenching/holes onsite	5	4	20	Make sure all open trenching/holes are fenced during construction	PD	1	2	3	2	3	1	4
								2	6			3	4
	Site access through MHS facilities	4	3	12	Make sure fencing is installed and access panels are closed after entry or exit	PD	3	3	3	3	3	3	9
								9	9			9	9
	• Work flow of builders increasing risk to operations	5	4	20	• Prior to the commencement of internal renovations on level 0 & 1 MHS to review operations	PD	1	1	1	1	1	1	1
								1	1			1	1
	As above			0	• Reduce the flow of builders throughout operational area	PD	3	3	3	3	3	3	9
								9	9			9	9
	As above			0	• Ensure areas securely cordoned off to reduce the risk of contamination from dust particles from building staff.	PD	3	2	3	2	3	2	6
								6	6			6	6
	As above			0	• Ensure exit points for building staff are situated away with in patient care zones.	PD	3	2	3	2	3	2	6
								6	6			6	6
	As above			0	• Ensure minimal access through patient care areas is maintained to reduce risk of contamination.	PD	3	2	3	2	3	2	6
								6	6			6	6
	Unforeseen damage due to demolition works	5	4	20	Decant operational staff as much as possible	All	5	4	5	4			20
								20	20			0	20
• Dust & air contamination from construction works	5	3	15	Review air flow	PD	3	2	3	2	3	2	6 N/A	
							6	6			6	6	
As above			0	• All work areas are securely taped off to reduce and control the risk dust contamination.	PD	3	3	3	3	3	3	9	
							9	9			9	9	
As above			0	• Regular monitoring of client zones & storage areas to monitor for dust contamination	PD	3	2	3	2	3	2	6	
							6	6			6	6	
Staff entering restricted area	4	3	12	Construction lock to be installed	PD	3	2	3	2	3	2	6	
							6	6			6	6	
Crane lifts with building rubble to rear yard	3	3	9	Boom swing zone set out during SWIMs	PD	4	3	4	3	4	3	12	
							12	12			12	12	
Building material craned into building	3	3	9	Boom swing zone set out during SWIMs	PD	3	3	3	3	3	3	9	
							9	9			9	9	
Ceiling in Sherwater Medical Clinic damage from falling objects	4	4	16	Time works in area when not occupied	PD	4	4	4	4	4	4	16	
							16	16			16	16	
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After hours site security	4	4	16	Work with builder to maintain building security	PD	3	3	3	3	2	3	8	
							9	9			6	8	

APPENDIX 3: CONSULTANT & PROJECTS MEETING DOCUMENTS

Structural Engineer's Original Report



24 November 2021
Reference: 23291/NM/nm

Attention: Peter O'Keeffe
Moyn Health Services

Email: peter@gpd.net.au

Dear Peter,

Re: 23291 – MHS – Admin Staircase – Existing structure

An engineer from this office inspected the above site on 22 November 2021. The inspection was requested following commencement of demolition in preparation for construction of the new staircase as documented on our drawings Reference 23291, Sheets S02 to S05, dated 23/07/2019.

The existing perimeter walls are in very poor condition. The walls appear to be comprised of stacked bluestone with a lime and earth render. This is the construction that was visible to the interior of the building. It is not known at this time if there is masonry to the external face of the wall, although it would appear unlikely.

The east wall of the structure adjoins another internal room. Restraint may be provided at roof level and first floor level from roof structure and floor joists respectively. It is not known at this time what connection, if any, is provided between the wall and structure. It is noted that joists ends visible appear to be simply embedded within the wall, with loose rocks packed into place.

The west wall adjoins a gable roof structure of the adjoining section of building. Again, it is unknown what connectivity there is between the adjoining roof and the walls. It appears that the west wall has had additional cladding added to it, reportedly to assist with waterproofing.

The north and south walls of the structure have an adjoining room to the ground floor level with related roof structure.

In summary, the north, west and south walls have limited lateral restraint, and the east wall has unknown connectivity between the lateral restraint provided by the floor and roof structure and the walls. In addition, any lateral restraint is likely only connected to individual stones within the makeup of the wall.

The works as documented on our original drawings would need to be modified significantly due to the latent conditions and the structure of the wall.

The existing structure will not comply with the design requirements for resistance of lateral wind and/or seismic loads. Lateral restraint needs to be added to the interior and exterior of the building to prevent collapse of the wall.

P.J. YTTRUP & ASSOCIATES PTY LTD | CONSULTING ENGINEERS

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P: 03 52433 388
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W: ytrup.com

A.C.N. 005 909 919
A.B.N. 71 687 799 203

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Discussions were held on site regarding the possibility of constructing an internal steel and timber frame to provide restraint to the walls. This would assist with providing the required restraint to the internal face of the wall, that is to prevent the structure falling inwards. However, the same risk exists for the structure falling outwards which is not eliminated with solely an internal structure. Additional connectivity would be required.

In addition, the safety of workers internally to the building must be considered in how these works are able to proceed.

In our opinion there is only one viable solution to make the building safe. This is to remove the existing structure at least down to the lower roof/first floor level as soon as possible. Temporary support will need to be provided to the internal walls. It is recommended this is in the form of scaffold extending the full height of the internal walls. It is recommended that in addition to the internal support provided by the scaffold, the outside of the north and south end walls should also be braced and tied back through the interior of the building to tie the two end walls together. Following the initial make safe works to the upper level walls, it is suggested that the remainder of the stone walls be removed to ground level.

Access should be restricted to the areas immediately adjacent to this section of the building until such time as the second level walls are removed.

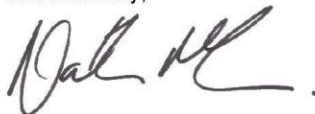
Temporary support will need to be introduced to the adjoining roof and first floor structure that currently relies on vertical support from the stone walls proposed to be removed.

It is anticipated that this section of the building can be rebuilt in lightweight fire rated construction to provide the originally planned areas.

These works must be undertaken immediately as the building in its current state is considered unsafe.

Hoping the above meets your requirements and please contact the undersigned if you have any further queries.

Yours faithfully,



Nathan McLaren
Chartered Professional Engineer
Director
P.J. YTTRUP & ASSOCIATES PTY. LTD.

P.J. YTTRUP & ASSOCIATES PTY LTD | CONSULTING ENGINEERS

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A.C.N. 005 909 919
A.B.N. 71 687 799 203

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Current Building Permit - Expiry December 2022

Building Act 1993
BUILDING REGULATIONS 2018
Regulation 37(1)
Form 2



BUILDING PERMIT

Building permit number.	15255/9558042922569/0
Reference number.	20190615

Issued to

Agent of Owner **Moyn Health Services - Peter O'Keeffe**
 Postal address **30-36 Villiers Street, Port Fairy** Postcode **3284**
 Email **peter@gpd.net.au** Phone **03 5568 0181**

Ownership Details

Owner name **Moyn Health Services**
 Postal address **30-36 Villiers Street, Port Fairy** Postcode **3284**
 Email **peter@gpd.net.au** Phone **03 5568 0181**

The applicants address has been nominated for serving or giving of documents

Property/Project Details

Project **Moyn Health Services - Internal Stair Upgrade**
 Project address **30-36 Villiers Street, Port Fairy** Postcode **3284**
 Municipality **Moyn Shire**

Builder - Owner

The builder is specific under section 24B of the Building Act 1993 for the building work to be carried out under this permit

Building practitioner or architect engaged to prepare documents for the permit

Name	Category/Class	Registration Number
Health Science Planning Consultants Pty Ltd	Architect	50303
Jeffrey Andrews	Civil Engineer	EC 29491

Details of relevant planning permit

No Planning Permit is required

Nature of Building Work

Type of Construction **B** Effective height **<25m**
 Storeys contained **2** Rise in storeys **2**
 Total floor area of new building work in m² **0**

Stage of building works permitted **Entire**
 Cost of stage of building work **\$250,000**
 Total estimated cost of building work or contract sum **\$250,000**

Building Classification

Part of Building	Nature of Building Work	BCA Classification
Main Hospital Administration (Internal stair & ICT Room)	Alterations	9a

Occupation or Use of Building

A Certificate of Final Inspection is required prior to use or occupation of this building.

BSA Building Surveyors

Building Surveyor's Comments

Version of BCA applicable to permit **NCC 2016 Volume 1, Amendment 1**

Protection Work

Protection work is not required in relation to the building work proposed in this permit.

Permit Conditions

General

1. Compliance is required with any notes endorsed on approved plans by the Relevant Building Surveyor;

Precautions during construction

2. The immediate area around the construction works shall be hoarded off to secure the construction area from public access or unauthorized entry. Signs provided to identify the area as a construction zone;
3. All existing essential safety measures (except those authorised to be altered by this building permit) must be maintained in working condition throughout the duration of the project. Also, exits from the existing building must be maintained for the duration of the works or approved alternative exits provided to ensure that the users of these buildings have adequate means of egress;
4. During construction not less than one fire extinguisher to suit Class A, B and C fires and electrical fires must be provided at all times on each storey adjacent to each exit or temporary exit;
5. This building permit also includes the temporary isolation of the existing Alarm Signalling Equipment (ASE) at the Fire Indicator Panel during construction works (together with the building being vacated). The owner is to notify the system's monitoring service of this temporary isolation;

Fire resistance

6. All materials linings and surface finishes shall comply with the limits of fire hazard properties as set out in BCA Spec C1.10. Current Certificates of Conformity or fire hazard test reports shall be submitted to the relevant building surveyor for approval prior to selection and installation. A statement from the builder will be required as part of the final inspection phase to verify that the building linings used are in accordance with the selected materials approved by the building permit or otherwise approved by the Relevant Building Surveyor;

Egress

7. Details of stairs, handrails, landings and balustrades, shall comply with BCA Clauses D2.13; D2.15, D2.16 and D2.18 and submitted to the relevant building surveyor for approval prior to installation;

Sanitary facilities

8. Sanitary facilities shall be designated with the appropriate signs - and accessible facilities shall be also provided with the international disabled symbol in accordance with BCA Spec D3.6;
9. Where the doorway is within 1200mm of a WC pan to an enclosed sanitary compartment, the toilet door shall be readily removable from the outside in an emergency or be able to swing in the outward direction;
10. Wet area floor construction (including grading of floors) and treatment of wall and floor junctions in wet areas shall comply with the requirements of AS3740

Fire suppression issues

11. The sprinkler system shall be inspected, tested and approved to comply with the requirements of AS2118.1 by an independent qualified certifier approved by the relevant building surveyor. Note: As per the DHHS Capital Development Guidelines (Part 4.5 of CDG-7.2), the sprinkler certifier is not to be related to or engaged by the installation contractor;

Alteration or fitout projects

12. The smoke detection & alarm system shall be altered to suit the new layout in accordance with AS1670.1; where the building works alter the function of the system and detectors. A statement of compliance shall be submit by the installation contractor;

BSA Building Surveyors

13. The emergency lighting system shall be altered to suit the new layout in accordance with AS2293.1 - where the building works change spacing and effectiveness of the exit signs and emergency lighting;
14. The mechanical ventilation system shall be altered in accordance with AS1668.2 to ensure that all habitable spaces are provided with the required fresh air quantities. The design changes shall be submitted for approval prior to changes and balancing and commissioning results provided as part of the final inspection requirements;

Mandatory Inspection Requirements

The mandatory notification stages are:

Inspection Type
Frame - prior to enclosure
Final - on completion

Important note: It is the applicant / builder's responsibility to notify the relevant building surveyor at all mandatory inspection stages. All inspections for the mandatory notification stages must be booked through this office and preferably 24 hours notice.

Commencement and Completion

This building work must commence by **11/12/2020**


If the building work to which this building permit applies is not commenced by this date, this building permit will lapse unless an extension is applied for and granted by the relevant building surveyor before this date under regulation 59 of the Building Regulations 2018.

Building work for which this permit applies must be completed by **11/12/2022**

If the building work to which this building permit applies is not completed by this date, this building permit will lapse, unless an extension is applied for and granted by the relevant building surveyor before this date under regulation 59 of the Building Regulations 2018.

Relevant Building Surveyor

Name **Jo van Loon** Registration No. **BS-U 15255 BSA Building Surveyors**

Signature  Dated of issue of permit **11 December 2019**

NOTES

1. Pursuant to regulation 41, the builder named in this building permit must ensure that a copy of the building permit and one set of the associated approved building permit documentation are available for inspection of the allotment whilst the building work to which the building permit applies is being carried out on that allotment.
The builder must also ensure that the prescribed building permit information is displayed on the allotment in a conspicuous position accessible to the public before the commencement of building permit to which the permit applies and continues to be displayed (remaining visual & legible) for the duration of building work. The prescribed information to be displayed are the registration numbers and contact details of the builder and relevant building surveyor as well as the building permit number and its date of issue.
2. Pursuant to regulation 42, the owner of a building or land to which this building permit relates, must notify the relevant building surveyor within 14 days after any change in name or address specified in the permit of the owner or of the builder carrying out the building work. The penalty for non-compliance is 10 penalty units.
3. Pursuant to regulation 43, the builder named in this building permit relates, must notify the owner of a building or land to which this building permit relates and the relevant building surveyor within 14 days after any change in name or address specified in the permit of the building practitioner. The penalty for non-compliance is 10 penalty units.
4. In the event that the agent of the owner (applicant) or the listed building practitioners/architect change their contact details (name, address, email, telephone, etc), then notification is requested to be given to the relevant building surveyor within 14 days.

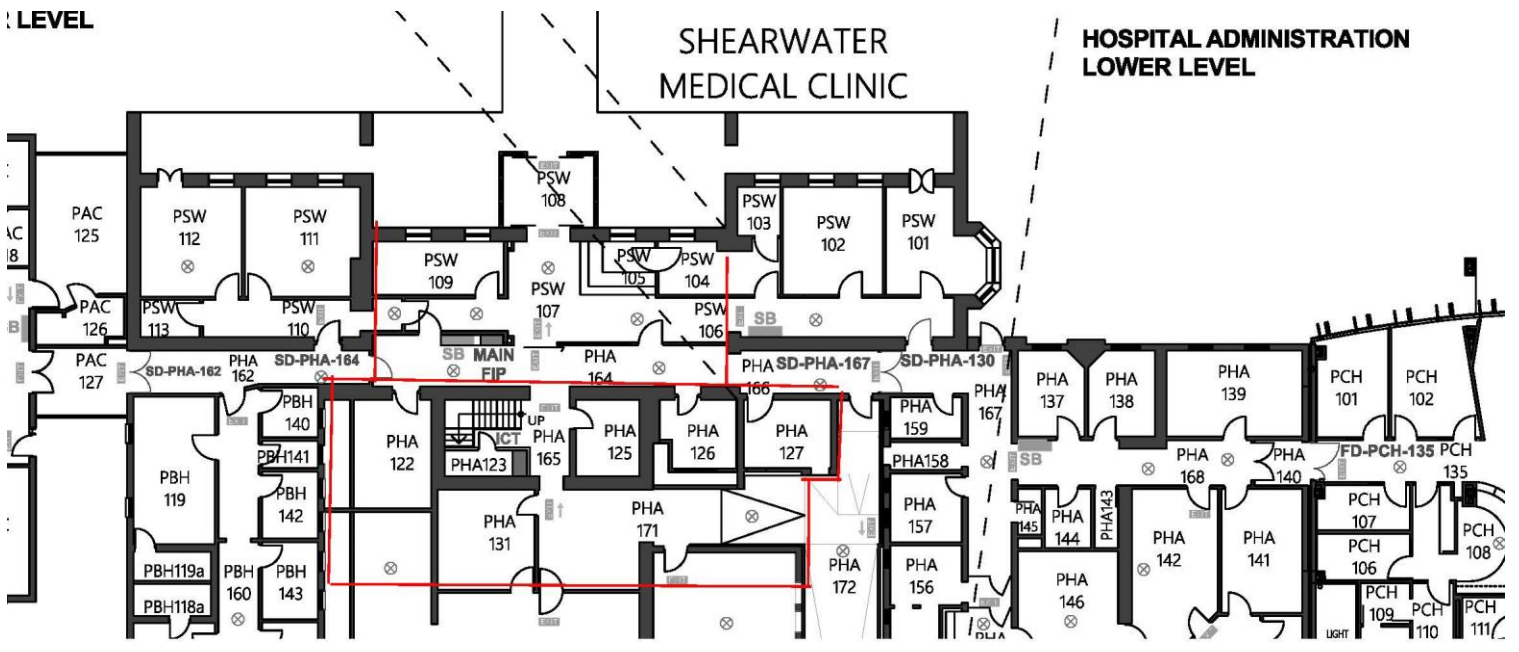
PROJECT MANAGER'S REPORT

13 October 2022





Items of Note:

- The Structural Engineer is still monitoring a crack in the Staircase Building south west corner. It is being closely monitored.
- The last of the electrical and IT services in the Staircase Building are currently being removed.
- MM Hearn have closed out their open contract on the East Building including the removal of their current builder's insurance. This was followed by the partial retirement of their lead Project Manager, Emma Banner.
- Since MM Hearn have completed their work and withdrawn their services, Moyne Health is now responsible for the ongoing structural security of the Staircase Building and the East Building.
- VMIA were initially notified on 13 December 2021 of the latent conditions. Greg is to follow up VMIA in relation to insurance to the East Building.
- The building permit for the East Building is due to expire in December. If structural solution is achieved, the permit will need to be revised as the current building permit is only in relation to the Staircase Building. The current permit only covers Rooms PHA 123, 165 and 125. A plan outlining in red the new area is including in the report.
- The current planning permit only covers the Staircase Building and not the East Building. An amended planning permit will be required for the solution.
- A meeting between Consultants and Project team is scheduled for 14 October. Outcome to be advised.
- We've also been notified that steel prices have increased 40% in the last 3 months and has up to a 6 month lead time.

Demolition Area Plan



MASTER PROGRAM SCHEDULE (TBC)	Progress Status	Time In Days
Original Scope	Completed	
Project Development	Completed	
RIFT Funding Allocation	Completed	
Cost Plan D	Completed	
Tender Contracts	Completed	
Award Contract	Completed	
Bullder Started	Completed	
Construction Phase 1	Completed	9/11/2021
Latent Conditions Discovered	Completed	21/11/2021
Engineering Assessment	Completed	24/11/2021
VHBA Notification	Completed	
Staff Relocation	Completed	
Engineering Propping Design (Stage 1)	Completed	
Construction Phase 2 Temporary Propping (Staircase Building)	Completed	
Engineering Propping Design (Stage 2)	Completed	
Construction Phase 3 Propping (East Building)	Completed	
Relocation of Staircase Services	Completed	
Engineering Solution for East Building	Completed	
East Building Cost Plan C from Slattery's	Completed	4/08/2022
Architectural Drawings for East Building Structural Solution	In Progress	60
BRT Fire Engineering Report		
YYTRUP Structural Engineering Report		
BSA Building Permit Application		
Moyn Shire Planning Permit Application		
Elliott Safety Safety Management Plan		
Slattery's for Cost Plan D	To Be Completed	21
VHBA Meeting to Secure Funding for Structural Solution	To Be Completed	Unknown
Tender Documents	To Be Completed	Approx 28/02/2023
Award Contract	To Be Completed	30
Construction Phase 4 East Building Structural Solution, Demolition	To Be Completed	180
East Building Structurally Secure, Staircase Building Removed	To Be Completed	30
Project Complete	To Be Completed	30

	Original Scope
	After Latent Condition Discovered
	Currently In Progress
	Proposed Future Timeline (TBC)

**Moyne Health Services
Administration Redevelopment**

Schematic Design Stage

Cost Plan C1 Rev.1

Functional Area	Basis	Building Area m2	Total Cost \$
Building Cost			
Preliminaries and Margin		Item	81,900
Administration Base Building		217	342,400
Administration Fitout		Item	86,900
Services Fitout (Provisional Sum as advised)		Item	52,000
<i>Sub Total</i>			<i>563,200</i>
Engineering Services Infrastructure			
Central Energy		Item	Excluded
Building Cost			563,200
External Works & Services			
Demolition, Siteworks & Excavation		Item	61,800
Abnormal Ground Conditions, Contaminated Material Allowance		Note	Excluded
<i>Sub Total</i>			<i>625,000</i>
Locality Allowance (TBC)	4%		25,600
Contingencies			
ESD Allowance (Extra Over Good Design)		Note	Excluded
Staging / Temporary Works / Interface with Existing Buildings	5.0%	Note	32,700
Design Contingency	5.0%	Item	32,700
Contract Contingency	10.0%	Item	68,200
<i>Sub Total</i>			<i>784,200</i>
Escalation at 4%/annum			
Cost Escalation to Construction Commencement : Say January 2023	4.0%	Item	31,000
Cost Escalation to Completion : Say October 2023	4.0%	Item	31,000
Total Construction Cost			846,200
Other Project Costs			
Consultants Fees	10.0%	Item	85,000
Authority Charges Allowance	1.0%	Item	10,000
Furniture, Fittings & Equipment		Note	Excluded
Information Communication & Technology, AV		Note	Excluded
Prolongation and Risk Allowance		Note	Excluded
Total End Investment			941,200

Administration Base Building

No	Description	Element Qty	Unit	Element Rate	Element Total	\$/m ² GFA
Preliminaries						
1	Preliminaries	15.00	%		51,600	238
Sub Total - Preliminaries					51,600	238
Substructure						
2	Substructure	11	m2	4,348	47,800	220
Sub Total - Substructure					47,800	220
Superstructure						
3	Columns	2	t	27,675	55,400	255
4	Upper Floors	358	m2	245	87,800	405
5	Staircases	8	m/rise	0.00	0	
6	Roof	243	m2	328	79,800	368
7	External Walls	112	m2	608	68,100	314
8	External Doors	1	no	3,000	3,000	14
Sub Total - Superstructure					294,100	1,355
Finishes						
9	Wall Finishes	100	m2	0.00	0	
Sub Total - Finishes					0	
TOTAL					394,000	1,816

Administration Base Building

No	Description	Quantity	Unit	Rate	Total
Substructure					
1	500 x 1250 x 400 pad footing (FP1/FP1A)	6	no	310	1,860
2	500 x 2750 x 500 pad footing (FP2)	2	no	855	1,709
3	500 x 2750 x 600 pad footing (FP2A)	1	no	1,025	1,025
4	1500W x 4000L x 600D (SF1)	1	no	4,465	4,465
5	2250 x 2250 x 600 pad footing (FP3)	1	no	3,770	3,770
6	Allowance to drill and epoxy grout starter bars	70	no	500	35,000
Substructure Total					47,800
Columns					
7	Steel columns including loose and attached connections	1.69	t	15,000	25,350
8	Allowance for bracing		item		30,000
Columns Total					55,400
Upper Floors					
9	Steel floor framing including loose and attached connections	1.89	t	15,000	28,350
10	400 deep timber floor joists	236	m	150	35,400
11	Allowance for timber flooring	120	m2	200	24,000
Upper Floors Total					87,800
Staircases					
12	Allowance for stairs (\$48,000) - not required as advised by Billard Leece	8	m/rise		Excluded
Staircases Total					0
Roof					
13	Steel floor framing including loose and attached connections	1.88	t	15,000	28,200
14	2 x240 x 45 LVL	12	m	250	3,000
15	New Roof including rainwater goods and framing	243	m2	200	48,600
Roof Total					79,800
External Walls					
16	Metal clad external walls including frame and insulation (MC01)	90	m2	600	54,000
17	Cement sheet clad external walls including frame and insulation (CFC01)	10	m2	450	4,500
18	New windows	12	m2	800	9,600
External Walls Total					68,100
External Doors					

No	Description	Quantity	Unit	Rate	Total
1	Aluminium framed single swing glazed door including frame and hardware	1	no	3,000	3,000
	External Doors Total				3,000
	Wall Finishes				
2	Plasterboard lining to external walls including paint finish (\$12,000) - not required as advised by Billard Leece	100	m2		Excluded
	Wall Finishes Total				0

No	Description	Element Qty	Unit	Element Rate	Element Total	\$/m ² GFA
Preliminaries						
1	Preliminaries	15.00	%		13,100	134
Sub Total - Preliminaries					13,100	134
Superstructure						
2	Internal Walls	221	m2	187	41,400	422
3	Internal Screens & Borrowed Lights	21	m2	650	13,600	139
4	Internal Doors	5	no	2,500	12,500	128
Sub Total - Superstructure					67,500	689
Finishes						
5	Wall Finishes	33	m2	0.00	0	
6	Floor Finishes	98	m2	80	7,800	80
7	Ceiling Finishes	98	m2	120	11,800	120
Sub Total - Finishes					19,600	200
Fitments						
8	Fitments	35	m2	0.00	0	
Sub Total - Fitments					0	
Building Services						
9	Hydraulic Services	9	no	0.00	0	
10	Builder's Work in Connection	5.00	%		0	
Sub Total - Building Services					0	
TOTAL					100,000	1,020

No	Description	Quantity	Unit	Rate	Total
Internal Walls					
1	Stud framed plasterboard internal walls including plasterboard and paint finish	165	m2	200	33,000
2	Extra over for fire rated walls	56	m2	150	8,400
Internal Walls Total					41,400
Internal Screens & Borrowed Lights					
3	Internal glazed aluminium windows	21	m2	650	13,650
Internal Screens & Borrowed Lights Total					13,600
Internal Doors					
4	Glazed aluminium framed single swing door including hardware	3	no	2,500	7,500
5	Glazed aluminium framed single sliding door including hardware	1	no	3,000	3,000
6	Solid single swing door including frame, hardware and paint finish	1	no	2,000	2,000
Internal Doors Total					12,500
Wall Finishes					
7	Ceramic tiles to walls (\$5,940) - not required as advised by Billard Leece	33	m2		Excluded
Wall Finishes Total					0
Floor Finishes					
8	Allowance for carpet tiles	98	m2	80	7,840
9	Ceramic tiles to WC including screed to falls (\$1,400) - not required as advised by Billard Leece	7	m2		Excluded
10	Tactile indicators (\$2,400) - not required as advised by Billard Leece	2	m2		Excluded
Floor Finishes Total					7,800
Ceiling Finishes					
11	Flush plasterboard ceiling including frame and paint finish	98	m2	120	11,760
Ceiling Finishes Total					11,800
Fitments					
12	Change table (\$1,200) - not required as advised by Billard Leece	1	no		Excluded
13	Grab rail (\$750) - not required as advised by Billard Leece	1	no		Excluded
14	Mirror (\$750) - not required as advised by Billard Leece	1	no		Excluded
15	Nurse call (\$150) - not required as advised by Billard Leece	1	no		Excluded
16	Paper towel dispenser (\$200) - not required as advised by Billard Leece	1	no		Excluded

No	Description	Quantity	Unit	Rate	Total
1	Soap dispenser (\$150) - not required as advised by Billard Leece	1	no		Excluded
2	Toilet roll holder (\$50) - not required as advised by Billard Leece	1	no		Excluded
3	WC backrest (\$300) - not required as advised by Billard Leece	1	no		Excluded
4	Handrail and Balustrade (\$32,400) - not required as advised by Billard Leece	27	m		Excluded
Fitments Total					0
Hydraulic Services					
5	WC (\$2000) - not required as advised by Billard Leece	1	no		Excluded
6	Hand basin (\$1,000) - not required as advised by Billard Leece	1	no		Excluded
7	Tapset (\$500) - not required as advised by Billard Leece	1	no		Excluded
8	Thermostatic mixing valve (\$750) - not required as advised by Billard Leece	1	no		Excluded
9	Access panel (\$600) - not required as advised by Billard Leece	1	no		Excluded
10	Allowance for hydraulic services (\$12,000) - not required as advised by Billard Leece	4	no		Excluded
Hydraulic Services Total					0

Services Fitout

No	Description	Element Qty	Unit	Element Rate	Element Total	\$/m ² GFA
Preliminaries						
1	Preliminaries	15.00	%		7,900	INF
Sub Total - Preliminaries					7,900	INF
Building Services						
2	Provisional Allowance	0	m2	0.00	50,000	INF
3	Builder's Work in Connection	5.00	%		2,500	INF
Sub Total - Building Services					52,500	INF
TOTAL					60,000	INF

Services Fitout

No	Description	Quantity	Unit	Rate	Total
	Provisional Allowance				
1	Provisional Sum allowance for services installations as advised		item		50,000
	Provisional Allowance Total				50,000

Demolition Works

No	Description	Element Qty	Unit	Element Rate	Element Total	\$/m ² GFA
External Works and Services Preliminaries						
1	Preliminaries	15.00	%		9,300	43
	Sub Total - External Works and Services Preliminaries				9,300	43
External Works						
2	Demolition, Alterations & Renovations	594	m2	104	61,800	285
	Sub Total - External Works				61,800	285
	TOTAL				71,000	327

Demolition Works

No	Description	Quantity	Unit	Rate	Total
Demolition, Alterations & Renovations					
1	Demolish existing floor structure	228	m2	100	22,800
2	Demolish internal fitout	228	m2	50	11,400
3	Remove external walls and windows	138	m2	200	27,600
Demolition, Alterations & Renovations Total					61,800

4.	Meeting Closed		
4.1	Meeting concluded at 12.30pm	Note	
5.	Date/Time of next meetings		
5.1	MHS Project Team Meeting – October 3 11.30am- 12.30pm	ALL	

Appendix 1: Revised scope dated 06-06-2022

Minutes – Meeting 1 – Kick Off



Project:	MHS Port Fairy- East Admin Building works	Date:	13/10/2022
Subject:	Project Kick off meeting	Pages:	2
Location:	Port Fairy Campus & Teams	Ref/Job no:	21086

ATTENDEES	REPRESENTING	NAME	INITIALS	Present	Apology	Distribution
Agency	MHS	Greg Meldrum (GM) (Acting CEO)	GM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Corrine Dickinson	CD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Peter O Keeffe	PoK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Consultant/Architect	BLP	Chris Georgiou	CG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Nathan McLaren (Yttrup)	NM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Luke Evered (BRT)	LE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Jim Harrington (Slattery)	JH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Item	Action	Date
1.	Introductions		
1.1	PoK welcomed and introduced participants	Note	
	PoK outlined revised scope to the East Admin Building works	Note	
2.	Discussion Points		
2.1	<ul style="list-style-type: none"> Revised extent of works include removal of the staircase structure and permanent structure to restrain the façade of the east admin building. 	Note	
2.2	<ul style="list-style-type: none"> NM will visit the site on Monday to review the scope. 	Yttrup	17-10-2022
2.3	<ul style="list-style-type: none"> GM suggested that discussions with Shearwater MC be undertaken to assure them of the works and the commitment to limit disruption to their business. 	MHS	
2.4	<ul style="list-style-type: none"> PoK said that programme would likely be a feb 2023 start on site with pre planning work between now and Christmas by the design and consultant team. 	Note	
2.5	<ul style="list-style-type: none"> PoK said that a meeting with Moyne Shire for the 129 consent to demolish the stair structure would be required. This would occur around February of next year. 	MHS	
2.6	<ul style="list-style-type: none"> PoK said that Contractor pool with the semi-retirement of Emma from Hearn may become an issue 	Note	
2.7	<ul style="list-style-type: none"> VHBA to be informed of the progress of the East Admin Building Works via the PCG. 	Note	
2.8	<ul style="list-style-type: none"> Meetings with the consultant team will occur fortnightly on Thursdays. BLP to arrange 	BLP	
3.	Action Items		
3.1	<ul style="list-style-type: none"> BLP to proceed with revised scope documentation including consultant input. 	BLP	
3.2	<ul style="list-style-type: none"> Revised scope to be captured ion the documents for a cost plan D by Slatterysearly 2023 	MHS	

4.	Meeting Closed		
4.1	Meeting concluded at 12.30pm	Note	
5.	Date/Time of next meetings		
5.1	MHS Project Team Meeting – October 3 11.30am- 12.30pm	ALL	

Appendix 1: Revised scope dated 06-06-2022

NDY East Building Structure Project Scope 6/06/2022

This scope is to be read in conjunction with Yttrup report 23291A S1 dated 6 May 2022

The scope is to outline of the works required to complete structural bracing to the existing two story 1850s building at 32 Villiers Street Port Fairy. This building is currently occupied by Shearwater Medical Clinic and as far as practicable the building occupants are to maintain normal business hours. This will require some works to be done out of hours and with plenty of notice and agreement by occupants' outages during business hours can be arranged expressly if JSA details risk to occupants during construction.

The scope in Brief is to install new porta frame inside the existing building to support the first level floor and the existing roof structure. On the first floor the complete floor and sub structure will have to be replaced and then 1st floor cross bracing will have to be installed to until a final 1st floor layout is built. The three external walls shall be removed and replaced with light weight structure and reclad to make the building watertight. The front facade will have to be pinned back to the internal wall framing as it will then be classed as cladding and not structural loading wall.

This is list of works but not exhaustive in details:

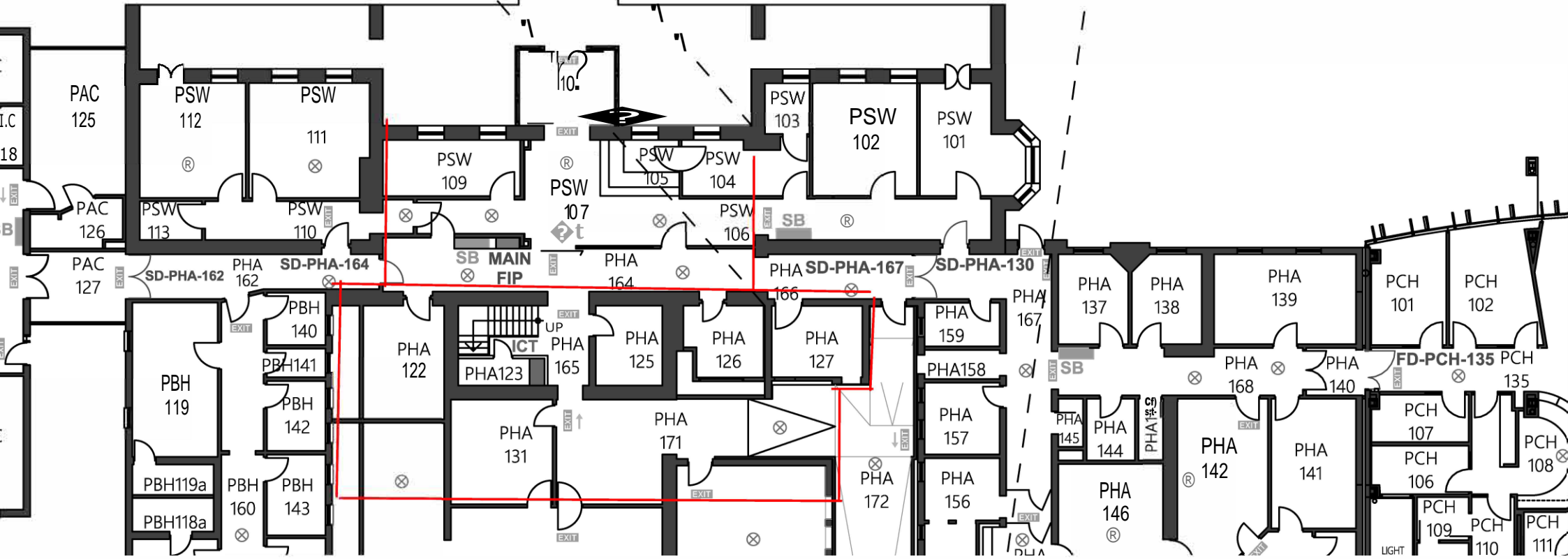
1. Remove any services that continue into stair void
2. Remove service on level two ceiling, level one passageway ceiling & room PSW109 ceiling
3. Remove level two ceiling to expose roof structure
4. Remove ceiling in service passageway
5. Remove redundant duct work in passageway
6. Refix any services that are left hanging by duct removal
7. Reinstall lighting, smoke detectors, sprinklers, EWIS, exit & Emg lights from wall or temp brackets
8. Remove ceiling from room PSW109
9. Install all new footings on ground level (PSW109 concrete complete room with edge beam)
10. Install all vertical post/steel etc on ground level
11. Install level two sub floor beams as design
12. Install Posi struts floor structure in section to maintain building access
13. Install level two vertical post/steel etc on level two

14. Install new flooring across level two as per design [25mm flooring]
15. Install level two horizontal roof beams
16. Tie roof structure to new beams
17. Engineer to review structure before any existing walls are removed
18. Remove staircase building to ground floor ceiling level
19. Remove east building level two walls west, east & north to ground floor ceiling level
20. Engineer to review
21. Tie east building east wall into new structure
22. Remove all staircase building
23. Remove all east building west, north & south wall to ground level
24. Install new light weight walls to east building and make watertight
25. Install windows in new passage wall on west building (let light into passageway)
26. Install glass door from existing link way in stair void (access to area)
27. Install blinding 50mm floor to void with stormwater drain to rear yard storm water system
28. Reconnect services are required

Peter O'Keeffe
Project Manager
Moyne Health Services

SHEARWATER MEDICAL CLINIC

HOSPITAL ADMINISTRATION LOWER LEVEL



Report to the Progress Control Group

REPORT FROM: Peter O’Keeffe

SUBJECT: **NDY East Building**
WIP 77760

MEETING DATE: 16 November 2022 10:30 am

AGENDA ITEM: Monthly Report No. 18

OBJECTIVE

To develop budget cost plan for east building structural works, seek extra funding from VHBA.

PCG MEMBERS

Katharina Redford	Moyne Health Services	CEO
Greg Meldrum	Moyne Health Services	General Manager Support Services
Peter O’Keeffe	Moyne Health Services	Project Manager
Trevor Carr	Moyne Health Services	Board Member
Corinne Dickinson	Moyne Health Services	Project Assistant
Chris Georgiou	Billard Leece Partnership (BLP)	Architect

DISTRIBUTION LIST

Brian Densem	Moyne Health Services	Board Chairman
Paul Murphy	Moyne Health Services	Board Member
Vicki Fitzgerald	Moyne Health Services	Marketing/Executive Board Manager
Gerard Kennedy	Victorian Health Building Authority	Principal Project Officer, Minor Capital Works

Attendees:

Apologies:

EXECUTIVE SUMMARY

GENERAL BUSINESS

Staircase Building

- ✚ The cabling located in the cabinet beneath the staircase have been relocated to the cabinet in the East Building upper floor.
- ✚ All cables have been relocated except for the cable for the Meals on wheels intercom to the kitchen. We are awaiting the contractor to come and move the cable.
- ✚ Sprinklers are still to be removed from the upper floor of the Staircase Building.
- ✚ Structural Engineer inspected Staircase Building on Wednesday 19 October. His report recommended the partial demolition to minimise the risks in the interim until costings can be sought for the remainder of the demolition works. PO'K created a report, with photos indicating the area to be demolished.
- ✚ A meeting was held on 2 November of the Consulting Team, including Paul Murphy and Brian Densem from the Moyne Health Board to discuss the pre enabling works required to begin the demolition of the Staircase Building.
- ✚ Elliott Safety has been engaged to review the Safety Management Plan for the demolition of Staircase Building. Awaiting their fee proposal.
- ✚ PO'K has contacted all local builders qualified to undertake this demolition to gauge their interest in the demolition project. BDH and Nicholson Construction are booked until late 2023. MM Hearn to inspect the site 10 November and determine what is involved, then make their decision. We have also canvassed specialist demolition builders in the greater Geelong area and are awaiting reply from them.. If no local builders are interested, we will need to put out an Expression of Interest to a wider area.
- ✚ Ongoing costs for engineering inspections, project management, scaffolding and prop hire will be invoiced on a monthly basis to VHBA for reimbursement.

East Building

- ✚ The Services Engineer (BRT) was on site 9 November to inspect the Kitchen, Staircase Building and the East Building.
- ✚ We will need to install a false ceiling once works are done to reinstate fire detection and suppression and exit emergency lighting
- ✚ VHBA have instructed that all quotes and documentation for the East Building works must be submitted to them for funding no later than February 2023.

NEXT MEETING

The next meeting is to be held on **Wednesday 21 December 2022** at Moyne Health Services via Zoom invitation.

APPENDIX 1: COST REPORT

East Building Project Budget All ex GST
WIP77760 Total

				* Based on Slattery Cost Plan C1 Rev 1 and additional costs		Budgets	
		Total Remaining		MS1			
		-\$ 1,149,200.00		MS2			
Total Spent				MS3	Grant Acceptance		
\$ -				MS4	Tender Package		
Spent to date		Balance		MS5	Tender Let		
					Completion		
					Post Review & Financial Wrap Up		
\$	-	-\$	95,000.00	1	Authority Charges & Consultant Fees	-\$	95,000.00
\$	-	-\$	481,300.00	2	Building Site Supervision	-\$	481,300.00
\$	-	-\$	61,800.00	3	Demolition & Excavation	-\$	61,800.00
\$	-	-\$	40,000.00	4	Concrete & Stormwater Works	-\$	40,000.00
\$	-	-\$	30,000.00	5	Safety Management	-\$	30,000.00
\$	-	-\$	80,000.00	6	Cost Escalations 6%	-\$	80,000.00
\$	-	-\$	133,600.00	7	Contingencies	-\$	133,600.00
\$	-	-\$	25,600.00	8	Locality Allowance	-\$	25,600.00
\$	-	-\$	60,000.00	9	Project Management	-\$	60,000.00
\$	-	-\$	81,900.00	10	Preliminaries & Margin	-\$	81,900.00
\$	-	-\$	60,000.00	11	Reinstatement of services & tbar ceilings	-\$	60,000.00
						Budget Project Overspend	-\$ 1,149,200.00



APPENDIX 2: RISK MANAGEMENT REPORT

APPENDIX 3: CONSULTANT & PROJECTS MEETING DOCUMENTS

Structural Engineer's Original Report



24 November 2021
Reference: 23291/NM/nm

Attention: Peter O'Keeffe
Moyne Health Services

Email: peter@gpd.net.au

Dear Peter,

Re: 23291 – MHS – Admin Staircase – Existing structure

An engineer from this office inspected the above site on 22 November 2021. The inspection was requested following commencement of demolition in preparation for construction of the new staircase as documented on our drawings Reference 23291, Sheets S02 to S05, dated 23/07/2019.

The existing perimeter walls are in very poor condition. The walls appear to be comprised of stacked bluestone with a lime and earth render. This is the construction that was visible to the interior of the building. It is not known at this time if there is masonry to the external face of the wall, although it would appear unlikely.

The east wall of the structure adjoins another internal room. Restraint may be provided at roof level and first floor level from roof structure and floor joists respectively. It is not known at this time what connection, if any, is provided between the wall and structure. It is noted that joist ends visible appear to be simply embedded within the wall, with loose rocks packed into place.

The west wall adjoins a gable roof structure of the adjoining section of building. Again, it is unknown what connectivity there is between the adjoining roof and the walls. It appears that the west wall has had additional cladding added to it, reportedly to assist with waterproofing.

The north and south walls of the structure have an adjoining room to the ground floor level with related roof structure.

In summary, the north, west and south walls have limited lateral restraint, and the east wall has unknown connectivity between the lateral restraint provided by the floor and roof structure and the walls. In addition, any lateral restraint is likely only connected to individual stones within the makeup of the wall.

The works as documented on our original drawings would need to be modified significantly due to the latent conditions and the structure of the wall.

The existing structure will not comply with the design requirements for resistance of lateral wind and/or seismic loads. Lateral restraint needs to be added to the interior and exterior of the building to prevent collapse of the wall.

P.J. YTTRUP & ASSOCIATES PTY LTD | CONSULTING ENGINEERS

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A.B.N. 71 687 799 203

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Discussions were held on site regarding the possibility of constructing an internal steel and timber frame to provide restraint to the walls. This would assist with providing the required restraint to the internal face of the wall, that is to prevent the structure falling inwards. However, the same risk exists for the structure falling outwards which is not eliminated with solely an internal structure. Additional connectivity would be required.

In addition, the safety of workers internally to the building must be considered in how these works are able to proceed.

In our opinion there is only one viable solution to make the building safe. This is to remove the existing structure at least down to the lower roof/first floor level as soon as possible. Temporary support will need to be provided to the internal walls. It is recommended this is in the form of scaffold extending the full height of the internal walls. It is recommended that in addition to the internal support provided by the scaffold, the outside of the north and south end walls should also be braced and tied back through the interior of the building to tie the two end walls together. Following the initial make safe works to the upper level walls, it is suggested that the remainder of the stone walls be removed to ground level.

Access should be restricted to the areas immediately adjacent to this section of the building until such time as the second level walls are removed.

Temporary support will need to be introduced to the adjoining roof and first floor structure that currently relies on vertical support from the stone walls proposed to be removed.

It is anticipated that this section of the building can be rebuilt in lightweight fire rated construction to provide the originally planned areas.

These works must be undertaken immediately as the building in its current state is considered unsafe.

Hoping the above meets your requirements and please contact the undersigned if you have any further queries.

Yours faithfully,



Nathan McLaren
Chartered Professional Engineer
Director
P.J. YTRUP & ASSOCIATES PTY. LTD.

P.J. YTRUP & ASSOCIATES PTY LTD | CONSULTING ENGINEERS

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Current Building Permit - Expiry December 2022

Building Act 1993
 BUILDING REGULATIONS 2018
 Regulation 37(1)
 Form 2



BUILDING PERMIT

Building permit number.	15255/9558042922569/0
Reference number.	20190615

Issued to

Agent of Owner **Moynes Health Services - Peter O'Keeffe**
 Postal address **30-36 Villiers Street, Port Fairy** Postcode **3284**
 Email **peter@gpd.net.au** Phone **03 5568 0181**

Ownership Details

Owner name **Moynes Health Services**
 Postal address **30-36 Villiers Street, Port Fairy** Postcode **3284**
 Email **peter@gpd.net.au** Phone **03 5568 0181**

The applicants address has been nominated for serving or giving of documents

Property/Project Details

Project **Moynes Health Services - Internal Stair Upgrade**
 Project address **30-36 Villiers Street, Port Fairy** Postcode **3284**
 Municipality **Moynes Shire**

Builder - Owner

The builder is specific under section 24B of the Building Act 1993 for the building work to be carried out under this permit

Building practitioner or architect engaged to prepare documents for the permit

Name	Category/Class	Registration Number
Health Science Planning Consultants Pty Ltd	Architect	50303
Jeffrey Andrews	Civil Engineer	EC 29491

Details of relevant planning permit

No Planning Permit is required

Nature of Building Work

Type of Construction **B** Effective height **<25m**
 Storeys contained **2** Rise in storeys **2**
 Total floor area of new building work in m² **0**

Stage of building works permitted **Entire**
 Cost of stage of building work **\$250,000**
 Total estimated cost of building work or contract sum **\$250,000**

Building Classification

Part of Building	Nature of Building Work	BCA Classification
Main Hospital Administration (Internal stair & ICT Room)	Alterations	9a

Occupation or Use of Building

A Certificate of Final Inspection is required prior to use or occupation of this building.

BSA Building Surveyors

Building Surveyor's Comments

Version of BCA applicable to permit **NCC 2016 Volume 1, Amendment 1**

Protection Work

Protection work is not required in relation to the building work proposed in this permit.

Permit Conditions

General

1. Compliance is required with any notes endorsed on approved plans by the Relevant Building Surveyor;

Precautions during construction

2. The immediate area around the construction works shall be hoarded off to secure the construction area from public access or unauthorized entry. Signs provided to identify the area as a construction zone;
3. All existing essential safety measures (except those authorised to be altered by this building permit) must be maintained in working condition throughout the duration of the project. Also, exits from the existing building must be maintained for the duration of the works or approved alternative exits provided to ensure that the users of these buildings have adequate means of egress;
4. During construction not less than one fire extinguisher to suit Class A, B and C fires and electrical fires must be provided at all times on each storey adjacent to each exit or temporary exit;
5. This building permit also includes the temporary isolation of the existing Alarm Signalling Equipment (ASE) at the Fire Indicator Panel during construction works (together with the building being vacated). The owner is to notify the system's monitoring service of this temporary isolation;

Fire resistance

6. All materials linings and surface finishes shall comply with the limits of fire hazard properties as set out in BCA Spec C1.10. Current Certificates of Conformity or fire hazard test reports shall be submitted to the relevant building surveyor for approval prior to selection and installation. A statement from the builder will be required as part of the final inspection phase to verify that the building linings used are in accordance with the selected materials approved by the building permit or otherwise approved by the Relevant Building Surveyor;

Egress

7. Details of stairs, handrails, landings and balustrades, shall comply with BCA Clauses D2.13; D2.15, D2.16 and D2.18 and submitted to the relevant building surveyor for approval prior to installation;

Sanitary facilities

8. Sanitary facilities shall be designated with the appropriate signs - and accessible facilities shall be also provided with the international disabled symbol in accordance with BCA Spec D3.6;
9. Where the doorway is within 1200mm of a WC pan to an enclosed sanitary compartment, the toilet door shall be readily removable from the outside in an emergency or be able to swing in the outward direction;
10. Wet area floor construction (including grading of floors) and treatment of wall and floor junctions in wet areas shall comply with the requirements of AS3740

Fire suppression issues

11. The sprinkler system shall be inspected, tested and approved to comply with the requirements of AS2118.1 by an independent qualified certifier approved by the relevant building surveyor. Note: As per the DHHS Capital Development Guidelines (Part 4.5 of CDG-7.2), the sprinkler certifier is not to be related to or engaged by the installation contractor;

Alteration or fitout projects

12. The smoke detection & alarm system shall be altered to suit the new layout in accordance with AS1670.1; where the building works alter the function of the system and detectors. A statement of compliance shall be submit by the installation contractor;

BSA Building Surveyors

13. The emergency lighting system shall be altered to suit the new layout in accordance with AS2293.1 - where the building works change spacing and effectiveness of the exit signs and emergency lighting;
14. The mechanical ventilation system shall be altered in accordance with AS1668.2 to ensure that all habitable spaces are provided with the required fresh air quantities. The design changes shall be submitted for approval prior to changes and balancing and commissioning results provided as part of the final inspection requirements;

Mandatory Inspection Requirements

The mandatory notification stages are:

Inspection Type
Frame - prior to enclosure
Final - on completion

Important note: It is the applicant / builder's responsibility to notify the relevant building surveyor at all mandatory inspection stages. All inspections for the mandatory notification stages must be booked through this office and preferably 24 hours notice.

Commencement and Completion

This building work must commence by **11/12/2020**


If the building work to which this building permit applies is not commenced by this date, this building permit will lapse unless an extension is applied for and granted by the relevant building surveyor before this date under regulation 59 of the Building Regulations 2018.

Building work for which this permit applies must be completed by **11/12/2022**

If the building work to which this building permit applies is not completed by this date, this building permit will lapse, unless an extension is applied for and granted by the relevant building surveyor before this date under regulation 59 of the Building Regulations 2018.

Relevant Building Surveyor

Name **Jo van Loon** Registration No. **BS-U 15255 BSA Building Surveyors**

Signature  Dated of issue of permit **11 December 2019**

NOTES

1. Pursuant to regulation 41, the builder named in this building permit must ensure that a copy of the building permit and one set of the associated approved building permit documentation are available for inspection of the allotment whilst the building work to which the building permit applies is being carried out on that allotment.
The builder must also ensure that the prescribed building permit information is displayed on the allotment in a conspicuous position accessible to the public before the commencement of building permit to which the permit applies and continues to be displayed (remaining visual & legible) for the duration of building work. The prescribed information to be displayed are the registration numbers and contact details of the builder and relevant building surveyor as well as the building permit number and its date of issue.
2. Pursuant to regulation 42, the owner of a building or land to which this building permit relates, must notify the relevant building surveyor within 14 days after any change in name or address specified in the permit of the owner or of the builder carrying out the building work. The penalty for non-compliance is 10 penalty units.
3. Pursuant to regulation 43, the builder named in this building permit relates, must notify the owner of a building or land to which this building permit relates and the relevant building surveyor within 14 days after any change in name or address specified in the permit of the building practitioner. The penalty for non-compliance is 10 penalty units.
4. In the event that the agent of the owner (applicant) or the listed building practitioners/architect change their contact details (name, address, email, telephone, etc), then notification is requested to be given to the relevant building surveyor within 14 days.

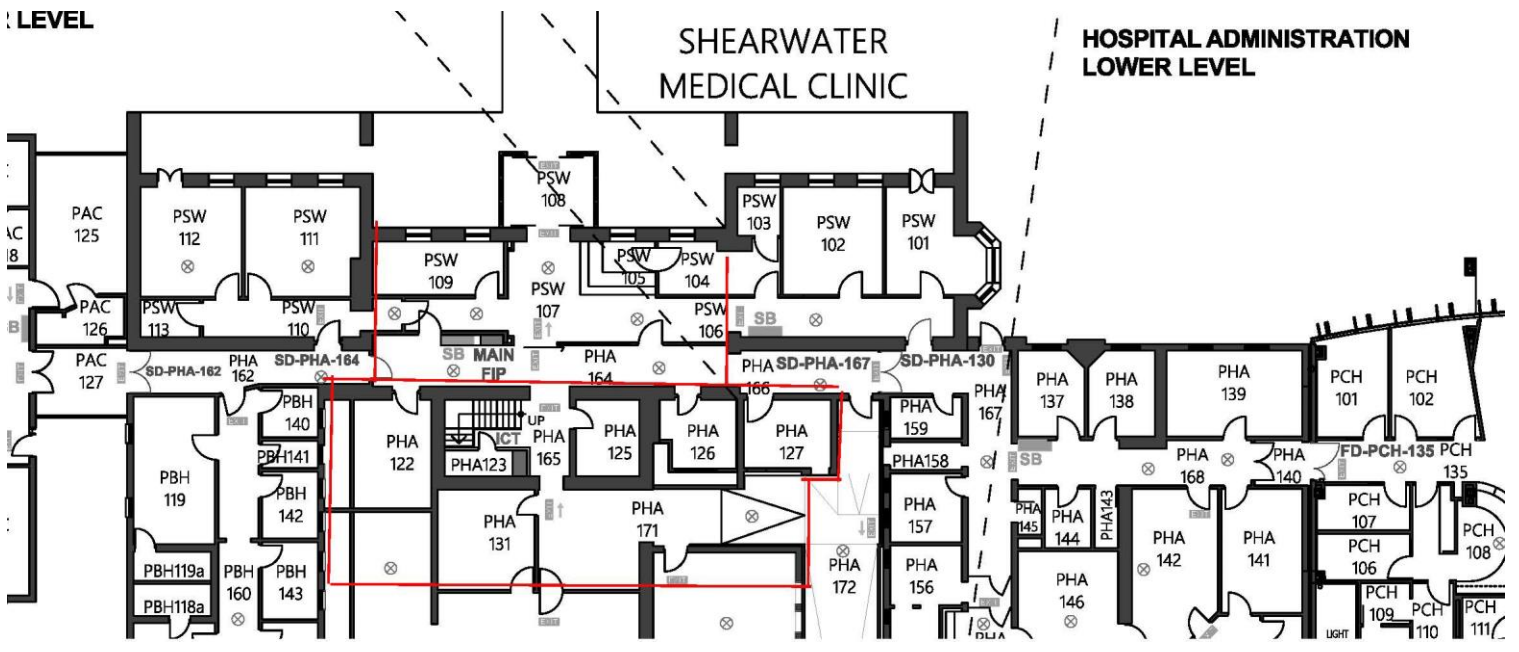
PROJECT MANAGER'S REPORT

13 October 2022

Items of Note:

- The Structural Engineer is still monitoring a crack in the Staircase Building south west corner. It is being closely monitored.
- The last of the electrical and IT services in the Staircase Building are currently being removed.
- MM Hearn have closed out their open contract on the East Building including the removal of their current builder's insurance. This was followed by the partial retirement of their lead Project Manager, Emma Banner.
- Since MM Hearn have completed their work and withdrawn their services, Moyne Health is now responsible for the ongoing structural security of the Staircase Building and the East Building.
- VMIA were initially notified on 13 December 2021 of the latent conditions. Greg is to follow up VMIA in relation to insurance to the East Building.
- The building permit for the East Building is due to expire in December. If structural solution is achieved, the permit will need to be revised as the current building permit is only in relation to the Staircase Building. The current permit only covers Rooms PHA 123, 165 and 125. A plan outlining in red the new area is including in the report.
- The current planning permit only covers the Staircase Building and not the East Building. An amended planning permit will be required for the solution.
- A meeting between Consultants and Project team is scheduled for 14 October. Outcome to be advised.
- We've also been notified that steel prices have increased 40% in the last 3 months and has up to a 6 month lead time.

Demolition Area Plan



MASTER PROGRAM SCHEDULE (TBC)		Progress Status	Time In Days
Original Scope	Completed		
Project Development	Completed		
RIFT Funding Allocation	Completed		
Cost Plan D	Completed		
Tender Contracts	Completed		
Award Contract	Completed		
Bullder Started	Completed		
Construction Phase 1	Completed	9/11/2021	
Latent Conditions Discovered	Completed	21/11/2021	
Engineering Assessment	Completed	24/11/2021	
VHBA Notification	Completed		
Staff Relocation	Completed		
Engineering Propping Design (Stage 1)	Completed		
Construction Phase 2 Temporary Propping (Staircase Building)	Completed		
Engineering Propping Design (Stage 2)	Completed		
Construction Phase 3 Propping (East Building)	Completed		
Relocation of Staircase Services	Completed		
Engineering Solution for East Building	Completed		
East Building Cost Plan C from Slattery's	Completed	4/08/2022	
Architectural Drawings for East Building Structural Solution	In Progress	60	
BRT Fire Engineering Report			
YYTRUP Structural Engineering Report			
BSA Building Permit Application			
Moyn Shire Planning Permit Application			
Elliott Safety Safety Management Plan			
Slattery's for Cost Plan D	To Be Completed	21	
VHBA Meeting to Secure Funding for Structural Solution	To Be Completed	Unknown	
Tender Documents	To Be Completed	Approx 28/02/2023	
Award Contract	To Be Completed	30	
Construction Phase 4 East Building Structural Solution, Demolition	To Be Completed	180	
East Building Structurally Secure, Staircase Building Removed	To Be Completed	30	
Project Complete	To Be Completed	30	

	Original Scope
	After Latent Condition Discovered
	Currently In Progress
	Proposed Future Timeline (TBC)

**Moyne Health Services
Administration Redevelopment**

Schematic Design Stage

Cost Plan C1 Rev.1

Functional Area	Basis	Building Area m2	Total Cost \$
Building Cost			
Preliminaries and Margin		Item	81,900
Administration Base Building		217	342,400
Administration Fitout		Item	86,900
Services Fitout (Provisional Sum as advised)		Item	52,000
<i>Sub Total</i>			<i>563,200</i>
Engineering Services Infrastructure			
Central Energy		Item	Excluded
Building Cost			563,200
External Works & Services			
Demolition, Siteworks & Excavation		Item	61,800
Abnormal Ground Conditions, Contaminated Material Allowance		Note	Excluded
<i>Sub Total</i>			<i>625,000</i>
Locality Allowance (TBC)	4%		25,600
Contingencies			
ESD Allowance (Extra Over Good Design)		Note	Excluded
Staging / Temporary Works / Interface with Existing Buildings	5.0%	Note	32,700
Design Contingency	5.0%	Item	32,700
Contract Contingency	10.0%	Item	68,200
<i>Sub Total</i>			<i>784,200</i>
Escalation at 4%/annum			
Cost Escalation to Construction Commencement : Say January 2023	4.0%	Item	31,000
Cost Escalation to Completion : Say October 2023	4.0%	Item	31,000
Total Construction Cost			846,200
Other Project Costs			
Consultants Fees	10.0%	Item	85,000
Authority Charges Allowance	1.0%	Item	10,000
Furniture, Fittings & Equipment		Note	Excluded
Information Communication & Technology, AV		Note	Excluded
Prolongation and Risk Allowance		Note	Excluded
Total End Investment			941,200

Administration Base Building

No	Description	Element Qty	Unit	Element Rate	Element Total	\$/m ² GFA
Preliminaries						
1	Preliminaries	15.00	%		51,600	238
	Sub Total - Preliminaries				51,600	238
Substructure						
2	Substructure	11	m2	4,348	47,800	220
	Sub Total - Substructure				47,800	220
Superstructure						
3	Columns	2	t	27,675	55,400	255
4	Upper Floors	358	m2	245	87,800	405
5	Staircases	8	m/rise	0.00	0	
6	Roof	243	m2	328	79,800	368
7	External Walls	112	m2	608	68,100	314
8	External Doors	1	no	3,000	3,000	14
	Sub Total - Superstructure				294,100	1,355
Finishes						
9	Wall Finishes	100	m2	0.00	0	
	Sub Total - Finishes				0	
	TOTAL				394,000	1,816

No	Description	Quantity	Unit	Rate	Total
Substructure					
1	500 x 1250 x 400 pad footing (FP1/FP1A)	6	no	310	1,860
2	500 x 2750 x 500 pad footing (FP2)	2	no	855	1,709
3	500 x 2750 x 600 pad footing (FP2A)	1	no	1,025	1,025
4	1500W x 4000L x 600D (SF1)	1	no	4,465	4,465
5	2250 x 2250 x 600 pad footing (FP3)	1	no	3,770	3,770
6	Allowance to drill and epoxy grout starter bars	70	no	500	35,000
Substructure Total					47,800
Columns					
7	Steel columns including loose and attached connections	1.69	t	15,000	25,350
8	Allowance for bracing		item		30,000
Columns Total					55,400
Upper Floors					
9	Steel floor framing including loose and attached connections	1.89	t	15,000	28,350
10	400 deep timber floor joists	236	m	150	35,400
11	Allowance for timber flooring	120	m2	200	24,000
Upper Floors Total					87,800
Staircases					
12	Allowance for stairs (\$48,000) - not required as advised by Billard Leece	8	m/rise		Excluded
Staircases Total					0
Roof					
13	Steel floor framing including loose and attached connections	1.88	t	15,000	28,200
14	2 x240 x 45 LVL	12	m	250	3,000
15	New Roof including rainwater goods and framing	243	m2	200	48,600
Roof Total					79,800
External Walls					
16	Metal clad external walls including frame and insulation (MC01)	90	m2	600	54,000
17	Cement sheet clad external walls including frame and insulation (CFC01)	10	m2	450	4,500
18	New windows	12	m2	800	9,600
External Walls Total					68,100
External Doors					

No	Description	Quantity	Unit	Rate	Total
1	Aluminium framed single swing glazed door including frame and hardware	1	no	3,000	3,000
	External Doors Total				3,000
	Wall Finishes				
2	Plasterboard lining to external walls including paint finish (\$12,000) - not required as advised by Billard Leece	100	m2		Excluded
	Wall Finishes Total				0

No	Description	Element Qty	Unit	Element Rate	Element Total	\$/m ² GFA
Preliminaries						
1	Preliminaries	15.00	%		13,100	134
Sub Total - Preliminaries					13,100	134
Superstructure						
2	Internal Walls	221	m2	187	41,400	422
3	Internal Screens & Borrowed Lights	21	m2	650	13,600	139
4	Internal Doors	5	no	2,500	12,500	128
Sub Total - Superstructure					67,500	689
Finishes						
5	Wall Finishes	33	m2	0.00	0	
6	Floor Finishes	98	m2	80	7,800	80
7	Ceiling Finishes	98	m2	120	11,800	120
Sub Total - Finishes					19,600	200
Fitments						
8	Fitments	35	m2	0.00	0	
Sub Total - Fitments					0	
Building Services						
9	Hydraulic Services	9	no	0.00	0	
10	Builder's Work in Connection	5.00	%		0	
Sub Total - Building Services					0	
TOTAL					100,000	1,020

No	Description	Quantity	Unit	Rate	Total
Internal Walls					
1	Stud framed plasterboard internal walls including plasterboard and paint finish	165	m2	200	33,000
2	Extra over for fire rated walls	56	m2	150	8,400
Internal Walls Total					41,400
Internal Screens & Borrowed Lights					
3	Internal glazed aluminium windows	21	m2	650	13,650
Internal Screens & Borrowed Lights Total					13,600
Internal Doors					
4	Glazed aluminium framed single swing door including hardware	3	no	2,500	7,500
5	Glazed aluminium framed single sliding door including hardware	1	no	3,000	3,000
6	Solid single swing door including frame, hardware and paint finish	1	no	2,000	2,000
Internal Doors Total					12,500
Wall Finishes					
7	Ceramic tiles to walls (\$5,940) - not required as advised by Billard Leece	33	m2		Excluded
Wall Finishes Total					0
Floor Finishes					
8	Allowance for carpet tiles	98	m2	80	7,840
9	Ceramic tiles to WC including screed to falls (\$1,400) - not required as advised by Billard Leece	7	m2		Excluded
10	Tactile indicators (\$2,400) - not required as advised by Billard Leece	2	m2		Excluded
Floor Finishes Total					7,800
Ceiling Finishes					
11	Flush plasterboard ceiling including frame and paint finish	98	m2	120	11,760
Ceiling Finishes Total					11,800
Fitments					
12	Change table (\$1,200) - not required as advised by Billard Leece	1	no		Excluded
13	Grab rail (\$750) - not required as advised by Billard Leece	1	no		Excluded
14	Mirror (\$750) - not required as advised by Billard Leece	1	no		Excluded
15	Nurse call (\$150) - not required as advised by Billard Leece	1	no		Excluded
16	Paper towel dispenser (\$200) - not required as advised by Billard Leece	1	no		Excluded

No	Description	Quantity	Unit	Rate	Total
1	Soap dispenser (\$150) - not required as advised by Billard Leece	1	no		Excluded
2	Toilet roll holder (\$50) - not required as advised by Billard Leece	1	no		Excluded
3	WC backrest (\$300) - not required as advised by Billard Leece	1	no		Excluded
4	Handrail and Balustrade (\$32,400) - not required as advised by Billard Leece	27	m		Excluded
Fitments Total					0
Hydraulic Services					
5	WC (\$2000) - not required as advised by Billard Leece	1	no		Excluded
6	Hand basin (\$1,000) - not required as advised by Billard Leece	1	no		Excluded
7	Tapset (\$500) - not required as advised by Billard Leece	1	no		Excluded
8	Thermostatic mixing valve (\$750) - not required as advised by Billard Leece	1	no		Excluded
9	Access panel (\$600) - not required as advised by Billard Leece	1	no		Excluded
10	Allowance for hydraulic services (\$12,000) - not required as advised by Billard Leece	4	no		Excluded
Hydraulic Services Total					0

Services Fitout

No	Description	Element Qty	Unit	Element Rate	Element Total	\$/m ² GFA
Preliminaries						
1	Preliminaries	15.00	%		7,900	INF
	Sub Total - Preliminaries				7,900	INF
Building Services						
2	Provisional Allowance	0	m2	0.00	50,000	INF
3	Builder's Work in Connection	5.00	%		2,500	INF
	Sub Total - Building Services				52,500	INF
	TOTAL				60,000	INF

Services Fitout

No	Description	Quantity	Unit	Rate	Total
	<p>Provisional Allowance</p> <p>1 Provisional Sum allowance for services installations as advised</p> <p style="text-align: right;">Provisional Allowance Total</p>		item		<p style="text-align: right;">50,000</p> <hr/> <p style="text-align: right;">50,000</p>

Demolition Works

No	Description	Element Qty	Unit	Element Rate	Element Total	\$/m ² GFA
External Works and Services Preliminaries						
1	Preliminaries	15.00	%		9,300	43
	Sub Total - External Works and Services Preliminaries				9,300	43
External Works						
2	Demolition, Alterations & Renovations	594	m2	104	61,800	285
	Sub Total - External Works				61,800	285
	TOTAL				71,000	327

Demolition Works

No	Description	Quantity	Unit	Rate	Total
Demolition, Alterations & Renovations					
1	Demolish existing floor structure	228	m2	100	22,800
2	Demolish internal fitout	228	m2	50	11,400
3	Remove external walls and windows	138	m2	200	27,600
Demolition, Alterations & Renovations Total					61,800

4.	Meeting Closed		
4.1	Meeting concluded at 12.30pm	Note	
5.	Date/Time of next meetings		
5.1	MHS Project Team Meeting – October 3 11.30am- 12.30pm	ALL	

Appendix 1: Revised scope dated 06-06-2022

Minutes – Meeting 1 – Kick Off



Project:	MHS Port Fairy- East Admin Building works	Date:	13/10/2022
Subject:	Project Kick off meeting	Pages:	2
Location:	Port Fairy Campus & Teams	Ref/Job no:	21086

ATTENDEES	REPRESENTING	NAME	INITIALS	Present	Apology	Distribution
Agency	MHS	Greg Meldrum (GM) (Acting CEO)	GM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Corrine Dickinson	CD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Peter O Keeffe	PoK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principal Consultant/Architect	BLP	Chris Georgiou	CG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Nathan McLaren (Yttrup)	NM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Luke Evered (BRT)	LE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Jim Harrington (Slattery)	JH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Item	Action	Date
1.	Introductions		
1.1	PoK welcomed and introduced participants	Note	
	PoK outlined revised scope to the East Admin Building works	Note	
2.	Discussion Points		
2.1	<ul style="list-style-type: none"> Revised extent of works include removal of the staircase structure and permanent structure to restrain the façade of the east admin building. 	Note	
2.2	<ul style="list-style-type: none"> NM will visit the site on Monday to review the scope. 	Yttrup	17-10-2022
2.3	<ul style="list-style-type: none"> GM suggested that discussions with Shearwater MC be undertaken to assure them of the works and the commitment to limit disruption to their business. 	MHS	
2.4	<ul style="list-style-type: none"> PoK said that programme would likely be a feb 2023 start on site with pre planning work between now and Christmas by the design and consultant team. 	Note	
2.5	<ul style="list-style-type: none"> PoK said that a meeting with Moyne Shire for the 129 consent to demolish the stair structure would be required. This would occur around February of next year. 	MHS	
2.6	<ul style="list-style-type: none"> PoK said that Contractor pool with the semi-retirement of Emma from Hearn's may become an issue 	Note	
2.7	<ul style="list-style-type: none"> VHBA to be informed of the progress of the East Admin Building Works via the PCG. 	Note	
2.8	<ul style="list-style-type: none"> Meetings with the consultant team will occur fortnightly on Thursdays. BLP to arrange 	BLP	
3.	Action Items		
3.1	<ul style="list-style-type: none"> BLP to proceed with revised scope documentation including consultant input. 	BLP	
3.2	<ul style="list-style-type: none"> Revised scope to be captured in the documents for a cost plan D by Slattery early 2023 	MHS	

4.	Meeting Closed		
4.1	Meeting concluded at 12.30pm	Note	
5.	Date/Time of next meetings		
5.1	MHS Project Team Meeting – October 3 11.30am- 12.30pm	ALL	

Appendix 1: Revised scope dated 06-06-2022

NDY East Building Structure Project Scope 6/06/2022

This scope is to be read in conjunction with Yttrup report 23291A S1 dated 6 May 2022

The scope is to outline of the works required to complete structural bracing to the existing two story 1850s building at 32 Villiers Street Port Fairy. This building is currently occupied by Shearwater Medical Clinic and as far as practicable the building occupants are to maintain normal business hours. This will require some works to be done out of hours and with plenty of notice and agreement by occupants' outages during business hours can be arranged expressly if JSA details risk to occupants during construction.

The scope in Brief is to install new porta frame inside the existing building to support the first level floor and the existing roof structure. On the first floor the complete floor and sub structure will have to be replaced and then 1st floor cross bracing will have to be installed to until a final 1st floor layout is built. The three external walls shall be removed and replaced with light weight structure and reclad to make the building watertight. The front facade will have to be pinned back to the internal wall framing as it will then be classed as cladding and not structural loading wall.

This is list of works but not exhaustive in details:

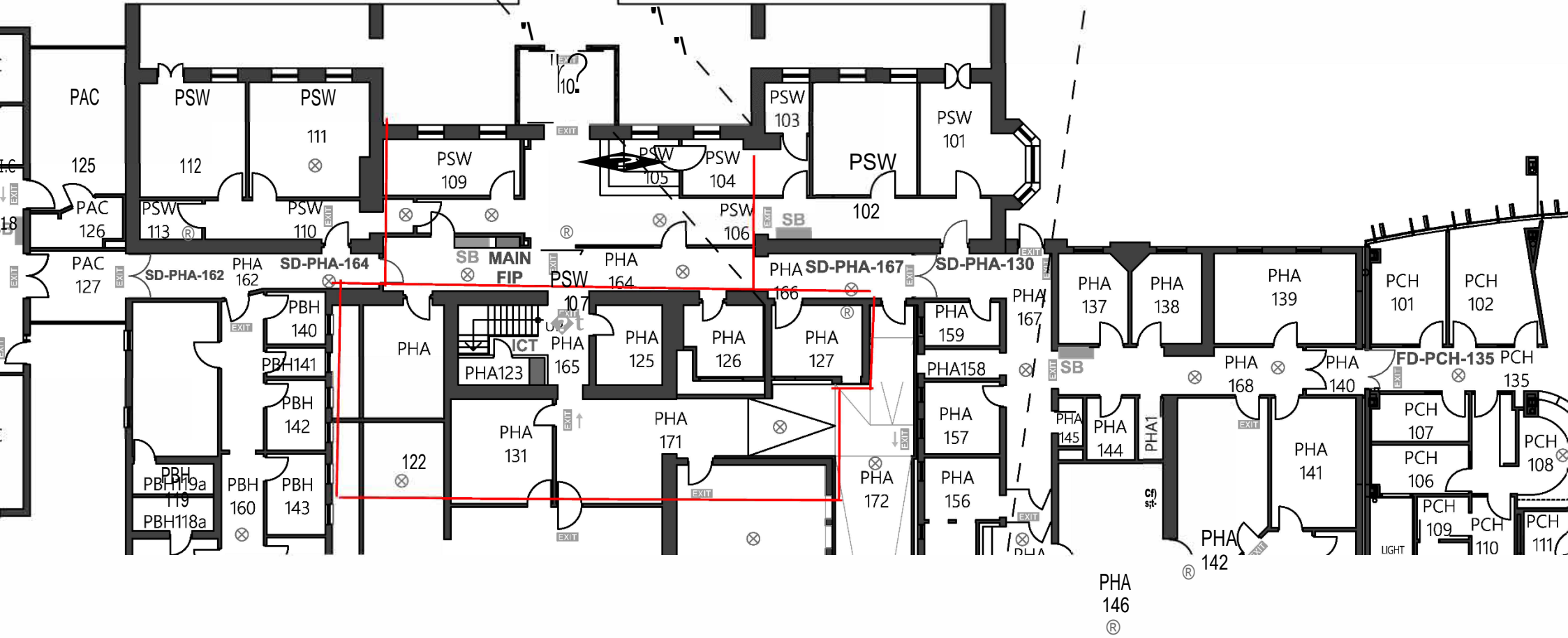
1. Remove any services that continue into stair void
2. Remove service on level two ceiling, level one passageway ceiling & room PSW109 ceiling
3. Remove level two ceiling to expose roof structure
4. Remove ceiling in service passageway
5. Remove redundant duct work in passageway
6. Refix any services that are left hanging by duct removal
7. Reinstall lighting, smoke detectors, sprinklers, EWIS, exit & Emg lights from wall or temp brackets
8. Remove ceiling from room PSW109
9. Install all new footings on ground level (PSW109 concrete complete room with edge beam)
10. Install all vertical post/steel etc on ground level
11. Install level two sub floor beams as design
12. Install Posi struts floor structure in section to maintain building access
13. Install level two vertical post/steel etc on level two

14. Install new flooring across level two as per design [25mm flooring]
15. Install level two horizontal roof beams
16. Tie roof structure to new beams
17. Engineer to review structure before any existing walls are removed
18. Remove staircase building to ground floor ceiling level
19. Remove east building level two walls west, east & north to ground floor ceiling level
20. Engineer to review
21. Tie east building east wall into new structure
22. Remove all staircase building
23. Remove all east building west, north & south wall to ground level
24. Install new light weight walls to east building and make watertight
25. Install windows in new passage wall on west building (let light into passageway)
26. Install glass door from existing link way in stair void (access to area)
27. Install blinding 50mm floor to void with stormwater drain to rear yard storm water system
28. Reconnect services are required

Peter O'Keeffe
Project Manager
Moyne Health Services

SHEARWATER MEDICAL CLINIC

HOSPITAL ADMINISTRATION LOWER LEVEL



Report to the Progress Control Group

REPORT FROM: Peter O'Keeffe

SUBJECT: **Nurse Call & ICT Upgrade**
WIP77750

MEETING DATE: 16 November 2022 11:00 am

AGENDA ITEM: Monthly Report No. 15

OBJECTIVE

To detail the progress of Moyne Health Services Nurse Call & ICT Upgrade

PCG MEMBERS

Katharina Redford	Moyne Health Services	CEO
Greg Meldrum	Moyne Health Services	General Manager Support Services
Peter O'Keeffe	Moyne Health Services	Project Manager
Trevor Carr	Moyne Health Services	Board Member
Corinne Dickinson	Moyne Health Services	Project Assistant
Chris Georgiou	Billard Leece Partnership (BLP)	Architect

DISTRIBUTION LIST

Brian Densem	Moyne Health Services	Board Chairman
Paul Murphy	Moyne Health Services	Board Member
Vicki Fitzgerald	Moyne Health Services	Marketing/Executive Board Manager
Gerard Kennedy	Victorian Health Building Authority	Principal Project Officer, Minor Capital Works

Attendees:

Apologies:

EXECUTIVE SUMMARY

Nurse Call Replacement


The Tender has been endorsed by the Board and the contract is being drawn up by the Procurement Office at SWHC. It is expected that the contract will be signed by the week ending 11 November.

Project Time Line	Notes	Progress Status	Start Date	Time in Days	Estimated Completion Date	Delay in Days	New Completion Date
Redefined Scope			1/08/2021	60	30/09/2021	60	29/11/2021
Document for Tender			29/11/2021	30	29/12/2021	300	25/10/2022
Tender			25/10/2022	30	24/11/2022		24/11/2022
Tender evaluation			24/11/2022	90	22/02/2023	30	24/03/2023
Award Contract			24/03/2023	15	8/04/2023		8/04/2023
Construction phases 1	Equipment purchase		8/04/2023	90	7/07/2023		7/07/2023
Construction phases 2	On site comms rooms		7/07/2023	60	5/09/2023		5/09/2023
Construction phases 3	Site cabling		5/09/2023	90	4/12/2023		4/12/2023
Construction phases 4	ICT install (Duel systems)		4/12/2023	30	3/01/2024		3/01/2024
Construction phases 5	Acute & Urgent Care system		3/01/2024	30	2/02/2024		2/02/2024
Construction phases 6	Belfast System		2/02/2024	30	3/03/2024		3/03/2024
Construction phases 7	Moyneyana System		3/03/2024	30	2/04/2024		2/04/2024
Construction phases 8	Community Health		2/04/2024	20	22/04/2024		22/04/2024
Project completion	On site training		22/04/2024	5	27/04/2024		27/04/2024
Project Cost report			27/04/2024	2	29/04/2024		29/04/2024
Project Post Action Review			29/04/2024	3	2/05/2024		2/05/2024
VHA final claims			2/05/2024	3	5/05/2024		5/05/2024
					autofill		autofill

NEXT MEETING

The next meeting is **proposed** to be held on **Wednesday 21 December 2022** at Moyne Health Services via Zoom invitation.

APPENDIX 2: RISK MANAGEMENT REPORT

											
Nurse Call & ICT Project							28/03/2022				
							Table C7				
Likelihood	V	5	10	15	20	25	Almost certain	Almost certain	The consequence expected to occur on an annual basis	Every year or more frequently	>0.5
	IV	4	8	12	16	20	Likely	Likely	The event has occurred several times or more in your career	Every three years	>0.3, <0.9
	III	3	6	9	12	15	Possible	Possible	The event might occur once in your career	Every ten years	>0.1, <0.3
	II	2	4	6	8	10	Unlikely	Unlikely	The event does occur somewhere from time to time	Every thirty years	>0.03, <0.1
	I	1	2	3	4	5	Very unlikely	Very unlikely	Heard of something like that occurring elsewhere	Every 100 years	>0.01, <0.03
		1	2	3	4	5					
Consequences											
		Insignificant	Minor	Moderate	Major	Catastrophic					
TABLE C2											
EXAMPLE CONSEQUENCE SCALES FOR A NOT FOR PROFIT ORGANIZATION BASED ON FIVE LEVELS OF CONSEQUENCES											
(Illustrative example only: Derive actual scales and metrics from Paragraphs C2.2 and C2.3)											
Consequence Level	Financial impact	People effects (employees, volunteers and clients)	Reputation	Service outputs	Legal and Compliance	Management impact					
5	>\$3m	One or more fatalities or severe irreversible disability to one or more people	National media coverage; attracts substantial new funds OR CEO departs and Board restructured Organization may close or be split up Significant impact on funding for several years Long-term loss of clients	Positive transformation of organization OR Total cessation of multiple services for many months	Major litigation costing >\$3m Investigation by regulatory body resulting in long term interruption of operations Possibility of custodial sentence	Restructuring of organization with the loss of many senior managers Complete suspension of normal management activities for many months					
4	\$1m-\$3m	Extensive injury or impairment to one or more persons	State media coverage; attracts a moderate level of new funds OR CEO departs, affecting funding or causing loss of clients for many months	Distinctive enhancement or change of organization OR Disruption of multiple services for several months	Major breach of regulation with punitive fine, and significant litigation involving many weeks of senior management time and up to \$3m legal costs	Significant event or disruption that will require considerable senior management time over several weeks or a month or so					
3	\$300k-\$999k	Short-term disability to one or more persons	Local media coverage over several days; generates interest from potential funders OR Senior manager departs; Noticeable loss of clients or funding for several months	Major improvement in scope of organization OR Total cessation of one service for a few months/multiple services for several weeks and subsequent disruption	Breach of regulation with investigation by authority and possible moderate fine, and litigation and legal costs up to \$999k	Event or disruption that will require senior management time over several weeks					
TABLE C2 (continued)											
Consequence Level	Financial impact	People effects (employees, volunteers and clients)	Reputation	Service outputs	Legal and Compliance	Management impact					
2	\$10k-\$299k	Significant medical treatment, lost injury time <2 weeks	Local media coverage, and complaint to management	Sizable improvement in services OR Some service disruption in one area	Breach of regulations Minor fine or legal costs Minor litigation	Event or disruption that can be managed with careful attention. Will require some senior management time over many days or a few weeks					
1	<\$10k	First aid or minor medical treatment	No media coverage and complaint to employee	Minimal enhancement or disruption	Minor legal issues, or breach of regulations	Will require some management attention over several days					

Program slips and has an effect on operations	3	3	9	Program 2 week schedules to be supplied by builder	PD	1	1	1	1	1	1	1	1
							1		1			1	1
Contractor is spread to thin across multiple projects	2	3	6	Have regular update with the contractor to keep planned activities on time	PD	1	1	1	1	1	1	1	1
							1		1			1	1
Interface with existing services	3	3	9	Keep the key staff updated with all works and any changes	PD	1	1	1	1	1	1	1	1
							1		1			1	1
Project lay down area, rear carpark	3	3	9	New workshop	PD	2	2	2	3	2	2	2	5
							4		6		4		5
Impact on Clinical services	3	3	9	Coordinate change overs of systems	PD	2	3	2	3	2	3	3	6
							6		6		6		6
Materials lead time	3	3	9	Pre order where possible	PD	2	2	2	3	2	3	3	6
							4		6		6		6
Planned connection of existing services,	3	3	9	Planning in advance for these cut overs	PD	2	3	2	3	2	3	3	6
							6		6		6		6
Contractors inside existing operating facility	4	4	16	Contractor access via rear link way	PD	2	3	2	3	2	3	3	6
							6		6		6		6
			0										#DIV/0!
							0		0		0		#DIV/0!
Lack of Communications with MHS and other key stakeholders	3	3	9	Regular meetings with contractor to plan works	PD	2	3	2	3	3	2	2	6
							6		6		6		6
Multiple & Simultaneous construction sites across MHS property	2	3	6	PM to control works with contractor and finish existing areas before new areas are started	PD	1	1	1	1	1	1	1	1
							1		1		1		1
Damage to MHS or Private property	2	2	4	Make sure the work site and MHS operations have a clear buffer zone	PD	1	1	1	1	1	1	1	1
							1		1		1		1
Condition of Site surface finishes after construction	2	3	6	Site to be checked by MHS staff on completion	ALL	1	1	1	1	1	1	1	1
							1		1		1		1
Site Foreman lack of control or lack of skills, change of personnel.	3	3	9	Keep close inspection on contractor interaction (depending on contractor selected)	CG/PD	1	1	1	1	1	1	1	1
							1		1		1		1

				All existing drawings supplied	PD	1	1						
Slip in construction program due to unknown conditions	3	2	6	Small amount of constructions works	CG/PD	2	3	2	3	2	3	6	6
							6		6		6		6
Contractor Liquidation	5	2	10	lead Contractor to prove sub contractors payments	CG/PD	1	1	1	1	1	1	1	1
							1		1		1		1
Contractor time slip due to lack of control	3	3	9	PCG to watch program	CG/PD	3	3	3	3	3	3	9	9
							9		9		9		9
Service during warranty period	2	3	6	Conduct Defects list on regularly basis	CG/PD	2	3	2	3	2	3	6	6
							6		6		6		6
Site power outage, nurse call & IT acute outage	5	4	20	All supply of services has been pre installed	PD	1	1	1	1	1	1	1	1
							1		1		1		1
Disruption to IT/ Communication and essential services UPS	5	4	20	Selected contractors in Comms Room	PD	1	1	1	1	1	1	1	1
							1		1		1		1
Impact on existing services	3	3	9	Server room major risk	PD	1	1	1	1	1	1	1	1
Damage done to unknown services	4	3	12				1		1		1		1
After hours site security	4	4	16	Work with contractors to maintain building security	PD	3	3	3	3	2	3	8	8
							9		9		6		8
Disturbance to MHS operations	3	4	12	Work with zones be reviewed (some may be out of operating hours)	PD	3	3	3	3	3	3	9	9
							9		9		9		9

Report to the Progress Control Group

REPORT FROM: Peter O'Keeffe

SUBJECT: **FIRE TANK PROJECT**
WIP77720

MEETING DATE: 16 November 2022 11:00 am

AGENDA ITEM: Monthly Report No. 7

OBJECTIVE

To detail the progress of Moyne Health Services Fire Tank and system upgrade

PCG MEMBERS

Katharina Redford	Moyne Health Services	CEO
Greg Meldrum	Moyne Health Services	General Manager Support Services
Peter O'Keeffe	Moyne Health Services	Project Manager
Trevor Carr	Moyne Health Services	Board Member
Corinne Dickinson	Moyne Health Services	Project Assistant
Chris Georgiou	Billard Leece Partnership (BLP)	Architect

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Paul Murphy	Moyne Health Services	Board Member
Vicki Fitzgerald	Moyne Health Services	Marketing/Executive Board Manager
Gerard Kennedy	Victorian Health Building Authority	Principal Project Officer, Minor Capital Works

Attendees:

Apologies:

EXECUTIVE SUMMARY

ACTION LIST

Drawings, when complete, will include a cost estimation plan.

Preliminary Fire system documents are with BRT Fire Engineers for amendment. They were received on 15 November and are currently being reviewed by PO'K. Once reviewed, the documents will need to go to Structural Engineer for design of tanks, pumps and concrete works.

Demolition work is required for Shed at 98 Villiers Street and Switchboard Shed in Service Yard prior to fire-works commencing. Slabs will need to be removed, stormwater to be dug up and removed. PO'K to get quote for demolition works.

The demolition, Hydraulic and Civil (Concrete) works will be tendered separately. Purchase Orders for these tenders will be presented to VHBA for Claim 3 at the same time.

Currently spent approximately 50% of Claim 1 amount.

Timeline updated to reflect delay in documents being sent to Tender. PO'K hoping to have tender out by mid-December and the Tender signed in early January.

Finish date of project is 30 June 2022. PO'K is confident date can still be met. BRT is working to source equipment to counteract delays.

It is hoped that if there are enough excess funds that the large tank will be removed from the Service Yard. This could be sold to add revenue to the Project

Project Time Line	Notes	Progress Status	Start Date	Time in Days	Estimated Completion Date	Delay in Days	New Completion Date
Redefined Scope			3/05/2022	30	2/06/2022	170	19/11/2022
Document for Tender			19/11/2022	60	18/01/2023		10/09/2022
Tender			10/09/2022	30	10/10/2022		10/10/2022
Tender evaluation			10/10/2022	14	24/10/2022		24/10/2022
Award Contract			24/10/2022	7	31/10/2022		31/10/2022
Construction phases 1	Remove out buildings		31/10/2022	30	30/11/2022		30/11/2022
Construction phases 2	Install fire main		30/11/2022	60	29/01/2023		29/01/2023
Construction phases 3	Install fire tanks & Pumps		29/01/2023	60	30/03/2023		30/03/2023
Construction phases 4	Moynayana replace sprinkler system		30/03/2023	60	29/05/2023		29/05/2023
Construction phases 5	Remove Wannan Water services		29/05/2023	15	13/06/2023		13/06/2023
Construction phases 6	Commission system		13/06/2023	7	20/06/2023		20/06/2023
Construction phases 7	Pavement reinstatement		20/06/2023	30	20/07/2023		20/07/2023
Construction phases 8			20/07/2023	0	20/07/2023		20/07/2023
Project completion			20/07/2023	5	25/07/2023		25/07/2023
Project Cost report			25/07/2023	2	27/07/2023		27/07/2023
Project Post Action Review			27/07/2023	3	30/07/2023		30/07/2023
VHA final claims			30/07/2023	3	2/08/2023		2/08/2023

NEXT MEETING

The next meeting is **proposed** to be held on **Wednesday 21 December 2022** at Moynes Health Services via Zoom invitation.

