

Our reference: **CHSFOI25-26.12**

Dear [REDACTED]

NOTICE OF DECISION ON YOUR ACCESS APPLICATION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (FOI Act), received by Canberra Health Services (the Directorate) on **Monday 22 September 2025**.

You have sought access to the following government information:

'Copies of email and text message communications from 11 September 2025 to 16 September 2025 inclusive relating to the WHS Entry Permit lodged on Thursday 11 September 2025 at 3:24pm by permit holder Nerida Warren from the CPSU.

The permit concerned the proposal to relocate Health Information Services to Building 3, Level 1 of the Canberra Hospital.

This request includes correspondence between any of the following:

- *Lisa Gilmore, Chris Tarbuck, Duncan Adams, Nikki Brown, Annaliesha Flynn, Brendan Higgins, Jarrad Nuss and Kerry CarMichael'*

Authority

I am an Information Officer appointed by the Chief Executive Officer of the Directorate under section 18 of the FOI Act to deal with access applications made under Part 5 of the Act. The Directorate was required to provide a decision on your access application by **Tuesday 4 November 2025**.

Searches and material considered

I have identified 38 documents holding the information within scope of your access application. These are outlined in the schedule of documents included at Attachment A to this decision letter.

In reaching my access decision, I have taken the following into account:

- your access application dated 22 September 2025;
- the documents containing the information that fall within the scope of your access application;
- The FOI Act;
- the *Human Rights Act 2004*; and
- the *Information Privacy Act 2014*.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

Decisions on access

My decision is to grant full access to 3 documents with the status of "Full Release" in the schedule under section 35(1)(a) of the FOI Act.

My decision is to grant partial access to 35 documents with the status of “Partial Release” in the schedule under section 50 of the FOI Act to copies of the documents with deletions applied to information that is contrary to the public interest.

Information identified that is considered contrary to the public interest under Schedule 2 of the FOI Act.

Deliberations were taken under the public interest test set out in section 17 of the Act and redactions were applied where I decided, on balance, the information could reasonably be expected to prejudice the protection of the individual’s right to privacy and could prejudice the security of an agency.

Public Interest Factors Favouring Disclosure

The following factors were considered relevant in favour of the disclosure of the documents:

- Schedule 2, 2.1 (a)(i) promote open discussion of public affairs and enhance the government's accountability;
- Schedule 2, 2.1 (a)(ii) contribute to positive and informed debate on important issues or matters of public interest;
- Schedule 2, 2.1 (a)(iii) inform the community of the government’s operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community;
- Schedule 2, 2.1 (a)(iv) ensure effective oversight of expenditure of public funds; and
- Schedule 2, 2.1 (a)(viii) reveal the reason for a government decision and any background or contextual information that informed the decision.

Public Interest Factors Favouring Non-Disclosure

The following factors were considered relevant in favour of the non-disclosure of the documents:

- Schedule 2, 2.2 (a)(ii) prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004; and
- Schedule 2, 2.2 (a)(iii) prejudice security, law enforcement or public safety.

On balance, I have placed significant weight on the factors favouring non-disclosure and the impacts of disclosing this information to the world at large. The redacted information is of both ACT Government and non-ACT Government employees contact details and the disclosure of this information may reasonably be expected to be of concern to individuals’ right to privacy under the *Human Rights Act 2004*. Redactions have also been applied to information regarding detailed floor plans and may prejudice the agencies security. The amount of redacted information is minimal, and I consider does not contribute any public interest benefit to the information being released. It is therefore my decision the information identified is contrary to the public interest and I have decided not to disclose this information.

For further information regarding the FOI Act please visit the below website

<https://legislation.act.gov.au/View/a/2016-55/current/html/2016-55.html>

Charges

Processing charges are not applicable to this request.

Disclosure Log

Under section 28 of the FOI Act, the Directorate maintains an online record of access applications called a disclosure log. The scope of your access application, my decision and documents released to you will be published in the disclosure log not earlier than three working days and not later than ten working days after the day the decision notice is provided to you. Please be aware that no personal information will be included in the published information.

You may view the Directorate's disclosure log at <https://www.act.gov.au/open/foi-disclosure-logs/act-health-directorate-and-canberra-health-services-disclosure-logs>.

Review rights

ACT Ombudsman

My decision on your access application is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published on the Directorate's disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ACTFOI@ombudsman.gov.au

Alternatively you may wish to visit the website <https://www.ombudsman.act.gov.au/accountability-and-oversight/freedom-of-information/foi-complaints-and-reviews>.

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Allara House
15 Constitution Avenue
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Further assistance

Should you have any queries in relation to your request or would like further information, please do not hesitate to contact the FOI Team on (02) 5124 9831 or via email at HealthFOI@act.gov.au.

Yours sincerely



Nic Stevenson
Senior Director
Office of the Chief Executive Officer
Canberra Health Services

4 November 2025

FREEDOM OF INFORMATION - SCHEDULE

FILE NUMBER:	WHAT ARE THE PARAMETERS OF THE REQUEST:	APPLICANT NAME & TYPE:
CHSFOI25-26.12	<i>'Copies of email and text message communications from 11 September 2025 to 16 September 2025 inclusive relating to the WHS Entry Permit lodged on Thursday 11 September 2025 at 3:24pm by permit holder Nerida Warren from the CPSU.</i> <i>The permit concerned the proposal to relocate Health Information Services to Building 3 Level 1 of the Canberra Hospital.</i> <i>This request includes correspondence between any of the following: Lisa Gilmore, Chris Tarbuck, Duncan Adams, Nikki Brown, Annaliesha Flynn, Brendan Higgins, Jarrad Nuss, Kerry CarMichael'</i>	

Reference No.	Page No.	Description	Document Date	Status Decision	Factor	Open Access release status
1	1 - 6	Email and attachments - FW: Notice of Entry by WHS Entry Permit Holder Attachment 1 - Entry Notice Nerida Warren 110925 Attachment 2 - Attachment to Notice of Entry by WHS Entry Permit Holder	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
2	7 - 9	Email - FW: Notice of Entry by WHS Entry Permit Holder [Attachments 1 and 2 at reference 1]	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
3	10 - 12	Email - FW: Notice of Entry by WHS Entry Permit Holder [Attachments 1 and 2 at reference 1]	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
4	13 - 16	Email - FW: Notice of Entry by WHS Entry Permit Holder [Attachments 1 and 2 at reference 1]	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
5	17 - 19	Email - RE: Notice of Entry by WHS Entry Permit Holder [Attachment 2 at reference 1]	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
6	20 - 26	Email and attachment - RE: Notice of Entry by WHS Entry Permit Holder Attachment 3 - HIS Action Plan CPSU daft.docx	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
7	27 - 30	Email - RE: Notice of Entry by WHS Entry Permit Holder [Attachment 3 at reference 6]	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
8	31 - 34	Email - RE: Notice of Entry by WHS Entry Permit Holder	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
9	35 - 39	Email - RE: Notice of Entry by WHS Entry Permit Holder	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
10	40 - 44	RE: Notice of Entry by WHS Entry Permit Holder - CHS25/695	11-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
11	45 - 48	Email - FW: Notice of Entry by WHS Entry Permit Holder [Attachment 3 at reference 6]	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
12	49 - 53	Email - RE: Notice of Entry by WHS Entry Permit Holder	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
13	54 - 57	Email - RE: Notice of Entry by WHS Entry Permit Holder	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy Out of Scope	YES
14	58 - 64	Email and attachment - FW: Notice of Entry by WHS Entry Permit Holder Attachment 4 - HIS Action Plan CPSU daft updated.docx	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
15	65 - 68	Email and attachment - FW: Potential HIS Layout - Building 3 Level 1 Attachment 5 - 03.01 HIS potential accommodation mark-up - maximised layout 24-01-14 [f].pdf	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy Schedule 2.2(a)(iii) Security	YES
16	69 - 72	Email - FW: Notice of Entry by WHS Entry Permit Holder	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
17	73 - 79	Email and attachment - WHS response Attachment 6 - scan_duncan adams_2025-09-12-12-22-32.pdf Attachment 7 - 03.01 HIS proposed staff rooms.pdf	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy Schedule 2.2(a)(iii) Security Out of Scope	YES
18	80 - 82	Email - FW: Notice of Entry by WHS Entry Permit Holder	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
19	83 - 84	Email - Re: CHS FM Building Condition Audits for Health Information Systems (HIS)	12-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
20	85 - 87	Email - Fw: Notice of Entry by WHS Entry Permit Holder	13-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
21	88 - 90	Email - Re: Notice of Entry by WHS Entry Permit Holder	13-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
22	91 - 94	Email - Re: Notice of Entry by WHS Entry Permit Holder	14-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
23	95 - 101	Email and attachments - FW: WHS response [Attachment 6 and 7 at reference 17] Attachment 8 - HIS Consultation & Walk Through July 2025 - Meeting Notes.docx	15-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy Out of Scope	YES

24	102	Meeting Invite - Discussion - HIS documents collection requested by CPSU [Attachment 3 at reference 6]	15-September-2025	Full Release		YES
25	103 - 107	Email - RE: WHS response	15-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy Out of Scope	YES
26	108 - 112	Email - Fw: Notice of Entry by WHS Entry Permit Holder [Attachment 4 at reference 14]	15-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
27	113 - 115	Email - Fw: Notice of Entry by WHS Entry Permit Holder [Attachments 1 and 2 at reference 1]	15-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
28	116 - 129	Email and attachment - FW: Response to Feedback - Proposed Health Information Services Relocation Attachment 9 - GMCH - CPSU Correspondence with Comments.pdf	15-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
29	130	Text Message - Annaliesha Flynn to Chris Tarbuck	15-September-2025	Full Release		YES
30	131 - 174	Email and attachment - RE: HIS Action plan- updated Attachment 10 - HIS Action Plan CPSU draft updated - NB notes and attachments and WHS documents Action Item 1.1 - B3 L1 HIS Area Risk Assessment.docx Action Item 1.2 - CT Email response 2 Sept 2025 - Assessment of carpets in new location Building 3 Level 1_ Action Item 1.3 - HSR receipt of CT email 2 Sept 2025 RE_ Assessment of carpets in new location Building 3 Level 1_ Action Item 2.1 - DA email response HSR 28 Aug 2025_ Response to Feedback - Proposed HIS Relocation Action Item 2.2 - Attachment Action Item 1.1 Action Item 3.1 - Attachment 6 at reference 17 Attachment 3.2 - Attachment 8 at reference 23 Action Item 4.1 - Attachment 7 at reference 17 Action Item 6.1 - Email 05.27 August 2025 Reply gtom WHS to HR Action Item 6.2 - Meeting invite - IHSS SA and WHS Site visit Action Item 9.1 - Security note email 20 Aug 2025 Health Action Item 11.1 - CHS FM_Building Condition Audit pdf. Action Item 11.2 - HIS_CHS Building Condition Audit Schedule Action Item 11.3 - HIS_A-TCH.03.01_00	15-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy Schedule 2.2(a)(iii) Security	YES
31	175 - 176	Email - FW: HIS Action plan- updated [Attachment 10 at reference 30]	16-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
32	177 - 178	Email - FW: HIS Action plan- updated [Attachment 10 at reference 30]	16-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
33	179 - 187	Email and attachment - HIS Action Plan CPSU draft updated - attachments and WHS documents Attachment 11 - HIS Action Plan CPSU draft updated - attachments and WHS documents.docx [Action items attachments at reference 30]	16-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
34	188	Text Message - Chris Tarbuck to Annaliesha Flynn	16-September-2025	Full Release		YES
35	189 - 198	Email and attachment - RE: HIS Action plan- updated Attachment 12 - HIS Action Plan CPSU draft updated - attachments and WHS documents [Action items attachments at reference 30]	16-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
36	199 - 210	Email and attachment - RE: HIS Action plan- updated Attachment 13 - HIS Action Plan CPSU draft updated - attachments and documents final draft.docx [Action items attachments at reference 30]	16-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
37	211 - 216	Email - RE: HIS Action plan- updated	16-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
38	217 - 228	Email and attachment - FW: Notice of Entry by WHS Entry Permit Holder Attachment 14 - HIS Action Plan CPSU - attachments and documents COMPLETE.DOCX [Action items attachments at reference 30]	16-September-2025	Partial Release	Schedule 2.2(a)(ii) Privacy	YES
Total Number of Documents						
38						

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access. Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately. Information about what is published on open access is available online at: <https://www.act.gov.au/open-access>.

GPO Box 158 Canberra ACT 2601 | phone: 132281 | www.act.gov.au

From: Flynn, Annaliesha
Sent: Wednesday, 24 September 2025 4:08 PM
To: Flynn, Annaliesha
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: Entry Notice Nerida Warren 110925.pdf; Attachment to Notice of Entry by WHS Entry Permit Holder.pdf

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha
Sent: Thursday, 11 September 2025 3:29 PM
To: Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <Schedule 2.2(a)(ii)>
 Sent: Thursday, 11 September 2025 3:24 PM
 To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
 Cc: Northam, Madeline (CPSU) <Schedule 2.2(a)(ii)>; Molly Glendenning <Schedule 2.2(a)(ii)>; Nerida Warren <Schedule 2.2(a)(ii)>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
 Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from Schedule 2.2(a)(ii) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

mSchedule 2.2(a)(ii)

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.



This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

NOTICE OF ENTRY BY WHS ENTRY PERMIT HOLDER

Work Health and Safety Act 2011 (ACT)

Approved Form — AF2018-6 under s277 of the *Work Health and Safety Act 2011* for the purpose of providing notice of entry by a permit holder under s117, s120 and s121.

Full name of WHS entry permit holder:	Nerida Warren
Name of union represented:	Community and Public Sector Union
Provision in union's rules that entitles the union to represent the industrial interests of a worker:	Chapter A, Rule 1, Part 2
Name and address of workplace being entered:	The Canberra Hospital, Yamba Dr, Garran ACT 2605
Date of entry or proposed entry*:	15/09/2025
*For entry under section 120 or 121: this notice must be given during usual working hours at least 24 hours, but not more than 14 days, before the entry	

Tick all of the check boxes relating to your reason/s for seeking entry below. Details must also be provided where indicated.

☒ **Section 117 — entry to inquire into a suspected contravention of the WHS Act**
 Details of the suspected contravention to which this notice relates (what are the concerns, how do they contravene the WHS Act, what area of the workplace is affected): (attach separate pages if necessary)
 Section 47, Section 48, Section 49, Regulation 34, Regulation 38.
 See attached for further detail.

☒ The above union is entitled to represent the industrial interests of a relevant worker who carries out work at this workplace. The relevant worker is a member, or eligible to be a member, of the above union.

☒ The suspected contravention(s) of the WHS Act relates to, or affects, a relevant worker.

☒ I reasonably suspect that a contravention(s) of the WHS Act has occurred or is occurring.

☒ **Section 120 — entry to inspect employee records or information held by another person**
 Details of the suspected contravention to which this notice relates (what are the concerns, how do they contravene the WHS Act, what area of the workplace is affected): (attach separate pages if necessary)
 Section 47, Section 48, Section 49, Regulation 34, Regulation 38.
 See attached for further detail.

Description of the employee records and other documents (or the class of records or documents) directly relevant to the suspected contravention, that are proposed to be inspected: (attach separate pages if necessary)
 See Attached.

☒ The above union is entitled to represent the industrial interests of a relevant worker who carries out work at this workplace. The relevant worker is a member, or eligible to be a member, of the above union.

☒ The suspected contravention(s) of the WHS Act relates to, or affects, a relevant worker.

☒ I reasonably suspect that a contravention(s) of the WHS Act has occurred or is occurring.

☐ **Section 121 — entry to consult and advise relevant workers on health and safety matters**

☐ The above union is entitled to represent the industrial interests of a relevant worker who carries out work at this workplace. The relevant worker is a member, or eligible to be a member, of the above union.

I reasonably believe and declare that the information in this form is true.

Signed: Schedule 2.2(a)(i)

Work Health and Safety Entry Permit Holder

Date: 11/09/2025

NOTE: the legislation provides for civil penalties of up to \$10,000 for individuals and \$50,000 for a body corporate relating to breaches of right of entry laws.



**Access
Canberra.**

Attachment to Notice of Entry by WHS Entry Permit Holder

Details of the suspected contravention to which this notice relates:

CPSU suspects that Canberra Health Services has failed to consult with affected workers in HIS prior to making decisions regarding matters relating to work health and safety.

CPSU suspects that Canberra Health Services have failed to identify reasonably foreseeable hazards that could give rise to risks to health and safety.

CPSU is concerned about suspected breaches of:

- Section 47, Duty to Consult Workers
- Section 48, Nature of consultation
- Section 49, When consultation is required
- Regulation 34, Duty to identify hazards
- Regulation 38, Review Controls Before Making a Decision

Description of the employee records and other documents (or the class of records or documents) directly relevant to the suspected contravention, that are proposed to be inspected:

- Risk Assessment undertaken in relation to the carpet, including evidence of consultation with affected workers and HSRs referenced in point 14 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Maintenance Plan for Building 3, Level 1 HIS referenced in point 2 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Planning documents detailing storage space for larger printers, fax machines and other frequently used equipment references in point 7 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025.
- Documents pertaining to the options currently under consideration for the provision of a dedicated staff room as referenced in point 8 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025.

- After hours access arrangements for Building 3, level 1 HIS referenced in point 8 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Documentation of the review process undertaken by CHS WHS to assess Safety and Compliance as referenced in point 10 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025.
- Documentation of the review process undertaken to assess the suitability of the front desk area of Building 3, Level 1 HIS as referenced in point 11 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Documentation of the process undertaken to assess the suitability of the waiting area of Building 3, Level 1 HIS as referenced in point 12 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Documentation of the process undertaken to determine the number and locations of duress alarms as referenced in point 13 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Risk Assessment undertaken in relation to the installation of duress alarms in Building 3, Level 1 HIS, including evidence of consultation with affected workers and HSRs
- Documentation of the process undertaken to assess the suitability for occupancy of Building 3, Level 1 HIS as referenced in point 17 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Documentation of the review process undertaken to assess the visibility and safety of hallways in Building 3, Level 1 HIS as referenced in point 18 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Documentation of the process undertaken to assess the safety of the office layout in Building 3, Level 1 HIS as referenced in point 21 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Documentation of the process undertaken to assess the safety, functionality and staff wellbeing in relation to internal walls in Building 3, Level 1 HIS as referenced in point 24 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025
- Documentation of the process undertaken to assess the structural integrity of the ceiling in Building 3, Level 1 HIS as referenced in point 25 of *Response to Feedback – Proposed Health Information Services Relocation* dated 20 August 2025

From: Flynn, Annaliesha
Sent: Thursday, 25 September 2025 4:11 PM
To: Flynn, Annaliesha
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: Entry Notice Nerida Warren 110925.pdf; Attachment to Notice of Entry by WHS Entry Permit Holder.pdf

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>
Sent: Thursday, 11 September 2025 3:38 PM
To: Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director

Mobile: [redacted] Email: Margot.Green@act.gov.au

Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government

Building 28 Level 2, Canberra Hospital

P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <[redacted]>

Sent: Thursday, 11 September 2025 3:24 PM

To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>

Cc: Northam, Madeline (CPSU) <[redacted]>; Molly Glendenning <[redacted]>; Nerida Warren <[redacted]>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [redacted] [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: [Adams, Duncan](#)
To: [IHSS](#)
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Date: Monday, 22 September 2025 7:34:15 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[Entry Notice Nerida Warren 110925.pdf](#)
[Attachment to Notice of Entry by WHS Entry Permit Holder.pdf](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation
 Mobile: [Schedule 2.2\(a\)\(ii\)](#) | Email: Duncan.Adams@act.gov.au
Division | Canberra Health Services | ACT Government
 Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Tarbuck, Chris
Sent: Thursday, 11 September 2025 3:52 PM
To: Adams, Duncan
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

FYI

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: [Schedule 2.2\(a\)\(ii\)](#) | Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

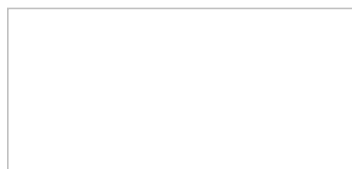
Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>

Sent: Thursday, 11 September 2025 3:38 PM

To: Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>;

Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director

Mobile: [0800137200](tel:0800137200) Email: Margot.Green@act.gov.au

Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government

Building 28 Level 2, Canberra Hospital

P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <Jordan.Piggott@act.gov.au>

Sent: Thursday, 11 September 2025 3:24 PM

To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>

Cc: Northam, Madeline (CPSU) <Madeline.Northam@act.gov.au>; Molly Glendenning

<Molly.Glendenning@act.gov.au>; Nerida Warren <Nerida.Warren@act.gov.au>; Flynn, Annaliesha

<Annaliesha.Flynn@act.gov.au>

Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from Jordan.Piggott@act.gov.au. [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:33 PM
To: IHSS
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: Entry Notice Nerida Warren 110925.pdf; Attachment to Notice of Entry by WHS Entry Permit Holder.pdf

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [Schedule 2.2\(a\)\(ii\)](#) | Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Thursday, 11 September 2025 4:08 PM
To: Adams, Duncan
Subject: Fw: Notice of Entry by WHS Entry Permit Holder

Get [Outlook for iOS](#)

From: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Sent: Thursday, September 11, 2025 3:51:44 PM
To: Adams, Duncan <Duncan.Adams@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

FYI

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support ServicesPhone: (02) 5124 3186 | Mobile: [REDACTED] Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au**Canberra Health Services | ACT Government**Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au**RELIABLE | PROGRESSIVE | RESPECTFUL | KIND****‘Creating exceptional health care together.’**

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>**Sent:** Thursday, 11 September 2025 3:38 PM**To:** Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>**Cc:** Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>**Subject:** FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director

Mobile: [redacted] Email: Margot.Green@act.gov.au

Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government
 Building 28 Level 2, Canberra Hospital
 P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <[redacted]>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <[redacted]>; Molly Glendenning <[redacted]>; Nerida Warren <[redacted]>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [redacted] [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(i)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Tarbuck, Chris
Sent: Thursday, 11 September 2025 4:16 PM
To: Keevers, Shannon
Cc: IHSS; Beattie, Andrew; Adams, Duncan; Flynn, Annaliesha; Uzabeaga, Bibiana
Subject: RE: Notice of Entry by WHS Entry Permit Holder
Attachments: Attachment to Notice of Entry by WHS Entry Permit Holder.pdf

Hi Shannon

FYI, I have requested Duncan provide us the FM maintenance plan as per dot point 2.

He will provide this tomorrow.

Thank you all.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Keevers, Shannon
Sent: Thursday, 11 September 2025 4:11 PM
To: Tarbuck, Chris
Cc: IHSS ; Beattie, Andrew ; Adams, Duncan ; Flynn, Annaliesha
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi Chris

Annaliesha has forwarded the notice of entry by the CPSU for Monday 15 September along with the documentation requested.

Annaliesha is preparing the attachment and allocating action officers to ensure all documents are gathered and that there is no duplication of effort.

ISAR will work with CHS WHS to collate this information.

After talking with Narelle, she has advised that WorkSafe ACT frequently attend with unions for your consideration.

Please let me know if you have any queries or concerns.

Best regards,
Shannon

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Sent: Thursday, 11 September 2025 3:29 PM
To: Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <Jordan.Piggott@act.gov.au>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <Madeline.Northam@act.gov.au>; Molly Glendenning <Molly.Glendenning@act.gov.au>; Nerida Warren <Nerida.Warren@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from **Schedule 2.2(a)(ii)** [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Flynn, Annaliesha
Sent: Wednesday, 24 September 2025 4:08 PM
To: Flynn, Annaliesha
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: HIS Action Plan CPSU draft.docx

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha
Sent: Thursday, 11 September 2025 4:35 PM
To: Keevers, Shannon <Shannon.Keevers@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Cc: IHSS <IHSS@act.gov.au>; Beattie, Andrew <Andrew.Beattie@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Singh, Inderjit <Inderjit.Singh@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Canberra Health Services Work Health Safety <CHS.WorkHealthSafety@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>
Subject: RE: Notice of Entry by WHS Entry Permit Holder

Hi team,

Please find attached the draft action plan for input.

As WHS wasn't fully involved from the outset, there's a chance that I may have misrepresented some of the responsible persons in the action plan, please let me know and I will update accordingly.

@Tarbuck, Chris, would it be possible for someone within your Executive Office to take carriage of uploading the required documentation to a TRIM bucket?

Given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight having a central TRIM location would help ensure everything is collected and accessible.

Shannon and I are happy to do the legwork and collate the information; I just don't have access to TRIM myself.

Kind regards,

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Keevers, Shannon <Shannon.Keevers@act.gov.au>
Sent: Thursday, 11 September 2025 4:11 PM
To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Cc: IHSS <IHSS@act.gov.au>; Beattie, Andrew <Andrew.Beattie@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi Chris

Annaliesha has forwarded the notice of entry by the CPSU for Monday 15 September along with the documentation requested.

Annaliesha is preparing the attachment and allocating action officers to ensure all documents are gathered and that there is no duplication of effort.

ISAR will work with CHS WHS to collate this information.

After talking with Narelle, she has advised that WorkSafe ACT frequently attend with unions for your consideration.

Please let me know if you have any queries or concerns.

Best regards,
 Shannon

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Sent: Thursday, 11 September 2025 3:29 PM
To: Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <[Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au)>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <[Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au)>; Molly Glendenning <[Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au)>; Nerida Warren <[Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au)>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

ACTION PLAN - Due 15th Sep 2025

CPSU suspects that Canberra Health Services has failed to consult with affected workers in HIS prior to making decisions regarding matters relating to work health and safety.

Action item	Responsible person	Response
1. Risk Assessment undertaken in relation to the carpet, including evidence of consultation with affected workers and HSRs referenced in point 14 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR	
2. Maintenance Plan for Building 3, Level 1 HIS referenced in point 2 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR	
3. Planning documents detailing storage space for larger printers, fax machines and other frequently used equipment references in point 7 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	Strategic accommodation	
4. Documents pertaining to the options currently under consideration for the provision of a dedicated staff room as referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	
5. Afterhours access arrangements for Building 3, level 1 HIS referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	

6. Documentation of the review process undertaken by CHS WHS to assess Safety and Compliance as referenced in point 10 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	WHS	
7. Documentation of the review process undertaken to assess the suitability of the front desk area of Building 3, Level 1 HIS as referenced in point 11 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation	
8. Documentation of the process undertaken to assess the suitability of the waiting area of Building 3, Level 1 HIS as referenced in point 12 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation	
9. Documentation of the process undertaken to determine the number and locations of duress alarms as referenced in point 13 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation	
10. Risk Assessment undertaken in relation to the installation of duress alarms in Building 3, Level 1 HIS, including evidence of consultation with affected workers and HSRs	Strategic accommodation	
11. Documentation of the process undertaken to assess the suitability for occupancy of Building 3, Level 1 HIS as referenced in point 17 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation	

12. Documentation of the review process undertaken to assess the visibility and safety of hallways in Building 3, Level 1 HIS as referenced in point 18 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation/WHS	
13. Documentation of the process undertaken to assess the safety of the office layout in Building 3, Level 1 HIS as referenced in point 21 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation/ WHS	
14. Documentation of the process undertaken to assess the safety, functionality and staff wellbeing in relation to internal walls in Building 3, Level 1 HIS as referenced in point 24 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation/ WHS	
15. Documentation of the process undertaken to assess the structural integrity of the ceiling in Building 3, Level 1 HIS as referenced in point 25 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR	

From: Flynn, Annaliesha
Sent: Wednesday, 24 September 2025 4:08 PM
To: Flynn, Annaliesha
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: HIS Action Plan CPSU draft.docx

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha
Sent: Thursday, 11 September 2025 4:56 PM
To: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>
Subject: RE: Notice of Entry by WHS Entry Permit Holder

Good afternoon,

The WHS and ISAR teams will work collaboratively to collate the required information. I have attached a draft action plan that outlines the proposed action officers to help ensure all relevant documents are gathered efficiently and that duplication of effort is avoided.

We are hoping to set up a TRIM bucket (apologies if that's not the correct terminology) given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight in our response and or contribute to parts of the response. Having a central TRIM location would help ensure all documentation is collected and easily accessible.

Shannon and I are happy to do the legwork and collate the information, we just don't have access to TRIM, so we would appreciate support with the upload process if possible.

Kind regards,

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>
Sent: Thursday, 11 September 2025 3:38 PM
To: Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director
Mobile: [02 5124 9410](tel:0251249410) | Email: Margot.Green@act.gov.au
Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government
Building 28 Level 2, Canberra Hospital
P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <[redacted]>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <[redacted]>; Molly Glendenning <[redacted]>; Nerida Warren <[redacted]>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [redacted] [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: [redacted]

Member Service Centre: 1300 137 636 | cpsu.org.au



The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Tarbuck, Chris
Sent: Thursday, 11 September 2025 8:13 PM
To: Flynn, Annaliesha; CHS, TCH GM; Morris, Jo; IHSS
Cc: Gilmore, Lisa; CHS, Health Services Support Unit; Tosh, Jim; Keevers, Shannon; Canberra Health Services People and Culture
Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Thank you Annaliesha
 Please forward all the collated documents to IHSS and we will arrange the TRIM folder.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha
Sent: Thursday, 11 September 2025 4:56 PM
To: CHS, TCH GM ; Morris, Jo ; Tarbuck, Chris
Cc: Gilmore, Lisa ; CHS, Health Services Support Unit ; Tosh, Jim ; Keevers, Shannon ; Canberra Health Services People and Culture
Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon,

The WHS and ISAR teams will work collaboratively to collate the required information. I have attached a draft action plan that outlines the proposed action officers to help ensure all relevant documents are gathered efficiently and that duplication of effort is avoided.

We are hoping to set up a TRIM bucket (apologies if that's not the correct terminology) given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight in our response and or contribute to parts of the response. Having a central TRIM location would help ensure all documentation is collected and easily accessible.

Shannon and I are happy to do the legwork and collate the information, we just don't have access to TRIM, so we would appreciate support with the upload process if possible.

Kind regards,

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government

| canberrahealthservices.act.gov.au



'Creating exceptional health care together.'

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>

Sent: Thursday, 11 September 2025 3:38 PM

To: Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit

<CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha

<Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director

Mobile: [redacted] Email: Margot.Green@act.gov.au

Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government

Building 28 Level 2, Canberra Hospital

P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <[redacted]>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <[redacted]>; Molly Glendenning <[redacted]>; Nerida Warren <[redacted]>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [redacted] [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Flynn, Annaliesha
Sent: Thursday, 11 September 2025 8:41 PM
To: Tarbuck, Chris; CHS, TCH GM; Morris, Jo; IHSS
Cc: Gilmore, Lisa; CHS, Health Services Support Unit; Tosh, Jim; Keevers, Shannon; Canberra Health Services People and Culture
Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Wonderful, thank you kindly Chirs and team.

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Tarbuck, Chris
Sent: Thursday, 11 September 2025 8:13 PM
To: Flynn, Annaliesha ; CHS, TCH GM ; Morris, Jo ; IHSS
Cc: Gilmore, Lisa ; CHS, Health Services Support Unit ; Tosh, Jim ; Keevers, Shannon ; Canberra Health Services People and Culture
Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Thank you Annaliesha
 Please forward all the collated documents to IHSS and we will arrange the TRIM folder.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Sent: Thursday, 11 September 2025 4:56 PM

To: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon,

The WHS and ISAR teams will work collaboratively to collate the required information. I have attached a draft action plan that outlines the proposed action officers to help ensure all relevant documents are gathered efficiently and that duplication of effort is avoided.

We are hoping to set up a TRIM bucket (apologies if that's not the correct terminology) given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight in our response and or contribute to parts of the response. Having a central TRIM location would help ensure all documentation is collected and easily accessible.

Shannon and I are happy to do the legwork and collate the information, we just don't have access to TRIM, so we would appreciate support with the upload process if possible.

Kind regards,

Annaliesha Flynn | Director Work Health Safety



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>

Sent: Thursday, 11 September 2025 3:38 PM

To: Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director

Mobile: Schedule 2.2(a)(ii) Email: Margot.Green@act.gov.au

Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government

Building 28 Level 2, Canberra Hospital

P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <Schedule 2.2(a)(ii)>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCHGM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <Schedule 2.2(a)(ii)>; Molly Glendenning <Schedule 2.2(a)(ii)>; Nerida Warren <Schedule 2.2(a)(ii)>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from Schedule 2.2(a)(ii) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: Schedule 2.2(a)(ii)

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Flynn, Annaliesha
Sent: Thursday, 11 September 2025 8:45 PM
To: CHS, Health Services Support Unit; Tarbuck, Chris; CHS, TCH GM; Morris, Jo; IHSS
Cc: Gilmore, Lisa; Tosh, Jim; Keevers, Shannon; Canberra Health Services People and Culture
Subject: RE: Notice of Entry by WHS Entry Permit Holder - CHS25/695

OFFICIAL

Amazing thank you Courtney.

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, Health Services Support Unit
Sent: Thursday, 11 September 2025 8:37 PM
To: Tarbuck, Chris ; Flynn, Annaliesha ; CHS, TCH GM ; Morris, Jo ; IHSS
Cc: Gilmore, Lisa ; CHS, Health Services Support Unit ; Tosh, Jim ; Keevers, Shannon ; Canberra Health Services People and Culture
Subject: RE: Notice of Entry by WHS Entry Permit Holder - CHS25/695

OFFICIAL

Hi all

TRIM container CHS25/695 has been created for this.

Access to the container has been provided to offices of TCH GM, IHSS and P&C. If further access is required, please contact HSSU.

@IHSS will now be able to upload documents into the container as required.

If you require any further assistance from HSSU, please reach out.

Kind regards

Courtney Malyszko | Assistant Director, Health Services Support Unit
 Offices of the Chief Executive Officer and Deputy Chief Executive Officer
Phone: MS Teams | **Email:** CHS.HSSU@act.gov.au
Canberra Health Services | ACT Government
 PO Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



CEO Awards



Nominations now open
 Visit the **intranet** for more information



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Sent: Thursday, 11 September 2025 8:13 PM

To: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>;

Morris, Jo <Jo.Morris@act.gov.au>; IHSS <IHSS@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit

<CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Keevers, Shannon

<Shannon.Keevers@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Thank you Annaliesha

Please forward all the collated documents to IHSS and we will arrange the TRIM folder.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Sent: Thursday, 11 September 2025 4:56 PM

To: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon,

The WHS and ISAR teams will work collaboratively to collate the required information. I have attached a draft action plan that outlines the proposed action officers to help ensure all relevant documents are gathered efficiently and that duplication of effort is avoided.

We are hoping to set up a TRIM bucket (apologies if that's not the correct terminology) given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight in our response and or contribute to parts of the response. Having a central TRIM location would help ensure all documentation is collected and easily accessible.

Shannon and I are happy to do the legwork and collate the information, we just don't have access to TRIM, so we would appreciate support with the upload process if possible.

Kind regards,

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government
| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>

Sent: Thursday, 11 September 2025 3:38 PM

To: Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director

Mobile: **Schedule 2.2(a)(ii)** Email: Margot.Green@act.gov.au

Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government

Building 28 Level 2, Canberra Hospital

P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <Schedule 2.2(a)(ii)>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <Schedule 2.2(a)(ii)>; Molly Glendenning <Schedule 2.2(a)(ii)>; Nerida Warren <Schedule 2.2(a)(ii)>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from Schedule 2.2(a)(ii) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: Schedule 2.2(a)(ii)

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

From: Tarbuck, Chris
Sent: Friday, 12 September 2025 8:01 AM
To: Adams, Duncan
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: HIS Action Plan CPSU draft.docx

Hi Duncan
 Please call me when you get a chance.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha
Sent: Thursday, 11 September 2025 4:35 PM
To: Keevers, Shannon ; Tarbuck, Chris
Cc: IHSS ; Beattie, Andrew ; Adams, Duncan ; Bowden, Narelle ; Singh, Inderjit ; Chen, Judy ; Canberra Health Services
 Work Health Safety ; Muralidharan, Vaish ; Tosh, Jim
Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi team,

Please find attached the draft action plan for input.

As WHS wasn't fully involved from the outset, there's a chance that I may have misrepresented some of the responsible persons in the action plan, please let me know and I will update accordingly.

@Tarbuck, Chris, would it be possible for someone within your Executive Office to take carriage of uploading the required documentation to a TRIM bucket?

Given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight having a central TRIM location would help ensure everything is collected and accessible.

Shannon and I are happy to do the legwork and collate the information; I just don't have access to TRIM myself.

Kind regards,

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 || Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government

| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Keevers, Shannon <Shannon.Keevers@act.gov.au>

Sent: Thursday, 11 September 2025 4:11 PM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: IHSS <IHSS@act.gov.au>; Beattie, Andrew <Andrew.Beattie@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi Chris

Annaliesha has forwarded the notice of entry by the CPSU for Monday 15 September along with the documentation requested.

Annaliesha is preparing the attachment and allocating action officers to ensure all documents are gathered and that there is no duplication of effort.

ISAR will work with CHS WHS to collate this information.

After talking with Narelle, she has advised that WorkSafe ACT frequently attend with unions for your consideration.

Please let me know if you have any queries or concerns.

Best regards,
Shannon

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Sent: Thursday, 11 September 2025 3:29 PM
To: Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>;
 Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <[Schedule 2.2\(a\)\(ii\)](#)>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <[Schedule 2.2\(a\)\(ii\)](#)>; Molly Glendenning <[Schedule 2.2\(a\)\(ii\)](#)>; Nerida Warren <[Schedule 2.2\(a\)\(ii\)](#)>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [Schedule 2.2\(a\)\(ii\)](#) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be

provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Morris, Jo
Sent: Friday, 12 September 2025 8:21 AM
To: Tarbuck, Chris; Gilmore, Lisa; Green, Margot
Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Thanks Chris

Jo

Dr Jo Morris (PhD)

Executive Director

Division of Rehabilitation, Aged and Community Services

University of Canberra Hospital

Specialist Centre for Rehabilitation, Recovery and Research

20 Guraguma Street, Bruce ACT 2617

Canberra Health Services

Ph: 02 5124 0004

Allied Health Director – Canberra Hospital

Phone: 5124 4776 | Email: jo.morris@act.gov.au

Division of Allied Health | Canberra Health Services | ACT Government

Building 28, Level 2, Canberra Hospital PO Box 11, Woden ACT 2606 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



CEO Awards



Nominations now open
Visit the **intranet** for more information



From: Tarbuck, Chris
Sent: Friday, 12 September 2025 8:02 AM
To: Gilmore, Lisa ; Morris, Jo ; Green, Margot
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi All

I will work with Duncan and IHSS teams to complete the actions within the plan as a matter of priority.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) | Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Sent: Thursday, 11 September 2025 4:35 PM

To: Keevers, Shannon <Shannon.Keevers@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: IHSS <IHSS@act.gov.au>; Beattie, Andrew <Andrew.Beattie@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Singh, Inderjit <Inderjit.Singh@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Canberra Health Services Work Health Safety <CHS.WorkHealthSafety@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi team,

Please find attached the draft action plan for input.

As WHS wasn't fully involved from the outset, there's a chance that I may have misrepresented some of the responsible persons in the action plan, please let me know and I will update accordingly.

@Tarbuck, Chris, would it be possible for someone within your Executive Office to take carriage of uploading the required documentation to a TRIM bucket?

Given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight having a central TRIM location would help ensure everything is collected and accessible.

Shannon and I are happy to do the legwork and collate the information; I just don't have access to TRIM myself.

Kind regards,

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government

| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Keevers, Shannon <Shannon.Keevers@act.gov.au>

Sent: Thursday, 11 September 2025 4:11 PM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: IHSS <IHSS@act.gov.au>; Beattie, Andrew <Andrew.Beattie@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi Chris

Annaliesha has forwarded the notice of entry by the CPSU for Monday 15 September along with the documentation requested.

Annaliesha is preparing the attachment and allocating action officers to ensure all documents are gathered and that there is no duplication of effort.

ISAR will work with CHS WHS to collate this information.

After talking with Narelle, she has advised that WorkSafe ACT frequently attend with unions for your consideration.

Please let me know if you have any queries or concerns.

Best regards,
Shannon

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Sent: Thursday, 11 September 2025 3:29 PM
To: Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <[Schedule 2.2\(a\)\(ii\)](#)>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <[Schedule 2.2\(a\)\(ii\)](#)>; Molly Glendenning <[Schedule 2.2\(a\)\(ii\)](#)>; Nerida Warren <[Schedule 2.2\(a\)\(ii\)](#)>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [Schedule 2.2\(a\)\(ii\)](#) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:33 PM
To: IHSS
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [REDACTED] Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Friday, 12 September 2025 10:23 AM
To: Keevers, Shannon ; Tarbuck, Chris
Cc: IHSS ; Beattie, Andrew ; Flynn, Annaliesha
Subject: RE: Notice of Entry by WHS Entry Permit Holder

Hi Shannon

In relation to:

- Point 2 – **Jeff BURDETT** will send through Maintenance Plan today.
- Point 5 – **Nikki BROWN** [REDACTED] Out of scope [REDACTED]. I do not envisage that she will be able to respond by the scheduled meeting time on Monday.

Regards,

Duncan

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Keevers, Shannon <Shannon.Keevers@act.gov.au>

Sent: Thursday, 11 September 2025 4:11 PM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: IHSS <IHSS@act.gov.au>; Beattie, Andrew <Andrew.Beattie@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi Chris

Annaliesha has forwarded the notice of entry by the CPSU for Monday 15 September along with the documentation requested.

Annaliesha is preparing the attachment and allocating action officers to ensure all documents are gathered and that there is no duplication of effort.

ISAR will work with CHS WHS to collate this information.

After talking with Narelle, she has advised that WorkSafe ACT frequently attend with unions for your consideration.

Please let me know if you have any queries or concerns.

Best regards,

Shannon

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Sent: Thursday, 11 September 2025 3:29 PM
To: Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <[Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au)>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <[Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au)>; Molly Glendenning <[Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au)>; Nerida Warren <[Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au)>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [Schedule.2.2\(a\)\(ii\)@act.gov.au](mailto:Schedule.2.2(a)(ii)@act.gov.au) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be

provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Tarbuck, Chris
Sent: Friday, 12 September 2025 11:15 AM
To: Bale, Natalie
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: HIS Action Plan CPSU draft updated .docx

I will call

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha

Sent: Friday, 12 September 2025 11:06 AM

To: CHS, TCH GM ; Morris, Jo ; Tarbuck, Chris ; Keevers, Shannon ; Malyszko, Courtney

Cc: Gilmore, Lisa ; CHS, Health Services Support Unit ; Tosh, Jim ; Canberra Health Services People and Culture ; Adams, Duncan

Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good morning,

I have updated the action plan based on stakeholder feedback, noting some minor changes to the assigned action officers.

We now need to determine whether we can meet the proposed timeframe of collating the required information by the due date (Monday) by midday today. Janet has kindly reached out to assess whether this is feasible or not.

@Keevers, Shannon will update the HSSU, either via Courtney Malyszko or Nic Stevenson, depending on how things progress by midday to advise if we need an extension or not.

Thank you for your efforts on pulling this information together .

Kind regards

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha

Sent: Thursday, 11 September 2025 4:56 PM

To: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

Good afternoon,

The WHS and ISAR teams will work collaboratively to collate the required information. I have attached a draft action plan that outlines the proposed action officers to help ensure all relevant documents are gathered efficiently and that duplication of effort is avoided.

We are hoping to set up a TRIM bucket (apologies if that's not the correct terminology) given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight in our response and or contribute to parts of the response. Having a central TRIM location would help ensure all documentation is collected and easily accessible.

Shannon and I are happy to do the legwork and collate the information, we just don't have access to TRIM, so we would appreciate support with the upload process if possible.

Kind regards,

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>

Sent: Thursday, 11 September 2025 3:38 PM

To: Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director

Mobile: [Schedule 2.2\(a\)\(ii\)](tel:0262012222) Email: Margot.Green@act.gov.au

Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government

Building 28 Level 2, Canberra Hospital

P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <Schedule 2.2(a)(ii)>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <Schedule 2.2(a)(ii)>; Molly Glendenning <Schedule 2.2(a)(ii)>; Nerida Warren <Schedule 2.2(a)(ii)>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from Schedule 2.2(a)(ii) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m Schedule 2.2(a)(ii)

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

ACTION PLAN - Due 15th Sep 2025

CPSU suspects that Canberra Health Services has failed to consult with affected workers in HIS prior to making decisions regarding matters relating to work health and safety.

Action item	Responsible person	Response
1. Risk Assessment undertaken in relation to the carpet, including evidence of consultation with affected workers and HSRs referenced in point 14 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR	
2. Maintenance Plan for Building 3, Level 1 HIS referenced in point 2 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	GM /IHSS executive /FM / Strategic accommodation	
3. Planning documents detailing storage space for larger printers, fax machines and other frequently used equipment references in point 7 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	Strategic accommodation	
4. Documents pertaining to the options currently under consideration for the provision of a dedicated staff room as referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	
5. Afterhours access arrangements for Building 3, level 1 HIS referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	

6. Documentation of the review process undertaken by CHS WHS to assess Safety and Compliance as referenced in point 10 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	WHS	
7. Documentation of the review process undertaken to assess the suitability of the front desk area of Building 3, Level 1 HIS as referenced in point 11 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation	
8. Documentation of the process undertaken to assess the suitability of the waiting area of Building 3, Level 1 HIS as referenced in point 12 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	
9. Documentation of the process undertaken to determine the number and locations of duress alarms as referenced in point 13 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/Security	
10. Risk Assessment undertaken in relation to the installation of duress alarms in Building 3, Level 1 HIS, including evidence of consultation with affected workers and HSRs	Strategic accommodation	
11. Documentation of the process undertaken to assess the suitability for occupancy of Building 3, Level 1 HIS as referenced in point 17 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	

12. Documentation of the review process undertaken to assess the visibility and safety of hallways in Building 3, Level 1 HIS as referenced in point 18 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation/WHS	
13. Documentation of the process undertaken to assess the safety of the office layout in Building 3, Level 1 HIS as referenced in point 21 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation/ WHS	
14. Documentation of the process undertaken to assess the safety, functionality and staff wellbeing in relation to internal walls in Building 3, Level 1 HIS as referenced in point 24 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	
15. Documentation of the process undertaken to assess the structural integrity of the ceiling in Building 3, Level 1 HIS as referenced in point 25 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:33 PM
To: IHSS
Subject: FW: Potential HIS Layout - Building 3 Level 1
Attachments: 03.01 HIS potential accommodation mark-up - maximised layout 24-01-14 [f].pdf

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Friday, 12 September 2025 12:30 PM
To: Keevers, Shannon
Subject: FW: Potential HIS Layout - Building 3 Level 1

Hi Shannon

This is first correspondence I have in relation to the HIS relocation.

I joined CHS 13JAN2025, the first corro I received was 14JAN2025.

Jessie recalls that as long ago as mid 2024, he was instructed to reserve desks for HIS team.

Regards,

Duncan

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Trew, Myles <Myles.Trew@act.gov.au>

Sent: Tuesday, 14 January 2025 8:22 PM

To: Nuss, Jarrad <Jarrad.Nuss@act.gov.au>; Burton, Chris <Chris.Burton@act.gov.au>; McNamara, JasonW <JasonW.McNamara@act.gov.au>

Cc: Adams, Duncan <Duncan.Adams@act.gov.au>

Subject: Potential HIS Layout - Building 3 Level 1

OFFICIAL

Hi All,

Please find attached maximised HIS accommodation layout for the proposed location. Please note that this layout would need to be reviewed and approved by WHS prior to implementing. Layout as shown is very tight.

To implement this layout, the following would need to occur:

- Relocation of current NMPSS staff out of rooms 03.01.076, 03.01.077, 03.01.078, 03.01.079, 03.01.085 (to be part of consultation paper – location to be determined)
- Relocation of wellness room (proposed location not yet determined)
- Decant of equipment and storage within room 03.01.063 (proposed location not yet determined)
- Purchase of approximately 36 x 1800mm ESTS desks
- Disposal of redundant corner desks
- Installation of additional power and data
- Removal of shelving from room 03.01.074
- Removal of corner joinery from room 03.01.088
- Paint and patch of relevant areas

Budget cost estimate for works (this has been put together very quickly and is for an indication only at this stage).

Item	Quantity	Unit cost	Sub-total
1800 ESTS desks	36	\$1500	\$54,000
Disposal of existing desks	25	\$300	\$7,500
Power and data installation	16	\$2,000	\$32,000
Removal of corner joinery	1	\$500	\$500
Removal of shelving	1	\$500	\$500
Paint and patch	1	\$30,000	\$30,000
Meeting room Webex board (TV and camera)	1	\$5,000	\$5,000
Removalist fees	60	\$400	\$24,000
Install consumer facing sliding window	1	\$10,000	\$10,000
Reinstate intercom	1	\$7,500	\$7,500
Contingency	1	\$25,000	\$25,000
Budget total			\$196,000

If there is in principle agreement this is feasible, suggest we start the consultation process with the relevant parties on this basis with the intent to work on a staged transition into the space.

Chris, thanks for sending through consultation paper – I will get to this tomorrow.

Thanks

Myles Trew | Senior Director Engineering Services

Phone: 02 5124 4380 | Mobile: Schedule 2.2(a)(iii) | Email: myles.trew@act.gov.au

Infrastructure and Health Support Services | **Canberra Health Services** | **ACT Government**

Level 1, Building 1, Canberra Hospital, GPO Box 825 Canberra ACT 2601 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



Schedule 2.2(a)(iii)

From: Flynn, Annaliesha
Sent: Thursday, 25 September 2025 7:57 AM
To: Flynn, Annaliesha
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>
Sent: Friday, 12 September 2025 1:30 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; Lopa, Liz <Liz.Lopa@act.gov.au>; White, Andrew <Andrew.White@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Cc: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi Janet, Liz, Andrew and Chris

For your information, we have requested an extension on this request until COB Tuesday.

Kind regards

Courtney Malyszko | Assistant Director, Health Services Support Unit
 Offices of the Chief Executive Officer and Deputy Chief Executive Officer
Phone: MS Teams | **Email:** CHS.HSSU@act.gov.au
 Canberra Health Services | ACT Government
 PO Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



CEO Awards



Nominations now open
Visit the **intranet** for more information



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>

Sent: Friday, 12 September 2025 1:27 PM

To: Schedule 2.2(a)(ii)

Cc: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Northam, Madeline (CPSU) Schedule 2.2(a)(ii); Molly Glendenning Schedule 2.2(a)(ii); Nerida Warren Schedule 2.2(a)(ii) Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jordan

We are writing in relation to the Notice of Entry by WHS Entry Permit for Monday 15 September 2025.

The relevant teams have commenced work to compile the documents that have been requested, however given the large number, we are seeking an extension until COB Tuesday 16 September to provide the full list of documents.

Could you please confirm as soon as possible.

Kind regards

Health Services Support Unit

Email: CHS.HSSU@act.gov.au

Offices of the CEO and Deputy CEO | Canberra Health Services | ACT Government

PO Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott **Schedule 2.2(a)(ii)**
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) **Schedule 2.2(a)(ii)** Molly Glendenning
Schedule 2.2(a)(ii) Nerida Warren **Schedule 2.2(a)(ii)** Flynn, Annaliesha
 <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from **Schedule 2.2(a)(ii)** [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au



The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:33 PM
To: IHSS
Subject: FW: WHS response
Attachments: scan_duncan adams_2025-09-12-12-22-32.pdf; 03.01 HIS proposed staff rooms.pdf

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Friday, 12 September 2025 1:38 PM
To: Keevers, Shannon
Subject: WHS response

Hi Shannon

Point 3 – There was a Walk through/consultation of proposed space by Chris BURTON and HIS team was conducted circa APRIL 2025, I have a couple of drawings with mark-ups of DSD requirements. I also have mark-ups from the walk through/consultation that was completed in JULY 2025, again I have noted the requirements of the HIS team. I have scanned all 3 documents in. Please see scan_duncan adams_2025-09-12-22-32.pdf

Point 4 – ***Documents pertaining to the options currently under consideration of a dedicated staff room*** – Our response was that “Options for a dedicated staff room are being considered in alignment

with required desks". At the walk through/consultation on 23JUL2025 I offered to show a group a proposed welfare location in 03.01.160 which is approx. 50-60 seconds walk, however they declined to visit (please note they had split into sub groups and were exploring). I also proposed that we could convert one of the existing offices into a Welfare Room if they were happy to desk share, noting that maximum attendance levels were 20 personnel in HIS, to date no response has been received. I also stated they could use the space outside of 03.01.031 as previous CECS area has been cleared; there would be sufficient space for a number of tables and chairs. Again nodding agreement but no response received to date.

In terms of a document, I have a mark-up of the two closest staff rooms, 03.01.102 which is a 30 second walk, and the available space outside of vacated CECS (03.01.031). Please see 03.01 HIS proposed staff rooms.pdf

Point 5 – As previously mentioned Nikki BROWN **Out of scope**

Point 7 – **The Proposed large sliding window may not be suitable. We request to maintain a setup like the current front desk for better functionality, privacy and staff security.** This was reviewed at walk through/consultation 23JUL2025, I shared with staff proposal to remove the frosting to match current see through glass, the majority consensus was to keep frosting as this provided additional privacy, therefore frosting has remained. They also requested that glass opening was no wider than current window, this was measured at 15cm by myself and same opening size has been installed in new HIS reception 03.01.030.

Point 8 – **The proposed waiting area outside the front desk obstructs access to the unused hydrotherapy pool.** We have responded this is unused hydrotherapy pool. I have checked at there are no plans now or into the future to re-commission the unused pool.

Point 9 – David and Michael determined that a duress alarm should be installed in reception.

Point 10 – David and Michael

Point 11 – HVAC

Point 12 -WHS

Point 13- WHS

Point 14 – **Duncan advised that wall removal is not feasible due to high costs.** The question was asked whether all internal windows could be removed. I stated that I would need to get further advise on matters such as removing internal windows as I have never received that request in all my of experience of construction and facilities management.

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

Schedule 2.2(a)(iii)

Schedule 2.2(a)(iii)

Schedule 2.2(a)(iii)

Schedule 2.2(a)(iii)

From: Tarbuck, Chris
Sent: Friday, 12 September 2025 3:31 PM
To: Keevers, Shannon; Adams, Duncan
Subject: FW: Notice of Entry by WHS Entry Permit Holder

FYI

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, Health Services Support Unit
Sent: Friday, 12 September 2025 1:30 PM
To: Zagari, Janet ; Lopa, Liz ; White, Andrew ; Tarbuck, Chris
Cc: Flynn, Annaliesha
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi Janet, Liz, Andrew and Chris

For your information, we have requested an extension on this request until COB Tuesday.

Kind regards

Courtney Malyszko | Assistant Director, Health Services Support Unit

Offices of the Chief Executive Officer and Deputy Chief Executive Officer

Phone: MS Teams | **Email:** CHS.HSSU@act.gov.au

Canberra Health Services | ACT Government

PO Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



CEO Awards



Nominations now open
Visit the **intranet** for more information



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>

Sent: Friday, 12 September 2025 1:27 PM

To: Schedule 2.2(a)(ii)

Cc: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Northam, Madeline (CPSU) Schedule 2.2(a)(ii) Molly Glendenning Schedule 2.2(a)(ii) Nerida Warren Schedule 2.2(a)(ii) Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jordan

We are writing in relation to the Notice of Entry by WHS Entry Permit for Monday 15 September 2025.

The relevant teams have commenced work to compile the documents that have been requested, however given the large number, we are seeking an extension until COB Tuesday 16 September to provide the full list of documents.

Could you please confirm as soon as possible.

Kind regards

Health Services Support Unit

Email: CHS.HSSU@act.gov.au

Offices of the CEO and Deputy CEO | Canberra Health Services | ACT Government

PO Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott <Schedule 2.2(a)(ii)>
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) <Schedule 2.2(a)(ii)> Molly Glendenning <Schedule 2.2(a)(ii)> Nerida Warren <Schedule 2.2(a)(ii)> Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from <Schedule 2.2(a)(ii)> [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: <Schedule 2.2(a)(ii)>

Member Service Centre: 1300 137 636 | cpsu.org.au

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:32 PM
To: IHSS
Subject: FW: CHS FM Building Condition Audits for Health Information Systems (HIS)

Duncan ADAMS | Manager, Strategic Accommodation
 Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au
 Division | Canberra Health Services | ACT Government
 Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Friday, 12 September 2025 6:36 PM
To: Burdett, Jeff
Cc: Keevers, Shannon ; Bowden, Narelle ; Cooper, Renee ; Tarbuck, Chris ; FMAssetManagement
Subject: Re: CHS FM Building Condition Audits for Health Information Systems (HIS)

Hi Jeff

Thanks for this.

Regards,

Duncan

Get [Outlook for iOS](#)

From: Burdett, Jeff <Jeff.Burdett@act.gov.au>
Sent: Friday, September 12, 2025 5:14:29 PM
To: Adams, Duncan <Duncan.Adams@act.gov.au>
Cc: Keevers, Shannon <Shannon.Keevers@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Cooper, Renee <Renee.Cooper@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; FMAssetManagement <FMAssetManagement@act.gov.au>
Subject: CHS FM Building Condition Audits for Health Information Systems (HIS)

Hi Duncan

An audit schedule and condition audit template have been prepared for the upcoming CHS FM Building Condition Audits which were requested for the Health Information Systems (HIS) area post their move into new accommodation.

Attached for your record is:

- A CHS FM Building Condition Audit template,
- A forecast of the monthly schedule of inspections, and
- Mark up of area in scope.

These condition audits will be created as an ongoing task within the CHS Maintenance Management System (Mainpac), to be scheduled on the first Monday of each month and issued to the Building 3 Facilities Operations Manager (FOM) for actioning. The rooms identified as in scope have also been recorded and will define the area of these inspections. If maintenance issues are identified during these audits they will be captured and follow on works scheduled as per standard CHS FM maintenance practice.

Once each condition audit is completed, the report is able to be circulated amongst stakeholders for review and stored centrally for future reference.

Let me know if you would like to discuss any aspect of what is proposed.

Kind Regards,

Jeff Burdett | Director Strategic Asset Management

M: Schedule 2.2(a)(ii) E: jeff.burdett@act.gov.au

Facilities Management | Infrastructure and Health Support Services | Canberra Health Services
Building 1, Level 1, Canberra Hospital



‘Creating exceptional health care together.’

From: Tarbuck, Chris
Sent: Saturday, 13 September 2025 8:34 AM
To: Adams, Duncan
Subject: Fw: Notice of Entry by WHS Entry Permit Holder

Chris Tarbuck
 Phone: Mobile: [REDACTED]
 Canberra Health Services | ACT Government

From: CHS, TCH GM
Sent: Saturday, September 13, 2025 8:27:38 AM
To: Tarbuck, Chris ; Morris, Jo
Subject: Fw: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good morning Chris and Jo,

Please see below - extension grated until COB Tuesday.

Kind Regards
 Margot

Get [Outlook for iOS](#)

From: Jordan Piggott
Sent: Friday, September 12, 2025 4:48 pm
To: CHS, Health Services Support Unit
Cc: CHS, TCH GM ; Northam, Madeline (CPSU) ; Molly Glendenning ; Nerida Warren ; Flynn, Annaliesha
Subject: RE: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [REDACTED] [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

CPSU agrees that the deadline for providing the documents can be extended to Tuesday COB.

Kind regards,

Jordan

Jordan Piggott

Lead Organiser | ACT Gov

m: [REDACTED]

From: CHS, Health Services Support Unit
Sent: Friday, 12 September 2025 1:27 PM

To: Jordan Piggott
 Cc: CHS, TCH GM ; Maddy Northam ; Molly Glendenning ; Nerida Warren ; Flynn, Annaliesha ; CHS, Health Services Support Unit
 Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jordan

We are writing in relation to the Notice of Entry by WHS Entry Permit for Monday 15 September 2025.

The relevant teams have commenced work to compile the documents that have been requested, however given the large number, we are seeking an extension until COB Tuesday 16 September to provide the full list of documents.

Could you please confirm as soon as possible.

Kind regards

Health Services Support Unit

Email: CHS.HSSU@act.gov.au

Offices of the CEO and Deputy CEO | Canberra Health Services | ACT Government

PO Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott **Schedule 2.2(a)(ii)**

Sent: Thursday, 11 September 2025 3:24 PM

To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>

Cc: Northam, Madeline (CPSU) **Schedule 2.2(a)(ii)** Molly Glendenning

Schedule 2.2(a)(ii) Nerida Warren **Schedule 2.2(a)(ii)** Flynn, Annaliesha

<Annaliesha.Flynn@act.gov.au>

Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from **Schedule 2.2(a)(ii)** [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

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

From: Tarbuck, Chris
Sent: Saturday, 13 September 2025 8:34 AM
To: CHS, TCH GM; Morris, Jo
Subject: Re: Notice of Entry by WHS Entry Permit Holder

Thanks, Margot, we are travelling well with the documentation and will provide an update on Monday.

Chris Tarbuck
 Phone: Mobile: **Schedule 2.2(a)(ii)**
 Canberra Health Services | ACT Government

From: CHS, TCH GM
Sent: Saturday, September 13, 2025 8:27:38 AM
To: Tarbuck, Chris ; Morris, Jo
Subject: Fw: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good morning Chris and Jo,

Please see below - extension grated until COB Tuesday.

Kind Regards
 Margot

Get [Outlook for iOS](#)

From: Jordan Piggott
Sent: Friday, September 12, 2025 4:48 pm
To: CHS, Health Services Support Unit
Cc: CHS, TCH GM ; Northam, Madeline (CPSU) ; Molly Glendenning ; Nerida Warren ; Flynn, Annaliesha
Subject: RE: Notice of Entry by WHS Entry Permit Holder

You don't often get email from **Schedule 2.2(a)(ii)** [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

CPSU agrees that the deadline for providing the documents can be extended to Tuesday COB.

Kind regards,

Jordan

Jordan Piggott

Lead Organiser | ACT Gov

m **Schedule 2.2(a)(ii)**

From: CHS, Health Services Support Unit
Sent: Friday, 12 September 2025 1:27 PM

To: Jordan Piggott
 Cc: CHS, TCH GM ; Maddy Northam ; Molly Glendenning ; Nerida Warren ; Flynn, Annaliesha ; CHS, Health Services Support Unit
 Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jordan

We are writing in relation to the Notice of Entry by WHS Entry Permit for Monday 15 September 2025.

The relevant teams have commenced work to compile the documents that have been requested, however given the large number, we are seeking an extension until COB Tuesday 16 September to provide the full list of documents.

Could you please confirm as soon as possible.

Kind regards

Health Services Support Unit

Email: CHS.HSSU@act.gov.au

Offices of the CEO and Deputy CEO | Canberra Health Services | ACT Government

PO Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott **Schedule 2.2(a)(ii)**

Sent: Thursday, 11 September 2025 3:24 PM

To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>

Cc: Northam, Madeline (CPSU) **Schedule 2.2(a)(ii)** Molly Glendenning

Schedule 2.2(a)(ii) Nerida Warren **Schedule 2.2(a)(ii)** Flynn, Annaliesha

<Annaliesha.Flynn@act.gov.au>

Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from **Schedule 2.2(a)(ii)** [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

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

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:31 PM
To: IHSS
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: image002.png; image001.png; image003.png; image004.png; image005.png; image006.png; image007.png; image008.png

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Tarbuck, Chris
Sent: Sunday, 14 September 2025 10:32 PM
To: CHS, TCH GM ; Morris, Jo ; Adams, Duncan
Subject: Re: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Thanks Margot

We are travelling well with documentation... update on Monday.

Chris Tarbuck

Phone: Mobile: Schedule 2.2(a)(ii)

Canberra Health Services | ACT Government

From: CHS, TCH GM <CHS.TCHGM@act.gov.au>
Sent: Saturday, September 13, 2025 8:27:38 AM
To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Morris, Jo <Jo.Morris@act.gov.au>
Subject: Fw: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good morning Chris and Jo,

Please see below - extension grated until COB Tuesday.

Kind Regards
 Margot

Get [Outlook for iOS](#)

From: Jordan Piggott [Schedule 2.2(a)(ii)]
Sent: Friday, September 12, 2025 4:48 pm
To: CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>
Cc: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Northam, Madeline (CPSU) [Schedule 2.2(a)(ii)]
 Molly Glendenning [Schedule 2.2(a)(ii)] Nerida Warren [Schedule 2.2(a)(ii)]
 Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: RE: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [Schedule 2.2(a)(ii)] [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

CPSU agrees that the deadline for providing the documents can be extended to Tuesday COB.

Kind regards,

Jordan

Jordan Piggott

Lead Organiser | ACT Gov

m: [Schedule 2.2(a)(ii)]

From: CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>
Sent: Friday, 12 September 2025 1:27 PM
To: Jordan Piggott [Schedule 2.2(a)(ii)]
Cc: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Maddy Northam [Schedule 2.2(a)(ii)]
 Molly Glendenning [Schedule 2.2(a)(ii)] Nerida Warren [Schedule 2.2(a)(ii)]
 Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>
Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jordan

We are writing in relation to the Notice of Entry by WHS Entry Permit for Monday 15 September 2025.

The relevant teams have commenced work to compile the documents that have been requested, however given the large number, we are seeking an extension until COB Tuesday 16 September to provide the full list of documents.

Could you please confirm as soon as possible.

Kind regards

Health Services Support Unit

Email: CHS.HSSU@act.gov.au

Offices of the CEO and Deputy CEO | Canberra Health Services | ACT Government

PO Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott [redacted] Schedule 2.2(a)(ii)

Sent: Thursday, 11 September 2025 3:24 PM

To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>

Cc: Northam, Madeline (CPSU) [redacted] Schedule 2.2(a)(ii) Molly Glendenning

[redacted] Schedule 2.2(a)(ii) Nerida Warren [redacted] Schedule 2.2(a)(ii) Flynn,

Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [redacted] Schedule 2.2(a)(ii) [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

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

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:32 PM
To: IHSS
Subject: FW: WHS response
Attachments: scan_duncan adams_2025-09-12-12-22-32.pdf; 03.01 HIS proposed staff rooms.pdf; HIS Consultation & Walk Through July 2025 - Meeting Notes.docx

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Monday, 15 September 2025 10:59 AM
To: Bowden, Narelle
Subject: FW: WHS response

Hi Shannon

As requested, this is what I sent through to Shannon.

Some of my bullet points were a bit breathless as I was under impression deadline was Friday, so I am happy to clarify if needed.

Regards,

Duncan

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan

Sent: Friday, 12 September 2025 3:16 PM

To: Keevers, Shannon <Shannon.Keevers@act.gov.au>

Subject: FW: WHS response

Hi Shannon

I have updated with some meeting notes that I took from the walk through/consultations that were conducted in July.

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Friday, 12 September 2025 1:38 PM
To: Keevers, Shannon <Shannon.Keevers@act.gov.au>
Subject: WHS response

Hi Shannon

Point 3 – There was a Walk through/consultation of proposed space by Chris BURTON and HIS team was conducted circa APRIL 2025, I have a couple of drawings with mark-ups of DSD requirements. I also have mark-ups from the walk through/consultation that was completed in JULY 2025, again I have noted the requirements of the HIS team. I have scanned all 3 documents in. Please see scan_duncan adams_2025-09-12-22-32.pdf

Point 4 – ***Documents pertaining to the options currently under consideration of a dedicated staff room*** – Our response was that “Options for a dedicated staff room are being considered in alignment with required desks”. At the walk through/consultation on 23JUL2025 I offered to show a group a proposed welfare location in 03.01.160 which is approx. 50-60 seconds walk, however they declined to visit (please note they had split into sub groups and were exploring). I also proposed that we could convert one of the existing offices into a Welfare Room if they were happy to desk share, noting that maximum attendance levels were 20 personnel in HIS, to date no response has been received. I also stated they could use the space outside of 03.01.031 as previous CECS area has been cleared; there would be sufficient space for a number of tables and chairs. Again nodding agreement but no response received to date.

In terms of a document, I have a mark-up of the two closest staff rooms, 03.01.102 which is a 30 second walk, and the available space outside of vacated CECS (03.01.031). Please see 03.01 HIS proposed staff rooms.pdf

Point 5 – As previously mentioned Nikki BROWN **Out of scope**

Point 7 – **The Proposed large sliding window may not be suitable. We request to maintain a setup like the current front desk for better functionality, privacy and staff security.** This was reviewed at walk through/consultation 23JUL2025, I shared with staff proposal to remove the frosting to match current see through glass, the majority consensus was to keep frosting as this provided additional privacy, therefore frosting has remained. They also requested that glass opening was no wider than current window, this was measured at 15cm by myself and same opening size has been installed in new HIS reception 03.01.030.

Point 8 – **The proposed waiting area outside the front desk obstructs access to the unused hydrotherapy pool.** We have responded this is unused hydrotherapy pool. I have checked at there are no plans now or into the future to re-commission the unused pool.

Point 9 – David and Michael determined that a duress alarm should be installed in reception.

Point 10 – David and Michael

Point 11 – HVAC

Point 12 -WHS

Point 13- WHS

Point 14 – **Duncan advised that wall removal is not feasible due to high costs.** The question was asked whether all internal windows could be removed. I stated that I would need to get further advise on matters such as removing internal windows as I have never received that request in all my of experience of construction and facilities management.

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

Author: Duncan ADAMS

Notes pertaining to walk through/consultation of HIS personnel of new location in Building 3. Tours conducted by Duncan ADAMS

Notes taken as part of walkthrough/consultation on :

- Wednesday 23JUL2025, 11:00hrs – 22 HIS Personnel
- Wednesday 23JUL2025, 16:00hrs – 4 HIS Personnel
- Thursday 24JUL2025, 11:00hrs – 2 HIS Personnel
- Thursday 24JUL2025, 16:00hrs – 0 HIS Personnel
- Thursday 31JUL2025, 15:00hrs – 6 HIS Personnel

Notes combined from all sessions:

IT

- WAP locations shared with HIS, but I noted that majority of team were on fixed cable; I demonstrated where SHEPHERDS had been installing new data points.
- I showed the location of WEBEX TV (previous HIS request), no comments. HIS requested minimum of 6 seats, I confirmed this will be ordered.
- I showed revised location of scanning desks (previous HIS request), no comments.
- HIS asked whether printer in 03.01.074 staying, confirmed this was previous request and printer will remain.
- HIS asked whether TV monitors could be removed as HIS would have no use for sharing data. Agreed to have removed.
- I showed location of request for fax to be located. No comments. I was asked whether they could keep existing printer as well, some debate within HIS team as to whether they wanted to have both. I suggested keep both for now and at later stage if they want printer to be removed this could be completed.
- HIS asked when card reader was going to be installed in reception, provisional date provided, this has now been installed.
- HIS asked whether high volume printer could be installed in storeroom as opposed to main office. I agreed to action this subject to necessary data/WAP capabilities.
- HIS asked whether CCTV in storage room is in use, I confirmed it was.

Fixtures

- A number of areas that required patching and painting were noted and agreed to be actioned.
- I showed the fixed cabinetry in Reception areas that is scheduled for removal as per previous HIS request. No comment.

- I showed the door that is being replaced to meet fire code. No comment.
- HIS asked whether entire wall could be painted as was beyond patch/paint. I agreed and whole Reception area was repainted.
- I offered to remove frosting either partially or fully to match the current window reception of HIS, most of the team preferred to have full frosting. I was asked whether they could get a doorbell, I agreed this would be actioned.
- I was asked where First Aid kit was, I showed location. Shannon REEVES indicated that existing First Aid from HIS should be relocated instead.
- I showed where cabinetry had been removed from utility room as per previous HIS request.

Other

- I showed location of Male and Female Toilets. No comments.
- I was asked where location of Defib was, I said I would get back to them. I followed up with Shannon REEVES the location.
- I was asked how long to get to multistorey carpark, I said I had not exactly measured but approx. 2 minutes' walk. No comments.
- HIS team member raised concern they are used to open plan environment, and they had concerns carrying hot liquids.
- I was asked whether we could provide orientation after relocating for location of first aid, defib, toilets, lifts, etc. I said I would work with Senior Director to have this introduced.
- I was asked whether all windows could be removed from internal walls, I said I would have to take guidance on this matter.
- I was asked about condition of carpets, and I informed team that replacement was scheduled for 2026.
- I offered to show location of potential welfare room, but no-one accepted invitation.
- I suggested that one of HIS offices could be used as Welfare room, if they were to desk share/hot desk. No comment.
- I was asked where they could put chairs specific to a person, because some staff currently share desks, but they have their own specific chair. I showed a couple of areas that could be used for this.
- I was asked about access directly onto courtyard through offices, I relayed to personnel that senior Director had discussed matter and determined that it would be disruptive to staff accommodated in this office to have personnel entering and exiting courtyard. It would impact temperature and atmospheric, and in addition it was not a fire exit so there were no requirements to use it.

- I informed staff that we would be purchasing new desks, chairs and pedestals for HIS colleagues, they informed me that 5 personnel had ergonomic chairs, I said I would have them transported across.
- I was asked if they were expected to move everything themselves and I informed them that removalists would transfer all their belongings, including personal belongings.
- I was asked if they could change the seating plan, I informed them this should be managed via Shannon REEVES.
- I was asked if they could change direction of desks. I said as long as it complied with Health and Safety requirements this could be achieved.
- I was asked whether additional microwaves and kettles could be purchased, I said I would organise this if they sent me through requirements.
- I demonstrated the available space outside of reception that had been vacated by CECS, I said this was available as potential welfare space as not being used, no comments.
- It was noted that some rooms were missing frosting, and I agreed to action. It was noted that 2 rooms had old fashioned metal blinds, and I was asked whether these could be removed, I agreed and said I would have these windows frosted.
- I was asked about updating evacuation plans, I said I would address with relevant personnel.
- I was asked about cleaning schedule, and I said this area would be scheduled for cleaning through ISS.

Conclusion

- I informed HIS team that I could undertake more tours; however, these would need to be escorted as we have extensive works going on, e.g. installing power and data, cabinetry, frosting, painting etc.
- I said that any additional feedback can be provided to Nikki BROWN/Shannon REEVES, or union representative.

Subject: Discussion - HIS documents collection requested by CPSU
Location: Microsoft Teams Meeting

Start: Mon 15/09/2025 10:00 AM
End: Mon 15/09/2025 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Chen, Judy
Required Attendees Flynn, Annaliesha; Muralidharan, Vaish; Singh, Inderjit; Raj, Akhil; Keevers, Shannon; Bowden, Narelle; Tarbuck, Chris; Adams, Duncan

Good afternoon all,

Annaliesha has asked me to organise a meeting to discuss the attached action plan for gathering documents requested by CPSU. Hope this time works for everyone. Thank you.

Regards

Judy

Judy Chen | Safety Advisor

Phone: 02 5124 9038 | Email: judy.chen@act.gov.au

Work Health Safety | Canberra Health Services | ACT Government

Level 2, Building 8, Canberra Hospital, Yamba Dr, Garran, ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



Microsoft Teams [Need help?](#)

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:31 PM
To: IHSS
Subject: FW: WHS response

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Bowden, Narelle
Sent: Monday, 15 September 2025 11:00 AM
To: Adams, Duncan
Subject: RE: WHS response

OFFICIAL

Brilliant. I'll have a look over them, I'm sure it'll be fine 😊

I'll reach out if there is anything else

Kind regards,

Narelle Bowden | Assistant Director, Infrastructure Safety and Risk
Mobile: **Schedule 2.2(a)(ii)** Email: narelle.bowden@act.gov.au
Facilities Management | Canberra Health Services | ACT Government



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



Please note, I work from home Wednesday and Thursday.

From: Adams, Duncan <Duncan.Adams@act.gov.au>
Sent: Monday, 15 September 2025 10:59 AM
To: Bowden, Narelle <Narelle.Bowden@act.gov.au>
Subject: FW: WHS response

OFFICIAL

Hi Shannon

As requested, this is what I sent through to Shannon.

Some of my bullet points were a bit breathless as I was under impression deadline was Friday, so I am happy to clarify if needed.

Regards,

Duncan

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Friday, 12 September 2025 3:16 PM
To: Keevers, Shannon <Shannon.Keevers@act.gov.au>
Subject: FW: WHS response

Hi Shannon

I have updated with some meeting notes that I took from the walk through/consultations that were conducted in July.

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Friday, 12 September 2025 1:38 PM
To: Keevers, Shannon <Shannon.Keevers@act.gov.au>
Subject: WHS response

Hi Shannon

Point 3 – There was a Walk through/consultation of proposed space by Chris BURTON and HIS team was conducted circa APRIL 2025, I have a couple of drawings with mark-ups of DSD requirements. I also have mark-ups from the walk through/consultation that was completed in JULY 2025, again I have noted the requirements of the HIS team. I have scanned all 3 documents in. Please see scan_duncan adams_2025-09-12-22-32.pdf

Point 4 – **Documents pertaining to the options currently under consideration of a dedicated staff room** – Our response was that “Options for a dedicated staff room are being considered in alignment with required desks”. At the walk through/consultation on 23JUL2025 I offered to show a group a proposed welfare location in 03.01.160 which is approx. 50-60 seconds walk, however they declined to visit (please note they had split into sub groups and were exploring). I also proposed that we could convert one of the existing offices into a Welfare Room if they were happy to desk share, noting that maximum attendance levels were 20 personnel in HIS, to date no response has been received. I also stated they could use the space outside of 03.01.031 as previous CECS area has been cleared; there would be sufficient space for a number of tables and chairs. Again nodding agreement but no response received to date.

In terms of a document, I have a mark-up of the two closest staff rooms, 03.01.102 which is a 30 second walk, and the available space outside of vacated CECS (03.01.031). Please see 03.01 HIS proposed staff rooms.pdf

Point 5 – As previously mentioned Nikki BROWN **Out of scope**

Point 7 – **The Proposed large sliding window may not be suitable. We request to maintain a setup like the current front desk for better functionality, privacy and staff security.** This was reviewed at walk through/consultation 23JUL2025, I shared with staff proposal to remove the frosting to match current see through glass, the majority consensus was to keep frosting as this provided additional privacy, therefore frosting has remained. They also requested that glass opening was no wider than current window, this was measured at 15cm by myself and same opening size has been installed in new HIS reception 03.01.030.

Point 8 – **The proposed waiting area outside the front desk obstructs access to the unused hydrotherapy pool.** We have responded this is unused hydrotherapy pool. I have checked at there are no plans now or into the future to re-commission the unused pool.

Point 9 – David and Michael determined that a duress alarm should be installed in reception.

Point 10 – David and Michael

Point 11 – HVAC

Point 12 -WHS

Point 13- WHS

Point 14 – **Duncan advised that wall removal is not feasible due to high costs.** The question was asked whether all internal windows could be removed. I stated that I would need to get further advise on matters such as removing internal windows as I have never received that request in all my of experience of construction and facilities management.

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Monday, 15 September 2025 4:27 PM
To: Brown, Nikki
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: HIS Action Plan CPSU draft updated .docx

OFFICIAL

Point 5

Duncan ADAMS | Manager, Strategic Accommodation
 Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au
 Division | Canberra Health Services | ACT Government
 Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Sent: Friday, 12 September 2025 11:06 AM
To: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Malyszko, Courtney <Courtney.Malyszko@act.gov.au>
Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>
Subject: RE: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good morning,

I have updated the action plan based on stakeholder feedback, noting some minor changes to the assigned action officers.

We now need to determine whether we can meet the proposed timeframe of collating the required information by the due date (Monday) by midday today. Janet has kindly reached out to assess whether this is feasible or not.

@Keevers, Shannon will update the HSSU, either via Courtney Malyszko or Nic Stevenson, depending on how things progress by midday to advise if we need an extension or not.

Thank you for your efforts on pulling this information together .

Kind regards

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha

Sent: Thursday, 11 September 2025 4:56 PM

To: CHS, TCH GM <CHS.TCHGM@act.gov.au>; Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

Good afternoon,

The WHS and ISAR teams will work collaboratively to collate the required information. I have attached a draft action plan that outlines the proposed action officers to help ensure all relevant documents are gathered efficiently and that duplication of effort is avoided.

We are hoping to set up a TRIM bucket (apologies if that's not the correct terminology) given the number of stakeholders involved and the likelihood that the CEO and other Executives may want oversight in our response and or contribute to parts of the response. Having a central TRIM location would help ensure all documentation is collected and easily accessible.

Shannon and I are happy to do the legwork and collate the information, we just don't have access to TRIM, so we would appreciate support with the upload process if possible.

Kind regards,

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government
| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, TCH GM <CHS.TCHGM@act.gov.au>

Sent: Thursday, 11 September 2025 3:38 PM

To: Morris, Jo <Jo.Morris@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Gilmore, Lisa <Lisa.Gilmore@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>; Tosh, Jim <Jim.Tosh@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Good afternoon Jo and Chris,

Please see below and attached re HIS relocation re Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

HSSU – Cc in as sent to Janet.

Kind Regards

Margot Green | Senior Director

Mobile: **Schedule 2.2(a)(ii)** Email: Margot.Green@act.gov.au

Office of General Manager | Canberra Hospital | Canberra Health Services | ACT Government

Building 28 Level 2, Canberra Hospital

P.O. Box 11, Woden ACT 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott **Schedule 2.2(a)(ii)**
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) **Schedule 2.2(a)(ii)** Molly Glendenning
Schedule 2.2(a)(ii) Nerida Warren **Schedule 2.2(a)(ii)** Flynn, Annaliesha
 <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from **Schedule 2.2(a)(ii)** [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m. **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au



The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Adams, Duncan
Sent: Monday, 15 September 2025 4:31 PM
To: Brown, Nikki
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: Entry Notice Nerida Warren 110925.pdf; Attachment to Notice of Entry by WHS Entry Permit Holder.pdf

OFFICIAL

FYSA

Duncan ADAMS | Manager, Strategic Accommodation
 Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au
 Division | Canberra Health Services | ACT Government
 Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Keevers, Shannon <Shannon.Keevers@act.gov.au>
Sent: Thursday, 11 September 2025 4:11 PM
To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Cc: IHSS <IHSS@act.gov.au>; Beattie, Andrew <Andrew.Beattie@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Hi Chris

Annaliesha has forwarded the notice of entry by the CPSU for Monday 15 September along with the documentation requested.

Annaliesha is preparing the attachment and allocating action officers to ensure all documents are gathered and that there is no duplication of effort.

ISAR will work with CHS WHS to collate this information.

After talking with Narelle, she has advised that WorkSafe ACT frequently attend with unions for your consideration.

Please let me know if you have any queries or concerns.

Best regards,
Shannon

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Sent: Thursday, 11 September 2025 3:29 PM
To: Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>
Subject: FW: Notice of Entry by WHS Entry Permit Holder

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Jordan Piggott Schedule 2.2(a)(ii)
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) Schedule 2.2(a)(ii) Molly Glendenning
 Schedule 2.2(a)(ii) Nerida Warren Schedule 2.2(a)(ii) Flynn, Annaliesha
 <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from Schedule 2.2(a)(ii) . [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:32 PM
To: IHSS
Subject: FW: Response to Feedback - Proposed Health Information Services Relocation
Attachments: GMCH - CPSU Correspondence with Comments.pdf

OFFICIAL: Sensitive

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Monday, 15 September 2025 4:33 PM
To: Brown, Nikki
Subject: FW: Response to Feedback - Proposed Health Information Services Relocation

FYSA

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Walters, Tracie <Tracie.Walters@act.gov.au> **On Behalf Of** CHS, TCH GM

Sent: Friday, 29 August 2025 12:56 PM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>

Subject: FW: Response to Feedback - Proposed Health Information Services Relocation

OFFICIAL: Sensitive

Good afternoon

Please see attached and below for your information. Note there are comments in the document.

Kind regards

Tracie.

From: Molly Glendenning **Schedule 2.2(a)(ii)**

Sent: Friday, 29 August 2025 12:29 PM

To: CHS, TCH GM <CHS.TCHGM@act.gov.au>

Cc: Northam, Madeline (CPSU) **Schedule 2.2(a)(ii)**

Subject: RE: Response to Feedback - Proposed Health Information Services Relocation

You don't often get email from **Schedule 2.2(a)(ii)** [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thanks Lisa for your response to our members on this.

The members and I have added some comments / further questions to the document for CHS' consideration and further collaboration. Apologies for doing so in this format, it's not ideal but I think at this point it is easier to digest and operationalise than letters back and forth.

Whilst I am sending this to you as the letter came from you (which our members appreciate), please feel free to pass these questions on to whoever is most appropriate. Please also let me know if it would be useful to meet with either yourself or whoever is assigned next week to discuss the specifics further.

Kind regards,
Molly

Molly Glendenning

Field Organiser | ACT Gov

m: Schedule 2.2(a)(ii)

From: Walters, Tracie <Tracie.Walters@act.gov.au> **On Behalf Of** CHS, TCH GM
Sent: Thursday, 21 August 2025 2:22 PM
To: Molly Glendenning Schedule 2.2(a)(ii)
Cc: CHS, TCH GM <CHS.TCHGM@act.gov.au>
Subject: Response to Feedback - Proposed Health Information Services Relocation

OFFICIAL: Sensitive

Good afternoon

Please find attached correspondence from the General Manager, Canberra Hospital – Response to Feedback – Proposed Health Information Services Relocation.

Kind regards

Tracie Walters | Executive Assistant to
 Lisa Gilmore | General Manager | Canberra Hospital
 Phone: Schedule 2.2(a)(ii) Email: tracie.walters@act.gov.au
 Canberra Health Services | ACT Government
 Building 28, Level 2, Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



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

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

Ms Molly Glendenning

Field Organiser, ACT Government

Community and Public Sector Union

Via email:

Schedule 2.2(a)(ii)

Dear Ms Glendenning

Response to Feedback – Proposed Health Information Services Relocation

I write to provide the Community and Public Sector Union (CPSU) with an update on the below specific feedback provided to us on behalf of CPSU members in relation to the proposed Health Information Services (HIS) relocation to Building 3, Level 1 at Canberra Hospital.

1. Desk Layout and Orientation

- Current plans show desks facing blank white walls – can we explore more open and collaborative configurations?
- Consider inward-facing or shared-space layouts to reduce isolation and encourage interaction.
- Flexible power solutions (e.g., floor boxes, cable snakes) could allow more versatile desk placement beyond wall perimeters.

Yes, alternative options for desk configurations may be explored, ensuring these options align with the Australasian Health Facility Guidelines (AusHFG) for workstation accommodation. Should there be a need for flexible power solutions to allow alternative desk configurations, this can be facilitated.

2. Office Design and Health Considerations

- Smaller, inward-facing offices may help reduce feelings of isolation.

Refer to 1. Desk Layout and Orientation.

- Carpeted areas may pose health risks for staff with respiratory sensitivities – this concern has been raised by Abdel and Annette (HSRs).

Refer to 14. Carpet Replacement.

- Painting should be included in the current works to ensure a fresh and professional environment.

Painting has been included as part of the current works. Where necessary, full walls have been repainted to support a fresh and professional environment. In other areas, touch-up painting in

the existing wall colour will be applied. A full repaint of the entire area is not planned or required at this time.

- As this will be out permanent workspace, completing all upgrades now will avoid future disruptions.

It is not feasible to complete all upgrades prior to relocation. Upgrades will be completed in a phased approach as part of a broader maintenance and improvement plan. Consideration will be given to allow for coordination, minimal disruption to services and in alignment with budget and planning cycles.

- The Operations Centre received a full fit-out – can we aim for a similar standard?

The fit-out of the Building 3 Level 1 HIS has been assessed to comply with AusFHG standards. Repairs and maintenance will be completed as per the maintenance plan.

3. Environmental Comfort

- Is heating and cooling adequate across all rooms and shared spaces?

Refer to 17. Ventilation and Lighting.

- Will lighting support staff with migraines or headaches? Can we install dimmable lighting like our current setup?

Refer to 17. Ventilation and Lighting.

- Staff should have access to short breaks or walking areas to reduce fatigue – how will this be supported in the new layout?

Canberra Hospital campus offers a variety of spaces suitable for short breaks and walking, supporting staff wellbeing. Additionally, a courtyard adjacent to the kitchen in the proposed area is accessible and provides a convenient option for informal breaks.

4. Desk Sharing and Ergonomics

- Sharing 7 staff across 4 desks raises concerns about:

- Storage for personal and work-related items.

Staff are encouraged to keep personal belongings to a minimum at shared workstations to maintain a clean and functional environment. Where possible, storage solutions are being explored to support staff needs while aligning with workplace standards and shared space expectations.

- Ergonomic setup (desk/chair height, monitor placement) which much [sic] be reassessed.

This will be further assessed and addressed when finalising desk configurations.

- Availability of spare chairs

A suitable space has been identified to accommodate spare chairs if needed. Staff with an ergonomic assessed chair will have it transferred.



- Scheduling conflicts if staff work different hours or roles evolve.

This is to be managed by the Senior Director in line with shared space expectations and flexible hybrid working models. A system may be put in place to support desk bookings to ensure equitable access for all staff.

- Many staff have customised workspaces with scanners, label drawers, etc. – will desks be large enough to accommodate daily tools?

Yes, desks align with the Australasian Health Facility Guidelines (AusHFG) for workstation accommodation. Digital Canberra colleagues will provide support for re-establishing workstations.

5. Equipment and Space Planning

- Is the floor plan drawn to scale? Larger corner desks may optimize space better.
- Have bookshelves and drawer storage needs been considered?
- Will each desk support a phone, PC, dual monitors, stationery, stamps and personal items?

Yes. These considerations have been reviewed and are incorporated into the planning. The proposed layout aligns with the Australasian Health Facility Guidelines (AusHFG). Digital Canberra colleagues will provide support for re-establishing workstations.

6. Kitchen and Amenities

- Current plans show only one microwave and fridge, with no seating area.

Options to accommodate dining are being considered in alignment with required desks.

- Will a hot/cold filtered tap be installed, like our current setup?

Yes, there is a zip tap already installed.

- Staff feedback indicates the kitchen space and utilities are inadequate.
- With 50+ staff, the current kitchen design is insufficient and needs upgrading.
- Additional fridge space is required.
- Some staff must walk considerable distances for fresh water – this should be addressed.

Overall, the kitchen and amenities meet the required standard in line with Safe Work Australia's Code of Practice and WorkSafe ACT.

7. Equipment Placement and Noise

- Supervisor is currently positioned near scanners – where will larger printers, fax machines and other equipment be located?
- These machines produce heat and noise – will ventilation and sound management be addressed?



- Dedicated letter printer is in constant use – space for toner, paper and stationery storage is essential.

A suitable space has been identified to accommodate larger printers, fax machines and other frequently used equipment. Noise and ventilation management have also been addressed as part of the planning to ensure a comfortable and functional workspace with adequate storage.

8. General Facilities

- No dedicated staff room is shown – can this be reconsidered?

Options to allow for a dedicated staff room are being considered in alignment with required desks.

- Where will first aid kits and the defibrillator be located?

Refer to 20. Emergency Equipment. Locations of equipment and relevant procedures will be provided to staff as part of the orientation process.

- What are the after-hours access arrangements, especially with the front desk in a separate department?

This is to be managed by the Senior Director.

-
- Will there be a doorbell, drop-off point, or window for visitors to interact with staff before entering? Where will visitors wait?

Seating options are planned to be available in the area adjacent to the front reception (foyer/waiting area). In terms of doorbell options, there are options that do not require hard wiring and can be facilitated for installation.

9. Operational Needs

- No space allocated for:
 - Current IP records scanning.
 - Back scanning projects.
 - QA activities.
 - ROI team's birth information storage and other off-site stored materials.

A suitable space has since been identified to accommodate these functions and ensure operational needs are met.

- Can we better utilise certain areas to reduce desk sharing and improve workflow?

Refer to 1. Desk Layout and Orientation.

10. Safety and Compliance

- Have evacuation points been clearly marked and communicated?



Refer to 22. Emergency Exits and 23. Emergency Signage.

- Has a formal risk assessment been conducted?

Work Health and Safety have reviewed the area, and it complies with relevant standards. A second assessment will be completed post relocation.

11. Front Desk Window Setup

- The proposed large sliding window may not be suitable.
- We request to maintain a setup like the current front desk for better functionality, privacy and staff security.

Following a review, the window and proposed setup of the front desk area has been assessed as suitable. We will continue to monitor and reassess if conditions change.

12. Waiting Area Location

- The proposed waiting area outside the front desk obstructs access to the unused hydrotherapy pool.
- A revised layout should be considered to maintain accessibility and improve flow.

The space has been assessed and deemed suitable. While the proposed waiting area is positioned near the unused hydrotherapy pool, the pool is not in active use and does not require access. Therefore, no changes to the layout are planned at this time.

13. Security and Duress Buttons

- Clarification needed on whether duress buttons are adequately distributed across all proposed locations.

The area has been assessed, and a duress button will be installed at the front desk area, which is the only location identified as requiring one. All other locations/areas do not meet the criteria for a dedicated duress button at this time.

- Emergencies can occur even in staff-only areas – accessible duress buttons are critical.

Feedback noted, and considerations around access and security will continue to be factored into planning.

- Security swipe access should be reinstated to match the previous setup before the Operations Centre was implemented.

This can be facilitated prior to relocating.

- Staff are spread across multiple locations, including an off-site storage room, making secure access essential.

Feedback noted, and considerations around access and security will continue to be factored into planning.

14. Carpet Replacement



- Carpet in the three proposed areas requires replacement.
- Current carpet presents trip hazards and is severely worn and fraying in some rooms.
- Potential health risks due to particles in the carpet, especially for staff with respiratory conditions and allergies.
- Duncan noted resource constraints may delay replacement by 6 to 12 months.

A formal risk assessment of the carpet has been completed, and it has been deemed occupiable. However, it was identified that the carpet does require replacement as part of ongoing maintenance planning. Replacement is scheduled to occur in 2026, and a plan will be discussed with the team during the planning phase.

15. Power Points

- One room contains an excessive number of unnecessary power points that need removal or patching.
- Other rooms lack sufficient power points to support the proposed desk layout (up to 7 desks in one location).
- Additional power points were requested in specific areas.
- Duncan advised installation is costly, and only soft wiring can be offered.

All areas should have sufficient power points to support the proposed desk configurations. If it is identified that more power points are required in specific areas post the relocation, this can be facilitated.

16. Wall Fixtures and Painting

- Existing whiteboards, pinboards and bookcases need to be removed.

In line with Safe Work Australia's Code of Practice and WorkSafe ACT, these items may remain in the proposed area provided they do not present any health or safety risks. Following a review, the items have been assessed as safe and do not obstruct movement or emergency access. As such, the removal of the existing whiteboards, pinboard and bookcases is not considered necessary at this time. We will continue to monitor and reassess if conditions change.

- It was initially understood that all proposed areas would be repainted.

Refer to 2. Office Design and Health Considerations.

- Staff will be facing blank white walls, which may negatively impact those with White Matter Hyperintensities.

Refer to 1. Desk Layout and Orientation.

- Duncan confirmed walls will be patched but not repainted.

Refer to 2. Office Design and Health Considerations.

17. Ventilation and Lighting



- Some seating areas lack adequate air ventilation and lighting.
- Suggestion to install dimmable lighting throughout the department.
- Certain areas only have one small air outlet.

The area has been assessed and deemed suitable for occupancy. While we acknowledge the presence of a single air outlet in certain areas, it meets current standards and does not present a health or safety concern. The lighting was also found to be suitable. Dimmable lighting is not planned for installation at this time.

18. Visibility and Safety in Hallways

- Dome mirrors or similar visibility aids are needed in hallways due to high staff movement (tea breaks, filing record retrieval).

Following a review, the area has not been assessed as high traffic and does not currently present visibility or safety concerns. As such, the installation of dome mirror or similar aids is not considered necessary at this time. We will continue to monitor usage and reassess if conditions change.

19. Window Privacy

- Frosting is required on specific windows to maintain privacy when handling sensitive medical information, especially in shared spaces with Central Equipment Services.

The area has been assessed, and a plan is in place to apply frosting to the identified windows to ensure appropriate privacy when handling sensitive medical information.

20. Emergency Equipment

- No AED device currently on-site; nearest is at the Eye Clinic. A dedicated AED is needed for this outpatient service.

An AED device is located adjacent to the front desk within the proposed area and meets the required standards for accessibility and emergency response.

- First Aid Kit access is limited due to staff being spread across departments.

Summary below.

- Clarification needed on whether a personal kit can be brought or if the supplied kit meets standards.

There is a First Aid Kit available within the proposed work area and is maintained through a replenishment process to ensure it remains stocked and compliant with relevant standards. Staff are not required to bring personal kits, as the provided kit meets workplace health and safety requirements. Information on the process for replenishing the kit will be provided as part of the orientation to the new work area process.

21. Windows and Office Layout

- Some internal windows could be removed to create a more open office environment.



- Lack of windows in certain areas contributes to feelings of claustrophobia.
- Improved visibility would assist first aiders in monitoring staff during emergencies.

The area has been assessed and meets the required standards for safety, functionality and staff wellbeing. At this time, no changes to the existing internal windows are planned.

22. Emergency Exits

- Areas with only one entry/exit point need contingency measures for power outages (e.g., blackout-safe exits).

Emergency plans and signage are currently being finalised and will be updated throughout the work area prior to relocating. Information will also be provided to team members through orientation to the new work area process.

23. Emergency Signage

- Evacuation points and AED storage signage require updating.

Emergency plans and signage are currently being finalised and will be updated throughout the work area prior to relocating. Information will also be provided to team members through orientation to the new work area process.

- Fire wardens need to be briefed on updated evacuation procedures.

All team members will be briefed prior to relocating as part of orientation to the new work area.

24. Internal Walls

- Staff previously requested removal of certain internal walls to create a more open space.
- Duncan advised that wall removal is not feasible due to high costs.
- We ask that this be reconsidered given the safety implications.

The area has been assessed and meets the required standards for safety, functionality and staff wellbeing. At this time, no changes to the existing internal walls are planned.

25. Ceiling Concerns

- Ceiling in the proposed areas appears to be in poor condition and may require maintenance or replacement.
- Potential safety concerns if panels are loose or damaged.
- Aesthetic issues could impact staff morale and the professional appearance of the workspace.
- No mention of ceiling upgrades during initial discussions.
- Clarification needed on whether ceiling improvements are included in the refurbishment plans.



There are no issues with the ceiling's structural integrity, and it does not present any health or safety risks. Ongoing maintenance of the ceilings will be addressed through the standard facilitation management processes.

26. Expenditure on Proposed Location

- During the recent site tour, Duncan mentioned that approximately \$200,000 has already been spend on the proposed location.
- At present, there is no clear breakdown available to show how this amount has been allocated.
- Given the visible extent of work still required, it is difficult to determine where these funds have been directed.
- A formal breakdown of this expenditure would be appreciated to provide transparency and clarity.
- It is also concerning that such a significant amount has been spent while the project was reportedly on hold due to an active and ongoing dispute.

Canberra Hospital considers relocation costs, repairs and maintenance expenditure when scoping accommodation options. A breakdown of costs is not able to be provided.

It is acknowledged that staff may have concerns or anxiety with regards to the proposed relocation. Should staff wish to seek additional support in relation to this matter, the Employee Assistance Program (EAP) offers free, professional and confidential services to support employees and their immediate family members through both personal and work-related issues. The ACT Public Service EAP provider is Converge International; Converge can be contacted 24 hours a day, seven days a week, by phone on 1300 687 327.

With regards to the relocation, Strategic Accommodation will work closely with the Senior Director and team members to schedule a staged move according to the team's priorities. The removalists will also work closely with team members to ensure that all work-related belongings are clearly labelled and transferred to the new area.

I am very appreciative of CPSUs ongoing commitment to maintaining a safe and productive working environment for all team members and acknowledge the importance of addressing these matters.

Should you have any further questions or wish to discuss specific concerns in more detail, please do not hesitate to contact me via my office email at CHS.TCHGM@act.gov.au.

Yours sincerely

Schedule 2.2(a)(ii)

Lisa Gilmore



General Manager
Canberra Hospital
Canberra Health Services

20 August 2025



iMessage

Mon, 15 Sep at 4:35 pm

130

Sorry chris second call was a pocket call - email coming your way very shortly just making some final touches to the action plan

Delivered

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:34 PM
To: IHSS
Subject: FW: HIS Action plan- updated
Attachments: HIS Action Plan CPSU draft updated - NB notes and attachments and WHS documents.docx

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Flynn, Annaliesha
Sent: Monday, 15 September 2025 4:44 PM
To: Tarbuck, Chris
Cc: Chen, Judy ; Muralidharan, Vaish ; Bowden, Narelle ; Keevers, Shannon ; Adams, Duncan
Subject: RE: HIS Action plan- updated

OFFICIAL

Hi Chris,

As discussed, please see attached the HIS Action plan with contributions from the Strategic Accommodation team, ISAR and WHS. As discussed, it would be beneficial to include further information regarding the consultation journey which has occurred external to the stakeholders

noted above into the correspondence, to ensure the CEO/DECO are equipped with all the necessary information while reviewing the response.

A big thanks to Narelle and Duncan for contributing to this action plan with such tight timeframes! @Adams, Duncan there are just a few points for clarity within the attached if you could please update.

It would be greatly appreciated if you could please forward this action plan on to any other relevant stakeholders to take carriage of this matter moving forward, and to contribute any additional input as needed.

Thanks again Chris,

Regards

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



ACTION PLAN - Due 15th Sep 2025

CPSU suspects that Canberra Health Services has failed to consult with affected workers in HIS prior to making decisions regarding matters relating to work health and safety.

Action item	Responsible person	Response
1. Risk Assessment undertaken in relation to the carpet, including evidence of consultation with affected workers and HSRs referenced in point 14 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR	   B3 L1 HIS Area Risk Assessment.docx CT Email response 2 Sept 2025 - Assessmentemail 2 Sept 2025 RE_ Completed RA sent to HSR and meeting arranged with HSR on 29 Aug in relation to the RA and formally provided to HSR.
2. Maintenance Plan for Building 3, Level 1 HIS referenced in point 2 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	GM /IHSS executive /FM / Strategic accommodation	Duncan/Narelle – can you please provide an update to this regarding desk layout and orientation? Painting has been included as a part of the current works (only touch ups), the rest will be completed upon relocation.   DA email response HSR 28 Aug 2025_ Re B3 L1 HIS Area Risk Assessment.docx
3. Planning documents detailing storage space for larger printers, fax machines and other frequently used equipment references in point 7 of	Strategic accommodation	  scan_duncan adams_notes.pdf HIS Consultation & Walk Through July 20;

Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.		
4. Documents pertaining to the options currently under consideration for the provision of a dedicated staff room as referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	 03.01 HIS proposed staff rooms.pdf As above documents 3.
5. Afterhours access arrangements for Building 3, level 1 HIS referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Nikki Brown	
6. Documentation of the review process undertaken by CHS WHS to assess Safety and Compliance as referenced in point 10 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	WHS	 05. 27 Aug 2025 Reply from WHS to HSite visit Building 3 Le  IHSS- SA and WHS WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. WHS was contacted by the work group HSR on 20 August 2025 regarding some issues with the proposed

		workspace. WHS attended an internal stakeholder meeting on 26 August 2025. At the time of this meeting, WHS reviewed the proposed desk layout and forwarded an email response to the HSR on 27 August 2025, indicating that a formal WHS assessment would be undertaken if WHS concerns remained following the completion of the relocation.
7. Documentation of the review process undertaken to assess the suitability of the front desk area of Building 3, Level 1 HIS as referenced in point 11 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR / Strategic accommodation	See security email @ 9. Duncan this only references Security assessment i.e re the duress placement etc, and does not address the issue as per the GM's response- Can you please advise if you would be ok to include the below wording- the design of the reception window will be like for like (including frosting). A reduction to gap in the reception window to 15mm has been agreed to and will be completed following the relocation.
8. Documentation of the process undertaken to assess the suitability of the waiting area of Building 3, Level 1 HIS as referenced in point 12 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	The area under reference is a decommissioned work area (hydrotherapy pool) which is not planned to be reinstated in future, therefore, there is no requirement for a review to be undertaken.

9. Documentation of the process undertaken to determine the number and locations of duress alarms as referenced in point 13 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/Security	 Security note email 20 Aug 2025 Health In
10. Risk Assessment undertaken in relation to the installation of duress alarms in Building 3, Level 1 HIS, including evidence of consultation with affected workers and HSRs	Security	See security email @ 9.
11. Documentation of the process undertaken to assess the suitability for occupancy of Building 3, Level 1 HIS as referenced in point 17 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	   CHS FM Building Condition Audit.pdf HIS_CHS Building Condition Audit Schec HIS_ A-TCH.03.01_00.pdf
12. Documentation of the review process undertaken to assess the visibility and safety of hallways in Building 3, Level 1 HIS as referenced in point 18 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the visibility and safety of hallways, there was no review completed regarding any visibility or safety issues in the hallways. As per the GM's correspondence, this is not a high traffic area
13. Documentation of the process undertaken to assess the safety of the office layout in Building 3, Level 1 HIS as referenced in point 21 of	Strategic accommodation	Duncan please provide meeting notes as discussed in the meeting today



Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025		
14. Documentation of the process undertaken to assess the safety, functionality and staff wellbeing in relation to internal walls in Building 3, Level 1 HIS as referenced in point 24 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	Duncan please provide meeting notes as discussed in the meeting today
15. Documentation of the process undertaken to assess the structural integrity of the ceiling in Building 3, Level 1 HIS as referenced in point 25 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation / FM	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the integrity of the ceiling, there was no assessment completed regarding the structural integrity of the ceiling.

Risk assessment and proposed treatment actions

Business area: Infrastructure Safety and Risk

Risk assessment led by: Shannon Keevers and Inderjit Singh

Set the scene. Context (optional):

- Health Information Services (HIS) – Medical Records team will relocate from Building 12 Level 2 to Building 3 Level 1. Building 3 room locations would provide HIS with a secure and separate reception located on the same floor as the broader HIS.
- In Building 3 Level 1 has increased storage and provides for a secure reception. It provides a dedicated space for the majority of the HIS team that would be wholly occupied by HIS without the need for co-location with other services.
- The HIS team will relocate to a central location within Building 3 that does not require movement between buildings.
- Total of 49 HIS staff will be moving to Building 3 level 1.
- There is asbestos containing adhesive under the carpet commonly known as “Blackjack”. Blackjack contains between 1 – 3% asbestos suspended in an adhesive matrix. To contract asbestos related disease fibres must be airborne. Disturbance would require the use of power tools.

What can happen? The risk of: injury to staff from worn flooring

How can this happen? What are the drivers of this risk?	What could happen if this risk eventuated?
• Flooring is worn in some locations (Possible) • Asbestos containing adhesive under carpet (Rare) • Psychosocial injury from staff feeling undervalued (Possible)	• First aid treatment may be required (Minor) • Asbestos related disease (Major) • Psychological impact resulting in reduced ability to perform tasks (Minor)

Control

What are you already doing to control this risk?	How adequate is this control currently?
Carpet and blackjack removal and replacement is planned for 2026	Adequate
Quarterly flooring inspections undertaken by ISAR, FOM and CHS WHS teams with the HSR for the space.	Adequate
Remind all staff of the availability of EAP resources and wellness initiatives.	Adequate

Current level of risk

Consequence (Most likely/common form, not worst case)	Likelihood	Current Risk Rating
Moderate	Unlikely	Medium

This risk is: ☒ **Tolerable** Continue monitoring periodically.

☐ **Intolerable** Proceed with developing a risk treatment action plan.

Risk Treatment Action Plan

What else could you do to manage this risk?	Action accepted?	Action Owner	Estimated completion date
Allocate project officer to develop project management plan to replace carpet/remove blackjack.	Yes / No	Chris Tarbuck	Q3 2026

Target level of risk

Consequence (Most likely/common form, not worst case)	Likelihood	Target Risk Rating
Insignificant	Unlikely	Low

Refer to the Tools and Templates menu on the [Risk Management](#) Health Hub page for the Risk Matrix, Consequence and Likelihood tables.

From: Tarbuck, Chris
Sent: Tuesday, 2 September 2025 12:40 PM
To: Brown, Annette; Adams, Duncan; Bowden, Narelle; Singh, Inderjit
Cc: Brown, Nikki; Chen, Judy; Flynn, Annaliesha; Mahtab, Abdel; Benson, Thomas; Uzabeaga, Bibiana; IHSS; Keevers, Shannon
Subject: Assessment of carpets in new location Building 3 Level 1.
Attachments: B3 L1 HIS Area Risk Assesment.docx

OFFICIAL

Hi All

Thank you for meeting last Friday to discuss concerns regarding the flooring adhesive within building 3 Level one.

Please find the meeting notes below and the attached risk assessment associated with the flooring.

Flooring Safety Overview - Building 3

- Blackjack adhesive (asbestos-containing) present throughout Canberra Hospital campus buildings
- Building 3 has blackjack under flooring - common across campus
- Non-friable asbestos = no risk when undisturbed
- Blackjack is hardened adhesive, very difficult to disturb naturally
- Recent small area chemically treated during door/wall adjustments in HIS area
 - Completed under compliant, safe process
 - Standard procedure for campus

Current Risk Assessment

- Visual inspection completed by Infrastructure Safety and Risk + WHS
- Carpet showing wear but not to degree of any risk of exposing blackjack
- Underlay provides additional protection layer
- High confidence no exposure risk to occupants
- Formal risk assessment document available to share with Annette (attached)
- Facilities manager (FM) will arrange quarterly hazard checks

Future Remediation Plan

- Full carpet replacement and blackjack removal scheduled 2026
- Likely full decant of HIS area during work
 - Alternative: staged approach with encapsulation with some occupation present
- 3-6 month project timeline (3 months planning/procurement + 3 months construction)
- Consultation process is planned before the final approach will be agreed

Ongoing Monitoring

- FM Scheduled 3-month follow-up inspection (December)

- Narelle + Duncan + Indy to assess carpet condition
- Regular building manager quarterly checks continue
- Team instructed to report any carpet fraying/damage to WHS immediately

Next Steps

- Chris Tarbuck to provide formal risk assessment documentation to Annette (attached)
- December follow-up inspection scheduled
- Direct access to facilities management team established
 - Bibiana Uzabeaga (Senior Director Facilities Management)
 - Dedicated facilities manager for building
- 2026 consultation process planned for remediation approach

Please review the notes and raise any clarifications or omissions that you would like included.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Annette <Annette.Brown@act.gov.au>

Sent: Tuesday, 2 September 2025 9:54 AM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Singh, Inderjit <Inderjit.Singh@act.gov.au>

Cc: Brown, Nikki <Nikki.E.Brown@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; Mahtab, Abdel <Abdel.Mahtab@act.gov.au>; Benson, Thomas <Thomas.Benson@act.gov.au>

Subject: Assessment of carpets in new location Building 3 Level 1.

OFFICIAL

Hi All

Thank you for meeting with me last Friday to discuss the blackjack adhesive and carpet in our proposed new location Building 3 Level 1.

During the meeting Narelle kindly agreed to send me the assessment with information supporting that the carpets in our new location are deemed safe for occupancy.

I look forward to receiving the assessment to be able to feedback to the HIS team that the carpets are safe.

Kind regards

Annette Brown

Annette Brown | RN | Clinical Documentation Specialist

Phone: 02 5124 4305 | Email: annette.brown@act.gov.au

Health Information Service | COO Division | Canberra Health Services | ACT Government

Canberra Hospital, Building 12, Mezzanine Level | PO Box 11 Woden 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Annette
Sent: Tuesday, 2 September 2025 2:17 PM
To: Tarbuck, Chris; Adams, Duncan; Bowden, Narelle; Singh, Inderjit
Cc: Brown, Nikki; Chen, Judy; Flynn, Annaliesha; Mahtab, Abdel; Benson, Thomas; Uzabeaga, Bibiana; IHSS; Keevers, Shannon
Subject: RE: Assessment of carpets in new location Building 3 Level 1.

OFFICIAL

Hi Chris

Many thanks for including this!

Kind regards

Annette Brown

Annette Brown | RN | Clinical Documentation Specialist

Phone: 02 5124 4305 | Email: annette.brown@act.gov.au

Health Information Service | COO Division | Canberra Health Services | ACT Government

Canberra Hospital, Building 12, Mezzanine Level | PO Box 11 Woden 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Sent: Tuesday, 2 September 2025 2:15 PM
To: Brown, Annette <Annette.Brown@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Singh, Inderjit <Inderjit.Singh@act.gov.au>
Cc: Brown, Nikki <Nikki.E.Brown@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; Mahtab, Abdel <Abdel.Mahtab@act.gov.au>; Benson, Thomas <Thomas.Benson@act.gov.au>; Uzabeaga, Bibiana <Bibiana.Uzabeaga@act.gov.au>; IHSS <IHSS@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>
Subject: RE: Assessment of carpets in new location Building 3 Level 1.

OFFICIAL

Hi Annette,

Thank you for your response and for highlighting your concerns. I've updated the meeting notes to capture your points regarding frayed, damaged, and worn carpet areas, and whether replacement and removal of the blackjack adhesive should have occurred prior to relocation. You can see the updated inclusions below

Hi All

Thank you for meeting last Friday to discuss concerns regarding the flooring adhesive within building 3 Level one.

Please find the meeting notes below and the attached risk assessment associated with the flooring.

Flooring Safety Overview - Building 3

- Blackjack adhesive (asbestos-containing) present throughout Canberra Hospital campus buildings
- Building 3 has blackjack under flooring - common across campus
- Non-friable asbestos = no risk when undisturbed
- Blackjack is hardened adhesive, very difficult to disturb naturally
- Recent small area chemically treated during door/wall adjustments in HIS area
 - Completed under compliant, safe process
 - Standard procedure for campus
- **Concerns were noted from Annette about frayed, damaged, and worn carpet areas. A question was raised about whether it would have been safer to replace carpets and remove blackjack adhesive prior to relocation into the area.**
 - CT noted that the program was 6 months to replace carpet and that project teams were fully allocated.

Current Risk Assessment

- Visual inspection completed by Infrastructure Safety and Risk + WHS
- Carpet showing wear but not to degree of any risk of exposing blackjack
- Underlay provides additional protection layer
- High confidence no exposure risk to occupants
- Formal risk assessment document available to share with Annette (attached)
- Facilities manager (FM) will arrange quarterly hazard checks

Future Remediation Plan

- Full carpet replacement and blackjack removal scheduled 2026
- Likely full decant of HIS area during work
 - Alternative: staged approach with encapsulation with some occupation present
- 3-6 month project timeline (3 months planning/procurement + 3 months construction)
- Consultation process is planned before the final approach will be agreed

Ongoing Monitoring

- FM Scheduled 3-month follow-up inspection (December)
- Narelle + Duncan + Indy to assess carpet condition
- Regular building manager quarterly checks continue
- Team instructed to report any carpet fraying/damage to WHS immediately

Next Steps

- Chris Tarbuck to provide formal risk assessment documentation to Annette (attached)
- December follow-up inspection scheduled
- Direct access to facilities management team established
 - Bibiana Uzabeaga (Senior Director Facilities Management)
 - Dedicated facilities manager for building
- 2026 consultation process planned for remediation approach

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Annette <Annette.Brown@act.gov.au>

Sent: Tuesday, 2 September 2025 1:59 PM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Singh, Inderjit <Inderjit.Singh@act.gov.au>

Cc: Brown, Nikki <Nikki.E.Brown@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; Mahtab, Abdel <Abdel.Mahtab@act.gov.au>; Benson, Thomas <Thomas.Benson@act.gov.au>; Uzabeaga, Bibiana <Bibiana.Uzabeaga@act.gov.au>; IHSS <IHSS@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>

Subject: RE: Assessment of carpets in new location Building 3 Level 1.

OFFICIAL

Hi Chris

Thank you for your quick response in providing Area Risk Assessment and Minutes from the meeting last Friday 29/08/2025.

Could you please add to the minutes concerns raised by Annette regarding frayed, damaged, and worn carpet areas and whether it was safe and whether it would have been good to replace carpets and remove blackjacket adhesive prior to relocation as this was raised but cannot see this reflected in the current minutes.

Thanks again.

Kind regards

Annette Brown

Annette Brown | RN | Clinical Documentation Specialist

Phone: 02 5124 4305 | Email: annette.brown@act.gov.au

Health Information Service | COO Division | Canberra Health Services | ACT Government

Canberra Hospital, Building 12, Mezzanine Level | PO Box 11 Woden 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Sent: Tuesday, 2 September 2025 12:40 PM

To: Brown, Annette <Annette.Brown@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Singh, Inderjit <Inderjit.Singh@act.gov.au>

Cc: Brown, Nikki <Nikki.E.Brown@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; Mahtab, Abdel <Abdel.Mahtab@act.gov.au>; Benson, Thomas <Thomas.Benson@act.gov.au>; Uzabeaga, Bibiana <Bibiana.Uzabeaga@act.gov.au>; IHSS <IHSS@act.gov.au>;

Keevers, Shannon <Shannon.Keevers@act.gov.au>

Subject: Assessment of carpets in new location Building 3 Level 1.

OFFICIAL

Hi All

Thank you for meeting last Friday to discuss concerns regarding the flooring adhesive within building 3 Level one.

Please find the meeting notes below and the attached risk assessment associated with the flooring.

Flooring Safety Overview - Building 3

- Blackjack adhesive (asbestos-containing) present throughout Canberra Hospital campus buildings
- Building 3 has blackjack under flooring - common across campus
- Non-friable asbestos = no risk when undisturbed
- Blackjack is hardened adhesive, very difficult to disturb naturally
- Recent small area chemically treated during door/wall adjustments in HIS area
 - Completed under compliant, safe process
 - Standard procedure for campus

Current Risk Assessment

- Visual inspection completed by Infrastructure Safety and Risk + WHS
- Carpet showing wear but not to degree of any risk of exposing blackjack
- Underlay provides additional protection layer
- High confidence no exposure risk to occupants
- Formal risk assessment document available to share with Annette (attached)
- Facilities manager (FM) will arrange quarterly hazard checks

Future Remediation Plan

- Full carpet replacement and blackjack removal scheduled 2026
- Likely full decant of HIS area during work
 - Alternative: staged approach with encapsulation with some occupation present
- 3-6 month project timeline (3 months planning/procurement + 3 months construction)
- Consultation process is planned before the final approach will be agreed

Ongoing Monitoring

- FM Scheduled 3-month follow-up inspection (December)
- Narelle + Duncan + Indy to assess carpet condition
- Regular building manager quarterly checks continue
- Team instructed to report any carpet fraying/damage to WHS immediately

Next Steps

- Chris Tarbuck to provide formal risk assessment documentation to Annette (attached)
- December follow-up inspection scheduled
- Direct access to facilities management team established
 - Bibiana Uzabeaga (Senior Director Facilities Management)
 - Dedicated facilities manager for building
- 2026 consultation process planned for remediation approach

Please review the notes and raise any clarifications or omissions that you would like included.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Annette <Annette.Brown@act.gov.au>

Sent: Tuesday, 2 September 2025 9:54 AM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Singh, Inderjit <Inderjit.Singh@act.gov.au>

Cc: Brown, Nikki <Nikki.E.Brown@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; Mahtab, Abdel <Abdel.Mahtab@act.gov.au>; Benson, Thomas <Thomas.Benson@act.gov.au>

Subject: Assessment of carpets in new location Building 3 Level 1.

OFFICIAL

Hi All

Thank you for meeting with me last Friday to discuss the blackjack adhesive and carpet in our proposed new location Building 3 Level 1.

During the meeting Narelle kindly agreed to send me the assessment with information supporting that the carpets in our new location are deemed safe for occupancy.

I look forward to receiving the assessment to be able to feedback to the HIS team that the carpets are safe.

Kind regards

Annette Brown

Annette Brown | RN | Clinical Documentation Specialist

Phone: 02 5124 4305 | Email: annette.brown@act.gov.au

Health Information Service | COO Division | Canberra Health Services | ACT Government

Canberra Hospital, Building 12, Mezzanine Level | PO Box 11 Woden 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Adams, Duncan
Sent: Thursday, 28 August 2025 10:11 AM
To: Brown, Nikki
Cc: Canberra Health Services Work Health Safety; Bowden, Narelle; Kent, Brittany
Subject: FW: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Nikki

There are several locations across TCH buildings that contain known asbestos-containing materials (ACMs), due to the age of the infrastructure and the historical use of asbestos in construction. CHS manages these materials in accordance with the **WHS Act 2011**, associated regulations and relevant codes of practice, including **How to Manage and Control Asbestos in the Workplace Code of Practice (2018)**.

CHS have comprehensive **Asbestos Management Plans** which include regular inspections, risk assessments, and testing conducted by a licensed asbestos professional. These activities are overseen by **Infrastructure Safety and Risk (ISAR)** and the **Facilities Operations Manager (FOM)**. This aligns with **CHS's Asbestos Management and Control Policy** and ensures the health and safety of staff, visitors and other building occupants.

A long-term, phased asbestos removal strategy is in place across CHS facilities. This strategy is designed to align with broader infrastructure maintenance and improvement plans, taking into account budgetary constraints, planning cycles, and the need to minimise disruption to clinical and operational services.

Multiple asbestos removal activities have already been completed in **Building 3**, including within areas for **Health Information Services (HIS)**. The **CHS Asbestos Register** is updated regularly to reflect all professional asbestos reports and maintain current conditions and compliance status. The FOM reviews this regularly and continues to monitor in line with building conditions to ensure compliance and safety is maintained.

The current condition of the flooring within the allocated space has been assessed, as covered in the response from the General Manager.

“A formal risk assessment of the carpet has been completed, and it has been deemed occupiable. However, it was identified that the carpet does require replacement as part of ongoing maintenance planning. Replacement is scheduled to occur in 2026, and a plan will be discussed with the team during the planning phase.”

All CHS risk assessments are required to take into consideration the potential risk of Asbestos.

Regards,

Duncan

From: Brown, Nikki <Nikki.E.Brown@act.gov.au>
Sent: Wednesday, 27 August 2025 2:24 PM
To: Adams, Duncan <Duncan.Adams@act.gov.au>
Cc: Bowden, Narelle <Narelle.Bowden@act.gov.au>
Subject: FW: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Duncan,

Apologies, are you able to respond to the below questions? The concern from the HSRs is that only the front area was included in the certificate and the other area has worn carpet.

Thanks,
Nikki

From: Brown, Annette <Annette.Brown@act.gov.au>
Sent: Wednesday, 27 August 2025 2:06 PM
To: Brown, Nikki <Nikki.E.Brown@act.gov.au>
Subject: RE: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Nikki

Thank you so much for following this up.

It is good that there is a certificate that states it is safe.

Just wondering if the remaining carpet has 'blackjack adhesive'?

There were areas of worn and uneven carpet identified with photos taken in our initial feedback.

Would these areas deem to be a risk that would require replacement?

It looks like the reception area was replaced only?

Kind regards

Annette Brown

Annette Brown | RN | Clinical Documentation Specialist
 Phone: 02 5124 4305 | Email: annette.brown@act.gov.au
 Health Information Service | COO Division | Canberra Health Services | ACT Government
 Canberra Hospital, Building 12, Mezzanine Level | PO Box 11 Woden 2606 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Nikki <Nikki.E.Brown@act.gov.au>
Sent: Wednesday, 27 August 2025 1:53 PM
To: Brown, Annette <Annette.Brown@act.gov.au>
Subject: FW: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Annette,

Thank you for raising the concern below and for being such a valuable HSR in HIS.

Please see below response and attached clearance certificate.

If you have any further queries, please let me know.

Thank you,

Nikki Brown | A/g Senior Director, Health Information Services

Phone: 02 5103 6807 | Email: nikki.e.brown@act.gov.au

Decision Support Unit | Canberra Health Services | ACT Government

Cnr Belconnen Way & Haydon Drive Bruce ACT 2617 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Adams, Duncan <Duncan.Adams@act.gov.au>
Sent: Wednesday, 27 August 2025 12:52 PM

To: Brown, Nikki <Nikki.E.Brown@act.gov.au>
Cc: Bowden, Narelle <Narelle.Bowden@act.gov.au>
Subject: RE: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Nikki

As part of the refurbishment for this move, a small amount of suspected asbestos was identified and removed under asbestos removal processes as required under the legislation. Asbestos is a naturally occurring mineral fibre that was widely used in the building industry in builds before 2004. Asbestos poses a risk to health when the asbestos containing material is damaged or disturbed due to fire, heat or work processes.

The management and removal of Asbestos is regulated by the Safety Regulator and governed by legislation, codes of practice and Australian Standards.

After the removal of the suspected Asbestos Containing Material, the licenced Asbestos Removalist carries out an assessment and provides a clearance certificate deeming the space as clear of Asbestos and safe for occupation (see attached). As such, there is no safety concern for Asbestos related exposure.

Regards,

Duncan

From: Brown, Annette <Annette.Brown@act.gov.au>
Sent: Tuesday, 26 August 2025 3:37 PM
To: Brown, Nikki <Nikki.E.Brown@act.gov.au>
Cc: Duncan, Karyn <Karyn.Duncan@act.gov.au>
Subject: RE: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Nikki

Thanks for the email response to feedback for the proposed HIS Relocation.

Karyn Duncan showed me a photo of asbestos removal truck outside of our new location site, she took 19/08/2025 (please see attached). Karyn is aware and consented to me adding the photo.

Just wondering if there is a way of finding out if there is indeed asbestos that is suspected or is being treated at our new location and if there is any documentation to support that it is safe now?

Kind regards

Annette Brown

Annette Brown | RN | Clinical Documentation Specialist

Phone: 02 5124 4305 | Email: annette.brown@act.gov.au

Health Information Service | COO Division | Canberra Health Services | ACT Government

Canberra Hospital, Building 12, Mezzanine Level | PO Box 11 Woden 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Nikki <Nikki.E.Brown@act.gov.au>

Sent: Friday, 22 August 2025 2:55 PM

To: Abramovic, Emily <Emily.Abramovic@act.gov.au>; Ardern, Tash <Tash.Ardern@act.gov.au>; Bate, Jaya <Jaya.Bate@act.gov.au>; Benson, Thomas <Thomas.Benson@act.gov.au>; Booth, Julie <Julie.Booth@act.gov.au>; Choki, Pema <Pema.Choki@act.gov.au>; Devagudi, Manjula <Manjula.Devagudi@act.gov.au>; Durairaj, Santhi <Santhi.Durairaj@act.gov.au>; Elton, Virginia <Virginia.Elton@act.gov.au>; Evans, Morgan <Morgan.Evans@act.gov.au>; Fernando, Achala <Achala.Fernando@act.gov.au>; Gee, Donna <Donna.Gee@act.gov.au>; Gill, Kylie <Kylie.Gill@act.gov.au>; Harris, Sarah <Sarah.Harris@act.gov.au>; Hope, Simone <Simone.Hope@act.gov.au>; Jackson, Leah <Leah.Jackson@act.gov.au>; Jayasuriya, Sanduni <Sanduni.Jayasuriya@act.gov.au>; Joseph, Priscilla <Priscilla.Joseph@act.gov.au>; Kapilan, Narumatha <Narumatha.Kapilan@act.gov.au>; Konapuram, Saritha <SARITHA.KONAPURAM@act.gov.au>; Lindsay, Kieran <Kieran.Lindsay@act.gov.au>; Mahtab, Abdel <Abdel.Mahtab@act.gov.au>; Mercado, Raymond <Raymond.Mercado@act.gov.au>; Nano, Joshua <Joshua.Nano@act.gov.au>; Phelps, Kristy <Kristy.Phelps@act.gov.au>; Runas, Gin <Gin.Runas@act.gov.au>; Shrestha, Bijay <Bijay.Shrestha@act.gov.au>; Tazreiter, Anne-Marie <Anne-Marie.Tazreiter@act.gov.au>; Turner, Mandy <Mandy.Turner@act.gov.au>; Vincent, Chloe <Chloe.Vincent@act.gov.au>; Wade, Sonia <Sonia.Wade@act.gov.au>; Webb, ElizabethJ <ElizabethJ.Webb@act.gov.au>; Zanolta, Kate <Kate.Zanolta@act.gov.au>; Lunt, Robyn <Robyn.Lunt@act.gov.au>; Ramadan, Dianne <Dianne.S.Ramadan@act.gov.au>; Nicholls, Kathryn <Kathryn.Nicholls@act.gov.au>; Brunoro, Crystal <Crystal.Brunoro@act.gov.au>; Duncan, Karyn <Karyn.Duncan@act.gov.au>; Brown, Annette <Annette.Brown@act.gov.au>; Willoughby, Grace <Grace.Willoughby@act.gov.au>; Mackenzie, Jodie <Jodie.Mackenzie@act.gov.au>; Reeves, Shannon <Shannon.Reeves@act.gov.au>; Archer, Jessica <Jessica.Archer@act.gov.au>; Ansari, Lubna <Lubna.Ansari@act.gov.au>; Beisiegel, Tracey <Tracey.Beisiegel@act.gov.au>; Brady, Larissa <Larissa.Brady@act.gov.au>; Cooke, Gareth <Gareth.Cooke@act.gov.au>; Cunningham, Bridie <Bridie.Cunningham@act.gov.au>; Fisher, Sarah <Sarah.Fisher@act.gov.au>; Horsfall, Jessica <Jessica.Horsfall@act.gov.au>; Kwiecien, Greg <Greg.Kwiecien@act.gov.au>; Lingayath, Amu <Amu.Lingayath@act.gov.au>; Mulvihill, Cheryl

<Cheryl.Mulvihill@act.gov.au>; Njeru, Jodee <Jodee.Njeru@act.gov.au>; Raftellis, Maria <Maria.Raftellis@act.gov.au>; Stephen, Joanne <Joanne.Stephen@act.gov.au>; Want, Penny <Penny.Want@act.gov.au>; Youngman, Margo <Margo.L.Youngman@act.gov.au>; Taseska, Lana <Lana.Taseska@act.gov.au>; Bian, Weidong <Weidong.Bian@act.gov.au>; Kaur, NavdeepX <NavdeepX.Kaur@act.gov.au>; Robbins, Kiri <Kiri.Robbins@act.gov.au>; Blore, Natalie <Natalie.Blore@act.gov.au>; Mcinroy, Amanda <Amanda.J.Mcinroy@act.gov.au>; Driver, Ingrid <Ingrid.Driver@act.gov.au>; Thomas, Pearly <Pearly.Thomas@act.gov.au>; Daniels, Blake <Blake.Daniels@act.gov.au>

Cc: Nuss, Jarrad <Jarrad.Nuss@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>

Subject: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Dear Team,

Thank you all for providing your valued feedback regarding the proposed relocation to Building 3. Your input was shared with the General Manager, and a formal response has now been provided to the CPSU. Please find the response attached for your reference.

I will keep you informed as soon as further details become available regarding the timing and logistics of the relocation. I understand this has been a lengthy process and may be causing some uncertainty or concern. If you are feeling impacted, please don't hesitate to reach out to the Employee Assistance Program (EAP) for support.

Thank you again for your engagement and patience throughout this process.

Thank you,

Nikki Brown | A/g Senior Director, Health Information Services

Phone: 02 5103 6807 | Email: nikki.e.brown@act.gov.au

Decision Support Unit | Canberra Health Services | ACT Government

Cnr Belconnen Way & Haydon Drive Bruce ACT 2617 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Chen, Judy
Sent: Wednesday, 27 August 2025 11:33 AM
To: Brown, Annette
Cc: Flynn, Annaliesha; Muralidharan, Vaish; Singh, Inderjit
Subject: RE: Response to Feedback - Proposed HIS Relocation

Hi Annette,

Thank you for your time on the phone on Monday. It was great talking to you and understanding the concerns raised by you and the team. After our conversation, I have passed on your concerns to the relevant teams, including the Strategic Accommodation team, Safety and Risk team and the Facilities Management team. They are currently carrying out renovations and minor construction works to the office space as reasonably practicable to optimise the space to support efficient service delivery, ensure staff wellbeing, and further compliance with WHS requirements.

Please rest assured that local induction and orientation will also be provided to staff members closer to the relocation to make sure staff are familiar with the new office environment and are aware of the location of the nearest emergency exit, emergency assembly point, first aid access, etc.

As we discussed, post the relocation, after the desk configuration and office layout are confirmed and furniture and equipment all moved in, when staff members are all settled down in the new office space, if there are still WHS related issues or concerns which need improvement or rectification, please feel free to reach out to us, WHS team is happy to conduct a workplace assessment or walk through together with you or the manager to identify these risks and provide recommendations for adjustments or changes.

Hope that helps. Please let me know if you require further assistance.

Regards

Judy

Judy Chen | Safety Advisor

Phone: 02 5124 9038 | Email: judy.chen@act.gov.au

Work Health Safety | Canberra Health Services | ACT Government

Level 2, Building 8, Canberra Hospital, Yamba Dr, Garran, ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Annette <Annette.Brown@act.gov.au>
Sent: Monday, 25 August 2025 1:13 PM
To: Chen, Judy <Judy.Chen@act.gov.au>
Subject: RE: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Judy

Of course!
 Thank you so much.

Kind regards

Annette Brown

Annette Brown | RN | Clinical Documentation Specialist
 Phone: 02 5124 4305 | Email: annette.brown@act.gov.au
 Health Information Service | COO Division | Canberra Health Services | ACT Government
 Canberra Hospital, Building 12, Mezzanine Level | PO Box 11 Woden 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Chen, Judy <Judy.Chen@act.gov.au>
Sent: Monday, 25 August 2025 1:12 PM
To: Brown, Annette <Annette.Brown@act.gov.au>
Subject: RE: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Annette,

Thank you for sharing the response from the GM's office. I have a meeting until 3:00pm today. Can I give you a call on Teams after that?

Regards,

Judy

Judy Chen| Safety Advisor

Phone: 02 5124 9038 | Email: judy.chen@act.gov.au

Work Health Safety| Canberra Health Services | ACT Government

Level 2, Building 8, Canberra Hospital, Yamba Dr, Garran, ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Annette <Annette.Brown@act.gov.au>

Sent: Monday, 25 August 2025 7:48 AM

To: Chen, Judy <Judy.Chen@act.gov.au>

Subject: FW: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Hi Judy

Our team received feedback on Friday 22/08/2025, from General Management and CPSU regarding our proposed HIS Relocation.

Just wondering if there is a chance to have a chat over teams today about the feedback as I am working from home so a bit easier to discuss it.

Absolutely no worries if you are busy.

If teams is difficult my mobile number is 0409567079.

Kind regards

Annette Brown

Annette Brown | RN | Clinical Documentation Specialist

Phone: 02 5124 4305 | Email: annette.brown@act.gov.au

Health Information Service | COO Division | Canberra Health Services | ACT Government

Canberra Hospital, Building 12, Mezzanine Level | PO Box 11 Woden 2606 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Nikki <Nikki.E.Brown@act.gov.au>

Sent: Friday, 22 August 2025 2:55 PM

To: Abramovic, Emily <Emily.Abramovic@act.gov.au>; Ardern, Tash <Tash.Ardern@act.gov.au>; Bate, Jaya <Jaya.Bate@act.gov.au>; Benson, Thomas <Thomas.Benson@act.gov.au>; Booth, Julie <Julie.Booth@act.gov.au>; Choki, Pema <Pema.Choki@act.gov.au>; Devagudi, Manjula <Manjula.Devagudi@act.gov.au>; Durairaj, Santhi <Santhi.Durairaj@act.gov.au>; Elton, Virginia <Virginia.Elton@act.gov.au>; Evans, Morgan <Morgan.Evans@act.gov.au>; Fernando, Achala <Achala.Fernando@act.gov.au>; Gee, Donna <Donna.Gee@act.gov.au>; Gill, Kylie <Kylie.Gill@act.gov.au>; Harris, Sarah <Sarah.Harris@act.gov.au>; Hope, Simone <Simone.Hope@act.gov.au>; Jackson, Leah <Leah.Jackson@act.gov.au>; Jayasuriya, Sanduni <Sanduni.Jayasuriya@act.gov.au>; Joseph, Priscilla <Priscilla.Joseph@act.gov.au>; Kapilan, Narumatha <Narumatha.Kapilan@act.gov.au>; Konapuram, Saritha <SARITHA.KONAPURAM@act.gov.au>; Lindsay, Kieran <Kieran.Lindsay@act.gov.au>; Mahtab, Abdel <Abdel.Mahtab@act.gov.au>; Mercado, Raymond <Raymond.Mercado@act.gov.au>; Nano, Joshua <Joshua.Nano@act.gov.au>; Phelps, Kristy <Kristy.Phelps@act.gov.au>; Runas, Gin <Gin.Runas@act.gov.au>; Shrestha, Bijay <Bijay.Shrestha@act.gov.au>; Tazreiter, Anne-Marie <Anne-Marie.Tazreiter@act.gov.au>; Turner, Mandy <Mandy.Turner@act.gov.au>; Vincent, Chloe <Chloe.Vincent@act.gov.au>; Wade, Sonia <Sonia.Wade@act.gov.au>; Webb, ElizabethJ <ElizabethJ.Webb@act.gov.au>; Zanolle, Kate <Kate.Zanolle@act.gov.au>; Lunt, Robyn <Robyn.Lunt@act.gov.au>; Ramadan, Dianne <Dianne.S.Ramadan@act.gov.au>; Nicholls, Kathryn <Kathryn.Nicholls@act.gov.au>; Brunoro, Crystal <Crystal.Brunoro@act.gov.au>; Duncan, Karyn <Karyn.Duncan@act.gov.au>; Brown, Annette <Annette.Brown@act.gov.au>; Willoughby, Grace <Grace.Willoughby@act.gov.au>; Mackenzie, Jodie <Jodie.Mackenzie@act.gov.au>; Reeves, Shannon <Shannon.Reeves@act.gov.au>; Archer, Jessica <Jessica.Archer@act.gov.au>; Ansari, Lubna <Lubna.Ansari@act.gov.au>; Beisiegel, Tracey <Tracey.Beisiegel@act.gov.au>; Brady, Larissa <Larissa.Brady@act.gov.au>; Cooke, Gareth <Gareth.Cooke@act.gov.au>; Cunningham, Bridie <Bridie.Cunningham@act.gov.au>; Fisher, Sarah

<Sarah.Fisher@act.gov.au>; Horsfall, Jessica <Jessica.Horsfall@act.gov.au>; Kwiecien, Greg <Greg.Kwiecien@act.gov.au>; Lingayath, Amu <Amu.Lingayath@act.gov.au>; Mulvihill, Cheryl <Cheryl.Mulvihill@act.gov.au>; Njeru, Jodee <Jodee.Njeru@act.gov.au>; Raftellis, Maria <Maria.Raftellis@act.gov.au>; Stephen, Joanne <Joanne.Stephen@act.gov.au>; Want, Penny <Penny.Want@act.gov.au>; Youngman, Margo <Margo.L.Youngman@act.gov.au>; Taseska, Lana <Lana.Taseska@act.gov.au>; Bian, Weidong <Weidong.Bian@act.gov.au>; Kaur, NavdeepX <NavdeepX.Kaur@act.gov.au>; Robbins, Kiri <Kiri.Robbins@act.gov.au>; Blore, Natalie <Natalie.Blore@act.gov.au>; Mcinroy, Amanda <Amanda.J.Mcinroy@act.gov.au>; Driver, Ingrid <Ingrid.Driver@act.gov.au>; Thomas, Pearly <Pearly.Thomas@act.gov.au>; Daniels, Blake <Blake.Daniels@act.gov.au>
Cc: Nuss, Jarrad <Jarrad.Nuss@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>
Subject: Response to Feedback - Proposed HIS Relocation

OFFICIAL

Dear Team,

Thank you all for providing your valued feedback regarding the proposed relocation to Building 3. Your input was shared with the General Manager, and a formal response has now been provided to the CPSU. Please find the response attached for your reference.

I will keep you informed as soon as further details become available regarding the timing and logistics of the relocation. I understand this has been a lengthy process and may be causing some uncertainty or concern. If you are feeling impacted, please don't hesitate to reach out to the Employee Assistance Program (EAP) for support.

Thank you again for your engagement and patience throughout this process.

Thank you,

Nikki Brown | A/g Senior Director, Health Information Services

Phone: 02 5103 6807 | Email: nikki.e.brown@act.gov.au

Decision Support Unit | Canberra Health Services | ACT Government

Cnr Belconnen Way & Haydon Drive Bruce ACT 2617 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



Subject: Site visit Building 3 Level 1 - New Health Information (HIS) Office location (where wardsperson team office use to be)
Location: 3 Level 1 - New Health Information (HIS) Office location
Start: Tue 26/08/2025 1:00 PM
End: Tue 26/08/2025 1:30 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Singh, Inderjit

As requested by Duncan meeting date and time is updated for Tuesday 26 Aug.

Hi everyone,

This meeting placeholder to visit the New HIS office space location building 3 level 1 , a HSR from HIS team raised some concerns which we can review together.

If date and time doesn't suit you please let me know I will reschedule the meeting.

Regards
Indy

From: Adams, Duncan
Sent: Monday, 15 September 2025 11:11 AM
To: Bowden, Narelle
Subject: FW: Health Information Services Relocation

OFFICIAL

Notes from Michael in relation to HIS relocation.

Regards,

Duncan

Duncan ADAMS | Manager, Strategic Accommodation
 Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au
 Division | Canberra Health Services | ACT Government
 Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Warylo, Michael <Michael.Warylo@act.gov.au>
Sent: Wednesday, 20 August 2025 11:01 AM
To: Adams, Duncan <Duncan.Adams@act.gov.au>
Cc: Wheeler, David <David.Wheeler@act.gov.au>; Yoon, Tae Ho <TaeHo.Yoon@act.gov.au>
Subject: Health Information Services Relocation

OFFICIAL

Good Morning Duncan

Thank you for taking the time yesterday to meet with David and I to review the areas that Health Information Services will relocate to. Please see my notes below:

- Old Hydrotherapy Reception:

- Install a discrete under desk two button duress, with assurance light and strobe per CHS specification.
- Confirm that the business unit will only access the space via the rear door, using the to be installed card reader. This door should also have a mechanical closer installed.
- Under this arrangement the office corridor door (from reception) and side door into reception will remain mechanically locked and staff will not have a key. The door will be locked from the outside and free handle from within. I also note that the door lock barrel will need to be per the CHS Key Hierarchy.
- During our walk around you mentioned that the side door into reception was being upgraded for fire purposes. Is this a fire door now and or a path of egress ?
 - Notwithstanding the above, It is securities preference that all three mentioned doors are access controlled.
- Old Ward Services Space:
 - We must implement a security perimeter for this records management space and ensure that there is a clear audit trail for entering the space.
 - It is securities strong recommendation to install an access control reader on the rear door from the courtyard. If this is not undertaken, the rear door is to be permanently secured, and staff must be advised that the door is not to be used. Additionally, if not secured electronically or mechanically, the internal door 03.01.081 should be upgraded to provide a card reader from the courtyard side access.
 - Consider relocating one of the two duress points within the courtyard room to main office space.
- Old ICT Bunker:
 - Three existing CCTV Camera installed, linked to Digital Canberra NVR. These can be transferred to CHS NVR, however there are licence costs. Can you action with Digital Canberra - Protective Security and Infrastructure
 - Two existing duress buttons installed. Require testing to confirm operation to be undertaken by Protective Services. Will feedback any issues. @Yoon, Tae Ho can you please action.
 - Existing In intrusion detecting in place. Require testing to confirm operation to be undertaken by Protective Services. Will feedback any issues. @Yoon, Tae Ho can you please action.
 - Deactivate card reader on existing cage to allow free egress.
 - Confirm the operation and function of the side door (without access control) to ensure that permanently secured.
- Meeting Room:
 - We support the installation of access control on this door. If not already in place and included, we recommend that the instal of a mechanical door closer to promote the closing of the door.

I also have David Chasing Securitas today to confirm when your agreed works will be undertaken and when the outstanding quote will be provided.

As mentioned on the phone. We need to ensure that we are engaged in the conversation when considering the relocation of business units. Where such relocations occur, informal or formal Security Risk Assessments must be undertaken. Happy to discuss this further.

Thanks for your support

Michael Warylo | Director Protective Services

Phone: 512 49797 | Mobile: **Schedule 2.2(a)(ii)** Email: Michael.Warylo@act.gov.au

Infrastructure and Health Support Services | Canberra Health Services | ACT Government

Canberra Hospital, Building 3, Level 1, Yamba Drive Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.





ACT
Government

**Canberra Health
Services**

CHS FM Building Condition Audit

Building condition audit undertaken by FM staff for critical buildings located at Canberra Hospital

Title Page

* Site conducted

Text answer

* Conducted on

Date/time

Enter Date and Time:

___ ___ / ___ ___ / ___ ___

___ ___ : ___ ___ AM / PM

* Prepared by

Text answer

* Location Description (eg. building number, area)

Text answer

Inspection

Building Fabric

*** Condition of skirting and floor coverings**

Select one

☐ Good☐ Fair☐ Poor☐ N/A*** Condition of walls**

Select one

☐ Good☐ Fair☐ Poor☐ N/A*** Condition of ceilings**

Select one

☐ Good☐ Fair☐ Poor☐ N/A*** Ceiling tiles intact**

Select one

☐ Yes☐ No☐ N/A*** Condition of doors and hardware**

Select one

☐ Good☐ Fair☐ Poor☐ N/A

*** Condition of bump rails and hand rails**

Select one

- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ N/A
-

*** Bump rails and hand rails intact**

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
-

*** Condition of windows and frames**

Select one

- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ N/A
-

*** Condition of corner guards**

Select one

- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ N/A
-

*** Corner guards intact**

Select one

- ☐ Yes
- ☐ No
- ☐ N/A
-

Electrical

*** Lighting in working order and diffusers intact**

Select one

- ☐ Yes

☐ No

☐ N/A

*** Condition of lighting**

Select one

☐ Good

☐ Fair

☐ Poor

☐ N/A

*** Power outlets and light switches are intact**

Select one

☐ Yes

☐ No

☐ N/A

*** Switchboard cupboards are locked and intact**

Select one

☐ Yes

☐ No

☐ N/A

*** Switchboard cupboards signage in place**

Select one

☐ Yes

☐ No

☐ N/A

Hydraulic

*** Sensor taps in working order**

Select one

☐ Yes

☐ No

☐ N/A

*** Fixture outlets free from leaks**

Select one

☐ Yes

☐ No

☐ N/A

*** Fixture outlets free from water hammer**

Select one

☐ Yes

☐ No

☐ N/A

*** Toilets, showers, sinks and basins in working order**

Select one

☐ Yes

☐ No

☐ N/A

*** Condition of toilets, showers, sinks and basins**

Select one

☐ Good

☐ Fair

☐ Poor

☐ N/A

*** Shower rose does NOT reach the toilet**

Select one

☐ Yes

☐ No

☐ N/A

HVAC & R

*** Condition of grilles**

Select one

☐ Good

☐ Fair

☐ Poor

☐ N/A

*** Grilles intact**

Select one

☐ Yes☐ No☐ N/A*** Condition of thermostats**

Select one

☐ Good☐ Fair☐ Poor☐ N/A*** Thermostats intact**

Select one

☐ Yes☐ No☐ N/A

General

*** Relevant signage is intact and consistent**

Select one

☐ Yes☐ No☐ N/A*** Signage is updated and displayed correctly i.e. no ACT Health or old values displayed**

Select one

☐ Yes☐ No☐ N/A*** Rooms are labelled with location number**

Select one

☐ Yes☐ No

☐ N/A

*** General furniture is intact and of good condition**

Select one

☐ Yes

☐ No

☐ N/A

Other Findings

Repeat section

Comments

Text answer

Photo

Media

Audit Schedule

Building	Area	Inspection Date	Auditor
TCH 03	Health Information Systems (HIS)	06-Oct-25	FOM/FC
TCH 03	Health Information Systems (HIS)	03-Nov-25	FOM/FC
TCH 03	Health Information Systems (HIS)	01-Dec-25	FOM/FC
TCH 03	Health Information Systems (HIS)	05-Jan-26	FOM/FC
TCH 03	Health Information Systems (HIS)	02-Feb-26	FOM/FC
TCH 03	Health Information Systems (HIS)	02-Mar-26	FOM/FC
TCH 03	Health Information Systems (HIS)	06-Apr-26	FOM/FC
TCH 03	Health Information Systems (HIS)	04-May-26	FOM/FC
TCH 03	Health Information Systems (HIS)	01-Jun-26	FOM/FC
TCH 03	Health Information Systems (HIS)	06-Jul-26	FOM/FC
TCH 03	Health Information Systems (HIS)	03-Aug-26	FOM/FC
TCH 03	Health Information Systems (HIS)	07-Sep-26	FOM/FC

Room Schedule

TCH	03.01.030
TCH	03.01.031
TCH	03.01.063
TCH	03.01.068
TCH	03.01.070
TCH	03.01.071
TCH	03.01.072
TCH	03.01.073
TCH	03.01.074
TCH	03.01.075
TCH	03.01.076
TCH	03.01.077
TCH	03.01.078
TCH	03.01.079
TCH	03.01.080
TCH	03.01.082
TCH	03.01.083
TCH	03.01.084
TCH	03.01.085
TCH	03.01.086

Schedule 2.2(a)(iii)

From: Tarbuck, Chris
Sent: Tuesday, 16 September 2025 7:51 AM
To: Green, Margot
Cc: Morris, Jo
Subject: FW: HIS Action plan- updated
Attachments: HIS Action Plan CPSU draft updated - NB notes and attachments and WHS documents.docx

Hi Margot
Please call me urgently to discuss the attached and the email below.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) | Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha
Sent: Monday, 15 September 2025 4:44 PM
To: Tarbuck, Chris
Cc: Chen, Judy ; Muralidharan, Vaish ; Bowden, Narelle ; Keevers, Shannon ; Adams, Duncan
Subject: RE: HIS Action plan- updated

OFFICIAL

Hi Chris,

As discussed, please see attached the HIS Action plan with contributions from the Strategic Accommodation team, ISAR and WHS. As discussed, it would be beneficial to include further information regarding the consultation journey which has occurred external to the stakeholders noted above into the correspondence, to ensure the CEO/DECO are equipped with all the necessary information while reviewing the response.

A big thanks to Narelle and Duncan for contributing to this action plan with such tight timeframes! @Adams, Duncan there are just a few points for clarity within the attached if you could please update.

It would be greatly appreciated if you could please forward this action plan on to any other relevant stakeholders to take carriage of this matter moving forward, and to contribute any additional input as needed.

Thanks again Chris,

Regards

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government

| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Tarbuck, Chris
Sent: Tuesday, 16 September 2025 7:57 AM
To: Adams, Duncan
Subject: FW: HIS Action plan- updated
Attachments: HIS Action Plan CPSU draft updated - NB notes and attachments and WHS documents.docx

Hi Duncan
 Can you please call me to discuss.

Regards,

Chris Tarbuck | Executive Group Manager, Infrastructure and Health Support Services

Phone: (02) 5124 3186 | Mobile: Schedule 2.2(a)(ii) Email: chris.tarbuck@act.gov.au

Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha
Sent: Monday, 15 September 2025 4:44 PM
To: Tarbuck, Chris
Cc: Chen, Judy ; Muralidharan, Vaish ; Bowden, Narelle ; Keevers, Shannon ; Adams, Duncan
Subject: RE: HIS Action plan- updated

OFFICIAL

Hi Chris,

As discussed, please see attached the HIS Action plan with contributions from the Strategic Accommodation team, ISAR and WHS. As discussed, it would be beneficial to include further information regarding the consultation journey which has occurred external to the stakeholders noted above into the correspondence, to ensure the CEO/DECO are equipped with all the necessary information while reviewing the response.

A big thanks to Narelle and Duncan for contributing to this action plan with such tight timeframes! @Adams, Duncan there are just a few points for clarity within the attached if you could please update.

It would be greatly appreciated if you could please forward this action plan on to any other relevant stakeholders to take carriage of this matter moving forward, and to contribute any additional input as needed.

Thanks again Chris,

Regards

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government

| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Adams, Duncan
Sent: Monday, 22 September 2025 7:33 PM
To: IHSS
Subject: FW: HIS Action Plan CPSU draft updated - attachments and WHS documents
Attachments: HIS Action Plan CPSU draft updated - attachments and WHS documents.docx

OFFICIAL: Sensitive

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Bowden, Narelle
Sent: Tuesday, 16 September 2025 9:52 AM
To: Adams, Duncan
Subject: HIS Action Plan CPSU draft updated - attachments and WHS documents

OFFICIAL: Sensitive

Updated. Add your words and let me know if there is anything else.

If you forward this on to Chris after that's ok. Just include Nat Bale as I've spoken with her this morning and she is expecting it so she can ensure it gets to Chris ASAP.

Thanks
 Narelle

ACTION PLAN - Due 15th Sep 2025

CPSU suspects that Canberra Health Services has failed to consult with affected workers in HIS prior to making decisions regarding matters relating to work health and safety.

Action item	Responsible person	Response
1. Risk Assessment undertaken in relation to the carpet, including evidence of consultation with affected workers and HSRs referenced in point 14 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR/WHS/Strategic Accommodation	   B3 L1 HIS Area Risk Assessment.docx CT Email response 2 Sept 2025 - Assessment email 2 Sept 2025 RE_ Completed Risk Assessment sent to HSR and meeting arranged with HSR on 29 Aug in relation to the RA and formally provided to HSR.
2. Maintenance Plan for Building 3, Level 1 HIS referenced in point 2 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	GM /IHSS executive /FM / Strategic accommodation	Painting has been included as a part of the current works, the rest will be completed upon relocation. This has been covered in the walk around consultation meetings carried out by Strategic Accommodation. The rest is to be covered in the general routine repairs and maintenance. See documentation at item 11.   DA email response HSR 28 Aug 2025_ Re: B3 L1 HIS Area Risk Assessment.docx

		As per the GM's response, the information was provided to the executive team for an informed decision to be made.
3. Planning documents detailing storage space for larger printers, fax machines and other frequently used equipment references in point 7 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	Strategic accommodation	This was raised during walk-around consultation meetings at which point strategic accommodation identified specific space for the storage, printer and other equipment. This was provided to HIS with no response as yet. See notes.   scan_duncan adams_notes.pdf HIS Consultation & Walk Through July 20:
4. Documents pertaining to the options currently under consideration for the provision of a dedicated staff room as referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	This was raised during walk-around consultation meetings at which point strategic accommodation identified specific space for staff room, provided to HIS with no response. See attachment here and at item 3. As above documents 3.  03.01 HIS proposed staff rooms.pdf
5. Afterhours access arrangements for Building 3, level 1 HIS referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Nikki Brown	

6. Documentation of the review process undertaken by CHS WHS to assess Safety and Compliance as referenced in point 10 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	WHS	  05. 27 Aug 2025 IHSS- SA and WHS Reply from WHS to HSite visit Building 3 Le WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. WHS was contacted by the work group HSR on 20 August 2025 regarding some issues with the proposed workspace. WHS attended an internal stakeholder meeting on 26 August 2025. At the time of this meeting, WHS reviewed the proposed desk layout and forwarded an email response to the HSR on 27 August 2025, indicating that a formal WHS assessment would be undertaken if WHS concerns remained following the completion of the relocation.
7. Documentation of the review process undertaken to assess the suitability of the front desk area of Building 3, Level 1 HIS as referenced in point 11 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/ Security	See security email item 9. The design of the reception window will be like for like (including frosting). A reduction to gap in the reception

		window to 15mm has been agreed to and will be completed following the relocation.
8. Documentation of the process undertaken to assess the suitability of the waiting area of Building 3, Level 1 HIS as referenced in point 12 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	The area under reference is a decommissioned work area (hydrotherapy pool) which is not planned to be reinstated in future, therefore, there is no requirement for a review to be undertaken.
9. Documentation of the process undertaken to determine the number and locations of duress alarms as referenced in point 13 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/Security	 Security note email 20 Aug 2025 Health Ir
10. Risk Assessment undertaken in relation to the installation of duress alarms in Building 3, Level 1 HIS, including evidence of consultation with affected workers and HSRs	Security	See security email item 9.
11. Documentation of the process undertaken to assess the suitability for occupancy of Building 3, Level 1 HIS as referenced in point 17 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	WHS/ Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. Noting this space was previously occupied by another work group with no known/reported concerns preventing

		occupation to continue no further assessments were deemed required.    CHS FM Building Condition Audit.pdf HIS_CHS Building Condition Audit Schec HIS_ A-TCH.03.01_00.pdf
12. Documentation of the review process undertaken to assess the visibility and safety of hallways in Building 3, Level 1 HIS as referenced in point 18 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the visibility and safety of hallways, there was no review completed regarding any visibility or safety issues in the hallways. As per the GM's correspondence, this is not a high traffic area
13. Documentation of the process undertaken to assess the safety of the office layout in Building 3, Level 1 HIS as referenced in point 21 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	WHS/ Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team

		from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. During a walk-around consultation meeting between HIS and strategic accommodation the office layout was raised as a concern for one members mental health concerns, explaining the office not being as open planned as the pervious location may impact their mental health. Strategic accommodation team acknowledged the concerns and took the question of removing windows on noticed, stating they would need to seek advice from members of the executive team. See walk-through notes at item 3. The response from GM expanding on this and the decision making process will need to be explained from the executive team.
14. Documentation of the process undertaken to assess the safety, functionality and staff wellbeing in relation to internal walls in Building 3, Level 1 HIS as referenced in point 24 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG.

		During a walk-around consultation meeting between HIS and strategic accommodation the office layout was raised as a concern for one members mental health concerns, explaining the office not being as open planned as the pervious location may impact their mental health. Strategic accommodation team acknowledged the concerns and took the question of removing windows on noticed, stating they would need to seek advice from members of the executive team. There was no concerns raised regarding the walls within the office space. See walk-through notes at item 3. The response from GM expanding on this and the decision making process will need to be explained from the executive team.
15. Documentation of the process undertaken to assess the structural integrity of the ceiling in Building 3, Level 1 HIS as referenced in point 25 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation / FM	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the integrity of the ceiling, there was no assessment completed regarding the structural integrity of the ceiling. All buildings are maintained by Facilities Management, who review and monitor building conditions for routine



		repairs and maintenance. Building audits are carried out as per the audit schedule. See attached at item 11.
--	--	--

Tue, 16 Sep at 10:54 am
188

Hi Annaliesha, please look out for Duncan's response. It's about to land in your inbox. Can you please review the information and finalise the table? I will then progress to the CEO's office. We are going to write a letter to the union summarising the approach.

From: Adams, Duncan
Sent: Monday, 22 September 2025 7:32 PM
To: IHSS
Subject: FW: HIS Action plan- updated
Attachments: HIS Action Plan CPSU draft updated - attachments and WHS documents.docx

OFFICIAL

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Adams, Duncan
Sent: Tuesday, 16 September 2025 10:55 AM
To: Flynn, Annaliesha
Cc: Chen, Judy ; Muralidharan, Vaish ; Bowden, Narelle ; Keevers, Shannon ; Bale, Natalie ; Tarbuck, Chris ; Brown, Nikki ; Green, Margot
Subject: RE: HIS Action plan- updated

Hi Annaliesha

Please find updated **HIS action plan** as **10:50hrs** this morning **Tuesday 16SEP2025**.

The document has been reviewed by **Narelle BOWDEN** and myself.

Please note we are awaiting **Nikki BROWN** comments in relation to **point 5**, Nikki appreciates the urgency.

Please can you review updated version.

Regards,

Duncan

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: **Schedule 2.2(a)(ii)** Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Sent: Monday, 15 September 2025 4:44 PM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>;

Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon

<Shannon.Keevers@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>

Subject: RE: HIS Action plan- updated

OFFICIAL

Hi Chris,

As discussed, please see attached the HIS Action plan with contributions from the Strategic Accommodation team, ISAR and WHS. As discussed, it would be beneficial to include further information regarding the consultation journey which has occurred external to the stakeholders noted above into the correspondence, to ensure the CEO/DECO are equipped with all the necessary information while reviewing the response.

A big thanks to Narelle and Duncan for contributing to this action plan with such tight timeframes! @Adams, Duncan there are just a few points for clarity within the attached if you could please update.

It would be greatly appreciated if you could please forward this action plan on to any other relevant stakeholders to take carriage of this matter moving forward, and to contribute any additional input as needed.

Thanks again Chris,

Regards

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government

| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



ACTION PLAN - Due 15th Sep 2025

CPSU suspects that Canberra Health Services has failed to consult with affected workers in HIS prior to making decisions regarding matters relating to work health and safety.

Action item	Responsible person	Response
1. Risk Assessment undertaken in relation to the carpet, including evidence of consultation with affected workers and HSRs referenced in point 14 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR/WHS/Strategic Accommodation	   B3 L1 HIS Area Risk Assessment.docx CT Email response 2 Sept 2025 - Assessment email 2 Sept 2025 RE_ Completed Risk Assessment sent to HSR and meeting arranged with HSR on 29 Aug in relation to the RA and formally provided to HSR.
2. Maintenance Plan for Building 3, Level 1 HIS referenced in point 2 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	GM /IHSS executive /FM / Strategic accommodation	The Reception areas and Coding area were completely repainted as a consequence of the walk around consultation meetings carried out with Strategic Accommodation. Subsequently, specific areas that HIS colleagues requested to be patched and painted were completed. A maintenance plan has been initiated for the new HIS areas. See documentation at item 11   DA email response HSR 28 Aug 2025_ Re: B3 L1 HIS Area Risk Assessment.docx

3. Planning documents detailing storage space for larger printers, fax machines and other frequently used equipment references in point 7 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	Strategic accommodation	This was raised during walk-around consultation meetings with strategic accommodation. Locations were identified for the storage of printers and other equipment. See notes.  scan_duncan adams_notes.pdf  HIS Consultation & Walk Through July 20:
4. Documents pertaining to the options currently under consideration for the provision of a dedicated staff room as referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	This was raised during walk-around consultation meetings at which point strategic accommodation identified specific space for staff room, provided to HIS with no response. The proposed location can be found in the attachment.  03.01 HIS proposed staff rooms.pdf
5. Afterhours access arrangements for Building 3, level 1 HIS referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Nikki Brown	Awaiting response
6. Documentation of the review process undertaken by CHS WHS to assess Safety and Compliance as referenced in point 10 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	WHS	 05. 27 Aug 2025  IHSS- SA and WHS Reply from WHS to HSite visit Building 3 Le

		WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. WHS was contacted by the work group HSR on 20 August 2025 regarding some issues with the proposed workspace. WHS attended an internal stakeholder meeting on 26 August 2025. At the time of this meeting, WHS reviewed the proposed desk layout and forwarded an email response to the HSR on 27 August 2025, indicating that a formal WHS assessment would be undertaken if WHS concerns remained following the completion of the relocation.
7. Documentation of the review process undertaken to assess the suitability of the front desk area of Building 3, Level 1 HIS as referenced in point 11 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/ Security	This was raised during walk-around consultation meetings with strategic accommodation. The design of the reception window will be like for like (but with the addition of frosting as requested by HIS colleagues). The new reception window has a 15mm gap which replicates the existing reception. See security email item 9.

8. Documentation of the process undertaken to assess the suitability of the waiting area of Building 3, Level 1 HIS as referenced in point 12 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	The area under reference is a decommissioned work area (hydrotherapy pool) which is not planned to be reinstated in future, therefore, there is no requirement for a review to be undertaken.
9. Documentation of the process undertaken to determine the number and locations of duress alarms as referenced in point 13 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/Security	 Security note email 20 Aug 2025 Health Ir
10. Risk Assessment undertaken in relation to the installation of duress alarms in Building 3, Level 1 HIS, including evidence of consultation with affected workers and HSRs	Security	See security email item 9.
11. Documentation of the process undertaken to assess the suitability for occupancy of Building 3, Level 1 HIS as referenced in point 17 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	WHS/ Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. Noting this space was previously occupied by another work group with no known/reported concerns preventing

		occupation to continue no further assessments were deemed required.  CHS FM Building Condition Audit.pdf  HIS_CHS Building Condition Audit Schec  HIS_ A-TCH.03.01_00.pdf
12. Documentation of the review process undertaken to assess the visibility and safety of hallways in Building 3, Level 1 HIS as referenced in point 18 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the visibility and safety of hallways, there was no review completed regarding any visibility or safety issues in the hallways. As per the GM's correspondence, this is not a high traffic area
13. Documentation of the process undertaken to assess the safety of the office layout in Building 3, Level 1 HIS as referenced in point 21 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	WHS/ Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG.

		During a walk-around consultation meeting between HIS and strategic accommodation the office layout was raised as a concern for one members mental health concerns, explaining the office not being as open planned as the pervious location may impact their mental health. Strategic accommodation team acknowledged the concerns and took the question of removing windows on noticed, stating they would need to seek advice from members of the executive team. See walk-through notes at item 3. The response from GM expanding on this and the decision making process will need to be explained from the executive team.
14. Documentation of the process undertaken to assess the safety, functionality and staff wellbeing in relation to internal walls in Building 3, Level 1 HIS as referenced in point 24 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. During a walk-around consultation meeting between HIS and strategic accommodation the office layout was raised as a concern for one members mental health concerns, explaining the office not being as open planned as the

		pervious location may impact their mental health. Strategic accommodation team acknowledged the concerns and took the question of removing windows on noticed, stating they would need to seek advice from members of the executive team. There was no concerns raised regarding the walls within the office space. See walk-through notes at item 3. The response from GM expanding on this and the decision making process will need to be explained from the executive team.
15. Documentation of the process undertaken to assess the structural integrity of the ceiling in Building 3, Level 1 HIS as referenced in point 25 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation / FM	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the integrity of the ceiling, there was no assessment completed regarding the structural integrity of the ceiling. All buildings are maintained by Facilities Management, who review and monitor building conditions for routine repairs and maintenance. Building audits are carried out as per the audit schedule. See attached at item 11.

From: Brown, Nikki
Sent: Tuesday, 16 September 2025 12:57 PM
To: Flynn, Annaliesha; Adams, Duncan; Chen, Judy; Muralidharan, Vaish; Bowden, Narelle; Keevers, Shannon; Bale, Natalie; Tarbuck, Chris; Green, Margot; Malyszko, Courtney
Cc: Tosh, Jim; Canberra Health Services People and Culture
Subject: RE: HIS Action plan- updated
Attachments: HIS Action Plan CPSU draft updated - attachments and documents final draft.docx

Hi all,

Please find attached with my input.

Thanks,

Nikki Brown | A/g Senior Director, Health Information Services

Phone: 02 5103 6807 | Email: nikki.e.brown@act.gov.au

Decision Support Unit | Canberra Health Services | ACT Government

Cnr Belconnen Way & Haydon Drive Bruce ACT 2617 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Sent: Tuesday, 16 September 2025 11:13 AM

To: Adams, Duncan <Duncan.Adams@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Bale, Natalie <Natalie.Bale@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Brown, Nikki <Nikki.E.Brown@act.gov.au>; Green, Margot <Margot.Green@act.gov.au>; Malyszko, Courtney <Courtney.Malyszko@act.gov.au>

Cc: Tosh, Jim <Jim.Tosh@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>; Brown, Nikki <Nikki.E.Brown@act.gov.au>

Subject: RE: HIS Action plan- updated

OFFICIAL

Hi All,

Please find attached the final draft action plan developed by key stakeholders, including Strategic Accommodation, ISAR and WHS.

As per Duncan's email below, there is one outstanding response which requires Nikki Brown's input, there are two questions that the stakeholder team would appreciate being addressed by the Executive, ideally with the inclusion of the broader context and decision-making process (Q13 & 14)

@Green, Margot Thank you for the conversation earlier today and for compiling the consultation journey for the CEO's and DCO's consideration.

@Malyszko, Courtney thank you for uploading the attached to TRIM.

Kind regards

Annaliesha Flynn | Director Work Health Safety
Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Adams, Duncan <Duncan.Adams@act.gov.au>
Sent: Tuesday, 16 September 2025 10:55 AM
To: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Cc: Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Bale, Natalie <Natalie.Bale@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Brown, Nikki <Nikki.E.Brown@act.gov.au>; Green, Margot <Margot.Green@act.gov.au>
Subject: RE: HIS Action plan- updated

OFFICIAL

Hi Annaliesha

Please find updated **HIS action plan** as **10:50hrs** this morning **Tuesday 16SEP2025**.

The document has been reviewed by **Narelle BOWDEN** and myself.

Please note we are awaiting **Nikki BROWN** comments in relation to **point 5**, Nikki appreciates the urgency.

Please can you review updated version.

Regards,

Duncan

Duncan ADAMS | Manager, Strategic Accommodation
 Mobile: Schedule 2.2(a)(ii) Email: Duncan.Adams@act.gov.au
 Division | Canberra Health Services | ACT Government
 Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Sent: Monday, 15 September 2025 4:44 PM
To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>
Cc: Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>
Subject: RE: HIS Action plan- updated

OFFICIAL

Hi Chris,

As discussed, please see attached the HIS Action plan with contributions from the Strategic Accommodation team, ISAR and WHS. As discussed, it would be beneficial to include further information regarding the consultation journey which has occurred external to the stakeholders noted above into the correspondence, to ensure the CEO/DECO are equipped with all the necessary information while reviewing the response.

A big thanks to Narelle and Duncan for contributing to this action plan with such tight timeframes! @Adams, Duncan there are just a few points for clarity within the attached if you could please update.

It would be greatly appreciated if you could please forward this action plan on to any other relevant stakeholders to take carriage of this matter moving forward, and to contribute any additional input as needed.

Thanks again Chris,

Regards

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government

| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



ACTION PLAN - Due 15th Sep 2025

CPSU suspects that Canberra Health Services has failed to consult with affected workers in HIS prior to making decisions regarding matters relating to work health and safety.

Action item	Responsible person	Response
1. Risk Assessment undertaken in relation to the carpet, including evidence of consultation with affected workers and HSRs referenced in point 14 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR/WHS/Strategic Accommodation	   B3 L1 HIS Area Risk Assessment.docx CT Email response 2 Sept 2025 - Assessment email 2 Sept 2025 RE_ Meeting arranged with HSR on 29 Aug 2025 in relation to the RA and formally provided a copy to the HSR.
2. Maintenance Plan for Building 3, Level 1 HIS referenced in point 2 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	GM /IHSS executive /FM / Strategic accommodation	The Reception areas and Coding area were completely repainted as a consequence of the walk around consultation meetings carried out with Strategic Accommodation. Subsequently, specific areas that HIS colleagues requested to be patched and painted were completed. A maintenance plan has been initiated for the new HIS areas. See documentation at item 11   DA email response HSR 28 Aug 2025_ Re: B3 L1 HIS Area Risk Assessment.docx

3. Planning documents detailing storage space for larger printers, fax machines and other frequently used equipment references in point 7 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	Strategic accommodation	This was raised during the walk-around consultation meetings with the strategic accommodation team. Locations were identified for the storage of printers and other equipment. See notes.  scan_duncan adams_notes.pdf  HIS Consultation & Walk Through July 20:
4. Documents pertaining to the options currently under consideration for the provision of a dedicated staff room as referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	This was raised during the walk-around consultation meetings at which point strategic accommodation identified specific space for staff room, provided to HIS with no response. The proposed location can be found in the attachment.  03.01 HIS proposed staff rooms.pdf
5. Afterhours access arrangements for Building 3, level 1 HIS referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Nikki Brown	After hours access for HIS staff to secure work areas is through swipe card access arrangements. Signage at the front reception outlines hours of HIS operation. The current doorbell arrangements in HIS will be transferred to the new location to notify afterhours staff of visitors to department.

6. Documentation of the review process undertaken by CHS WHS to assess Safety and Compliance as referenced in point 10 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	WHS	  05. 27 Aug 2025 IHSS- SA and WHS Reply from WHS to HSite visit Building 3 Le WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. WHS was contacted by the work group HSR on 20 August 2025 regarding some issues with the proposed workspace. WHS attended an internal stakeholder meeting on 26 August 2025. At the time of this meeting, WHS reviewed the proposed desk layout and forwarded an email response to the HSR on 27 August 2025, indicating that a formal WHS assessment would be undertaken if WHS concerns remained following the completion of the relocation.
7. Documentation of the review process undertaken to assess the suitability of the front desk area of Building 3, Level 1 HIS as referenced in point 11 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/ Security	This was raised during walk-around consultation meetings with strategic accommodation. The design of the reception window will be like for like (but with the addition of frosting as requested by HIS colleagues). The

		new reception window has a 15mm gap which replicates the existing reception. See security email item 9.
8. Documentation of the process undertaken to assess the suitability of the waiting area of Building 3, Level 1 HIS as referenced in point 12 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	The area under reference is a decommissioned work area (hydrotherapy pool) which is not planned to be reinstated in future, therefore, there is no requirement for a review to be undertaken.
9. Documentation of the process undertaken to determine the number and locations of duress alarms as referenced in point 13 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/Security	 Security note email 20 Aug 2025 Health Ir
10. Risk Assessment undertaken in relation to the installation of duress alarms in Building 3, Level 1 HIS, including evidence of consultation with affected workers and HSRs	Security	See security email item 9.
11. Documentation of the process undertaken to assess the suitability for occupancy of Building 3, Level 1 HIS as referenced in point 17 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	WHS/ Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team

		from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. Noting this space was previously occupied by another work group with no known/reported concerns preventing occupation to continue no further assessments were deemed required.  CHS FM Building Condition Audit.pdf  HIS_CHS Building Condition Audit Schec  HIS_ A-TCH.03.01_00.pdf
12. Documentation of the review process undertaken to assess the visibility and safety of hallways in Building 3, Level 1 HIS as referenced in point 18 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the visibility and safety of hallways, there was no review completed regarding any visibility or safety issues in the hallways. As per the GM's correspondence, this is not a high traffic area
13. Documentation of the process undertaken to assess the safety of the office layout in Building 3, Level 1 HIS as referenced in point 21 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	WHS/ Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the

		existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. During a walk-around consultation meeting between HIS and strategic accommodation the office layout was raised as a concern for one members mental health concerns, explaining the office not being as open planned as the pervious location may impact their mental health. Strategic accommodation team acknowledged the concerns and took the question of removing windows on noticed, stating they would need to seek advice from members of the executive team. See walk-through notes at item 3. The response from the GM, including the expanded context and decision-making process, will need to be communicated by the executive team please
14. Documentation of the process undertaken to assess the safety, functionality and staff wellbeing in relation to internal walls in Building 3, Level 1 HIS as referenced in point 24 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team

		from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. During a walk-around consultation meeting between HIS and strategic accommodation the office layout was raised as a concern for one members mental health concerns, explaining the office not being as open planned as the pervious location may impact their mental health. Strategic accommodation team acknowledged the concerns and took the question of removing windows on noticed, stating they would need to seek advice from members of the executive team. There was no concerns raised regarding the walls within the office space. See walk-through notes at item 3. The response from the GM, including the expanded context and decision-making process, will need to be communicated by the executive team please
15. Documentation of the process undertaken to assess the structural integrity of the ceiling in Building 3, Level 1 HIS as referenced in point 25 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation / FM	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the integrity of the ceiling, there was no assessment completed regarding the structural integrity of the ceiling.



	All buildings are maintained by Facilities Management, who review and monitor building conditions for routine repairs and maintenance. Building audits are carried out as per the audit schedule. See attached at item 11.
--	---

From: Flynn, Annaliesha
Sent: Thursday, 25 September 2025 7:23 AM
To: Flynn, Annaliesha
Subject: FW: HIS Action plan- updated

OFFICIAL

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.
 We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Malyszko, Courtney <Courtney.Malyszko@act.gov.au>
Sent: Tuesday, 16 September 2025 1:26 PM
To: Brown, Nikki <Nikki.E.Brown@act.gov.au>; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Bale, Natalie <Natalie.Bale@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Green, Margot <Margot.Green@act.gov.au>
Cc: Tosh, Jim <Jim.Tosh@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>; CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>
Subject: RE: HIS Action plan- updated

OFFICIAL

Thanks Nikki. I have included this input in the document in TRIM (COR25/9685).

Kind regards

Courtney Malyszko | Assistant Director, Health Services Support Unit
 Offices of the Chief Executive Officer and Deputy Chief Executive Officer
 Phone: MS Teams | Email: CHS.HSSU@act.gov.au



CEO Awards

 Nominations now open
Visit the **intranet** for more information



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Brown, Nikki <Nikki.E.Brown@act.gov.au>

Sent: Tuesday, 16 September 2025 12:57 PM

To: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Bale, Natalie <Natalie.Bale@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Green, Margot <Margot.Green@act.gov.au>; Malyszko, Courtney <Courtney.Malyszko@act.gov.au>

Cc: Tosh, Jim <Jim.Tosh@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>

Subject: RE: HIS Action plan- updated

OFFICIAL

Hi all,

Please find attached with my input.

Thanks,

Nikki Brown | A/g Senior Director, Health Information Services

Phone: 02 5103 6807 | Email: nikki.e.brown@act.gov.au

Decision Support Unit | Canberra Health Services | ACT Government

Cnr Belconnen Way & Haydon Drive Bruce ACT 2617 | canberrahealthservices.act.gov.au



'Creating exceptional health care together.'

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Sent: Tuesday, 16 September 2025 11:13 AM

To: Adams, Duncan <Duncan.Adams@act.gov.au>; Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Bale, Natalie <Natalie.Bale@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Brown, Nikki <Nikki.E.Brown@act.gov.au>; Green, Margot <Margot.Green@act.gov.au>; Malyszko, Courtney <Courtney.Malyszko@act.gov.au>

Cc: Tosh, Jim <Jim.Tosh@act.gov.au>; Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>; Brown, Nikki <Nikki.E.Brown@act.gov.au>

Subject: RE: HIS Action plan- updated

OFFICIAL

Hi All,

Please find attached the final draft action plan developed by key stakeholders, including Strategic Accommodation, ISAR and WHS.

As per Duncan's email below, there is one outstanding response which requires Nikki Brown's input, there are two questions that the stakeholder team would appreciate being addressed by the Executive, ideally with the inclusion of the broader context and decision-making process (Q13 & 14)

[@Green, Margot](#) Thank you for the conversation earlier today and for compiling the consultation journey for the CEO's and DCO's consideration.

[@Malyszko, Courtney](#) thank you for uploading the attached to TRIM.

Kind regards

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Adams, Duncan <Duncan.Adams@act.gov.au>

Sent: Tuesday, 16 September 2025 10:55 AM

To: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Cc: Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Bale, Natalie <Natalie.Bale@act.gov.au>; Tarbuck, Chris <Chris.Tarbuck@act.gov.au>; Brown, Nikki <Nikki.E.Brown@act.gov.au>; Green, Margot <Margot.Green@act.gov.au>

Subject: RE: HIS Action plan- updated

OFFICIAL

Hi Annaliesha

Please find updated **HIS action plan** as **10:50hrs** this morning **Tuesday 16SEP2025**.

The document has been reviewed by **Narelle BOWDEN** and myself

Please note we are awaiting **Nikki BROWN** comments in relation to **point 5**, Nikki appreciates the urgency.

Please can you review updated version.

Regards,

Duncan

Duncan ADAMS | Manager, Strategic Accommodation

Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au

Division | Canberra Health Services | ACT Government

Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>

Sent: Monday, 15 September 2025 4:44 PM

To: Tarbuck, Chris <Chris.Tarbuck@act.gov.au>

Cc: Chen, Judy <Judy.Chen@act.gov.au>; Muralidharan, Vaish <Vaish.Muralidharan@act.gov.au>; Bowden, Narelle <Narelle.Bowden@act.gov.au>; Keevers, Shannon <Shannon.Keevers@act.gov.au>; Adams, Duncan <Duncan.Adams@act.gov.au>

Subject: RE: HIS Action plan- updated

OFFICIAL

Hi Chris,

As discussed, please see attached the HIS Action plan with contributions from the Strategic Accommodation team, ISAR and WHS. As discussed, it would be beneficial to include further information regarding the consultation journey which has occurred external to the stakeholders noted above into the correspondence, to ensure the CEO/DECO are equipped with all the necessary information while reviewing the response.

A big thanks to Narelle and Duncan for contributing to this action plan with such tight timeframes! @Adams, Duncan there are just a few points for clarity within the attached if you could please update.

It would be greatly appreciated if you could please forward this action plan on to any other relevant stakeholders to take carriage of this matter moving forward, and to contribute any additional input as needed.

Thanks again Chris,

Regards

Annaliesha Flynn | Director Work Health Safety

Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au

People and Culture | Canberra Health Services | ACT Government

| canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: Adams, Duncan
Sent: Monday, 22 September 2025 7:33 PM
To: IHSS
Subject: FW: Notice of Entry by WHS Entry Permit Holder
Attachments: HIS Action Plan CPSU - attachments and documents COMPLETE.DOCX

Duncan ADAMS | Manager, Strategic Accommodation
 Mobile: [Schedule 2.2\(a\)\(ii\)](#) Email: Duncan.Adams@act.gov.au
 Division | Canberra Health Services | ACT Government
 Building 1, Level 1, The Canberra Hospital, Garran ACT 2605 | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’



Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.

From: Flynn, Annaliesha
Sent: Tuesday, 16 September 2025 9:32 PM
To: Bowden, Narelle ; Adams, Duncan ; Tarbuck, Chris ; Keevers, Shannon ; Malyszko, Courtney ; Green, Margot
Cc: Muralidharan, Vaish ; Chen, Judy ; Singh, Inderjit ; Stevenson, Nic
Subject: FW: Notice of Entry by WHS Entry Permit Holder

Hi team,

Please find attached the final action plan which [@Stevenson, Nic](#) kindly provided to the CPSU this afternoon.

Thank you all for your efforts and contributions to this piece, it was definitely a team effort! And I don't believe the Unions attended site today, unless I missed it?

Thank you all again,

Kind regards,

Annaliesha Flynn | Director Work Health Safety
 Phone: 02 5124 9410 | Email: annaliesha.flynn@act.gov.au
 People and Culture | Canberra Health Services | ACT Government
canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



From: CHS, Health Services Support Unit <CHS.HSSU@act.gov.au>

Sent: Tuesday, 16 September 2025 4:30 PM

To: Schedule 2.2(a)(ii)

Cc: Northam, Madeline (CPSU) Schedule 2.2(a)(ii) Molly Glendenning

Schedule 2.2(a)(ii); Nerida Warren Schedule 2.2(a)(ii) Flynn, Annaliesha
<Annaliesha.Flynn@act.gov.au>; Zagari, Janet <Janet.Zagari@act.gov.au>

Subject: RE: Notice of Entry by WHS Entry Permit Holder

Hi Jordan

Thank you for providing us with an extension to allow compilation of the attached information and documents.

We have embedded the relevant documents within the attached action plan.

Kind regards

Nic

Nic Stevenson | Senior Director

Mobile: Schedule 2.2(a)(ii) Email: nic.stevenson@act.gov.au

Health Services Support Unit | Office of Chief Executive | Canberra Health Services | ACT Government

Level 3, Building 8, Canberra Hospital | canberrahealthservices.act.gov.au



‘Creating exceptional health care together.’

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region.

We acknowledge and respect their continuing culture and contribution to the life of this region.



CEO Awards



Nominations now open
Visit the **intranet** for more information



From: Jordan Piggott [Schedule 2.2(a)(ii)]
Sent: Thursday, 11 September 2025 3:24 PM
To: Zagari, Janet <Janet.Zagari@act.gov.au>; CHS, TCH GM <CHS.TCHGM@act.gov.au>
Cc: Northam, Madeline (CPSU) [Schedule 2.2(a)(ii)]; Molly Glendenning [Schedule 2.2(a)(ii)]; Nerida Warren [Schedule 2.2(a)(ii)]; Flynn, Annaliesha <Annaliesha.Flynn@act.gov.au>
Subject: Notice of Entry by WHS Entry Permit Holder

You don't often get email from [Schedule 2.2(a)(ii)] [Learn why this is important](#)

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please see attached Notice of Entry by WHS Entry Permit Holder for Monday 15 September 2025.

Nerida is planning to enter at around 2:30pm on Monday, but is also happy for documents to be provided electronically.

Regards,

Jordan



Jordan Piggott | Lead Organiser | ACT Gov | CPSU

m: **Schedule 2.2(a)(ii)**

Member Service Centre: 1300 137 636 | cpsu.org.au

The Community and Public Sector Union (CPSU) acknowledges the traditional owners and custodians of country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay respects to the people, the cultures and the elders past and present.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

ACTION PLAN - Due 15th Sep 2025

CPSU suspects that Canberra Health Services has failed to consult with affected workers in HIS prior to making decisions regarding matters relating to work health and safety.

Action item	Responsible person	Response
1. Risk Assessment undertaken in relation to the carpet, including evidence of consultation with affected workers and HSRs referenced in point 14 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	ISAR/WHS/Strategic Accommodation	   B3 L1 HIS Area Risk Assessment.docx CT Email response 2 Sept 2025 - Assessmeemail 2 Sept 2025 RE_ Meeting arranged with HSR on 29 Aug 2025 in relation to the RA and formally provided a copy to the HSR.
2. Maintenance Plan for Building 3, Level 1 HIS referenced in point 2 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	GM /IHSS executive /FM / Strategic accommodation	The Reception areas and Coding area were completely repainted as a consequence of the walk around consultation meetings carried out with Strategic Accommodation. Subsequently, specific areas that HIS colleagues requested to be patched and painted were completed. A maintenance plan has been initiated for the new HIS areas. See documentation at item 11   DA email response HSR 28 Aug 2025_ Re B3 L1 HIS Area Risk Assessment.docx

3. Planning documents detailing storage space for larger printers, fax machines and other frequently used equipment references in point 7 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	Strategic accommodation	This was raised during the walk-around consultation meetings with the strategic accommodation team. Locations were identified for the storage of printers and other equipment. See notes.  scan_duncan adams_notes.pdf  HIS Consultation & Walk Through July 20:
4. Documents pertaining to the options currently under consideration for the provision of a dedicated staff room as referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	This was raised during the walk-around consultation meetings at which point strategic accommodation identified specific space for staff room, provided to HIS with no response. The proposed location can be found in the attachment.  03.01 HIS proposed staff rooms.pdf
5. Afterhours access arrangements for Building 3, level 1 HIS referenced in point 8 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Nikki Brown	After hours access for HIS staff to secure work areas is through swipe card access arrangements. Signage at the front reception outlines hours of HIS operation. The current doorbell arrangements in HIS will be transferred to the new location to notify afterhours staff of visitors to department.

6. Documentation of the review process undertaken by CHS WHS to assess Safety and Compliance as referenced in point 10 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025.	WHS	  05. 27 Aug 2025 IHSS- SA and WHS Reply from WHS to HSite visit Building 3 Le WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. WHS was contacted by the work group HSR on 20 August 2025 regarding some issues with the proposed workspace. WHS attended an internal stakeholder meeting on 26 August 2025. At the time of this meeting, WHS reviewed the proposed desk layout and forwarded an email response to the HSR on 27 August 2025, indicating that a formal WHS assessment would be undertaken if WHS concerns remained following the completion of the relocation.
7. Documentation of the review process undertaken to assess the suitability of the front desk area of Building 3, Level 1 HIS as referenced in point 11 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/ Security	This was raised during walk-around consultation meetings with strategic accommodation. The design of the reception window will be like for like (but with the addition of frosting as requested by HIS colleagues). The

		new reception window has a 15mm gap which replicates the existing reception. See security email item 9.
8. Documentation of the process undertaken to assess the suitability of the waiting area of Building 3, Level 1 HIS as referenced in point 12 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	The area under reference is a decommissioned work area (hydrotherapy pool) which is not planned to be reinstated in future, therefore, there is no requirement for a review to be undertaken.
9. Documentation of the process undertaken to determine the number and locations of duress alarms as referenced in point 13 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation/Security	 Security note email 20 Aug 2025 Health In
10. Risk Assessment undertaken in relation to the installation of duress alarms in Building 3, Level 1 HIS, including evidence of consultation with affected workers and HSRs	Security	See security email item 9.
11. Documentation of the process undertaken to assess the suitability for occupancy of Building 3, Level 1 HIS as referenced in point 17 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	WHS/ Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team

		from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. Noting this space was previously occupied by another work group with no known/reported concerns preventing occupation to continue no further assessments were deemed required.  CHS FM Building Condition Audit.pdf  HIS_CHS Building Condition Audit Schec  HIS_ A-TCH.03.01_00.pdf
12. Documentation of the review process undertaken to assess the visibility and safety of hallways in Building 3, Level 1 HIS as referenced in point 18 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the visibility and safety of hallways, there was no review completed regarding any visibility or safety issues in the hallways. As per the GM's correspondence, this is not a high traffic area
13. Documentation of the process undertaken to assess the safety of the office layout in Building 3, Level 1 HIS as referenced in point 21 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	WHS/ Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the

		existing work group. WHS reviewed the proposed desk layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. During a walk-around consultation meeting between HIS and strategic accommodation the office layout was raised as a concern for one member, explaining the office not being as open planned as the previous location may impact their mental health. Strategic accommodation team acknowledged the concerns. Recent Planned Inspection Audits of Ward Services and Patient Support Services indicate that no WHS issues or environmental concerns have been identified in these areas during routine physical audits. In considering the WHS walkthrough, AusHFG guidelines, previous inspection audits and that the space was previously and recently occupied, there were no further assessments undertaken. See walk-through notes at item 3.
14. Documentation of the process undertaken to assess the safety, functionality and staff wellbeing in relation to internal walls in Building 3, Level 1 HIS as referenced in point 24 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation	WHS completed a walk through with the Strategic Accommodation team in February 2025. WHS reviewed the existing layout (which at the time was occupied by another work group). There was no known/reported WHS risks raised with respect to the desk layout from the existing work group. WHS reviewed the proposed desk

		layout provided by the Strategic accommodations team from a general WHS perspective and provided verbal feedback in alignment with the AusHFG. During a walk-around consultation meeting between HIS and strategic accommodation the office layout was raised as a concern for one member, explaining the office not being as open planned as the previous location may impact their mental health. Strategic accommodation team acknowledged the concerns. There were no concerns raised regarding the walls within the office space. Recent Planned Inspection Audits of Ward Services and Patient Support Services indicate that no WHS issues or environmental concerns have been identified in these areas during routine physical audits. In considering the WHS walkthrough, AusHFG guidelines, previous inspection audits and that the space was previously and recently occupied, there were no further assessments undertaken. See walk-through notes at item 3.
15. Documentation of the process undertaken to assess the structural integrity of the ceiling in Building 3, Level 1 HIS as referenced in point 25 of Response to Feedback – Proposed Health Information Services Relocation dated 20 August 2025	Strategic accommodation / FM	Noting that this space was previously occupied by another work group immediately prior to the plan to relocate HIS to this space, with no known/reported concerns around the integrity of the ceiling, there was no



assessment completed regarding the structural integrity of the ceiling.

All buildings are maintained by Facilities Management, who review and monitor building conditions for routine repairs and maintenance. Building audits are carried out as per the audit schedule. See attached at item 11.