

FREEDOM OF INFORMATION REQUEST SCHEDULE

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/iCBR/home>

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST
MPCFOI2024/27	<p>In relation to Major Projects Canberra remediation of the mulch at Schedule 2.2(a)(ii) Schedule 2.2(a)(ii) we request any correspondence or documents regarding:</p> <ol style="list-style-type: none"> 1. The initial scheduling of the remediation work in August 2024 (as the last scheduled date), and prior committed dates in early 2024. 2. any delay to the commencement of work on the remediation and, 3. the projected commencement date of the remediation.



Section Ref No	Pages	Description	Date	Status	Reason for non-release or deferral	Open Access release status
1.	1 - 2	Release Schedule	20/12/2024	-	-	Released
2.	3 - 5	Decision Letter	20/12/2024	-	-	Released
3.	6 - 24	Attachment C: Email correspondence regarding Project updates	29/03/2024 - 07/06/2024	Partial	Schedule 2.2(a)(ii) - Personal Privacy Out of scope information removed	Released
4.	25 - 39	Attachment C: Email correspondence regarding procurement information	05/08/2024 - 20/08/2024	Partial	Schedule 2.2(a)(ii) - Personal Privacy Schedule 2.2(a)(xi) - Business Affairs Out of scope information removed Section 12 - Health Records Privacy	Released
Total						
4						



Our Ref: MPCFOI2024/27

Schedule 2.2(a)(ii)

Dear Schedule 2.2(a)(ii)

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by Infrastructure Canberra (iCBR), formerly Major Projects Canberra on 21 October 2024, and revised scope accepted 08 November 2024.

In your information access request, you sought access to:

"In relation to Major Projects Canberra remediation of the mulch at Schedule 2.2(a)(ii), we request any correspondence or documents regarding:

- 1. The initial scheduling of the remediation work in August 2024 (as the last scheduled date), and prior committed dates in early 2024.*
- 2. any delay to the commencement of work on the remediation and,*
- 3. the projected commencement date of the remediation."*

Authority

I am an Information Officer appointed by the Director General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Decision on access

Searches were completed for relevant information and 34 pages were identified that fall within the scope of your request.

I have included the following as items in this Release Pack:

- **Attachment A:** the schedule of relevant documents, including a brief description of the items for release,
- **Attachment B:** Decision Letter, and
- **Attachment C:** Information for release

I have decided to grant partial access to all documents.

My decision is detailed further in the following Statement of Reasons.



Statement of Reasons

In making my decision on disclosing government information, I must identify all relevant factors in Schedule 2 of the Act and determine, on balance, where the public interest lies.

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

Factors favouring disclosure in the public interest (Schedule 2, Section 2.1)

- Section 2.1(a)(i) – promote open discussion of public affairs and enhance the governments accountability;
- Section 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;
- Section 2.1(a)(v) – allow or assist inquiry into possible deficiencies in the conduct or administration of an agency or public official; and
- Section 2.1(a)(vii) – advance the fair treatment of individuals and other entities in accordance with the law in their dealings with the government.

The release of this information will ensure that a balance is struck between confirming that the government may function effectively and efficiently and provide access to information to increase public participation in, and scrutiny of, government activities.

Additionally, iCBR is committed to upholding the highest standards of safety, integrity and accountability in everything that we do. I am satisfied that these are relevant considerations favouring disclosure in this case, and in the interests of enhancing open discussion, I afford them significant weight.

Factors favouring non-disclosure in the public interest (Schedule 2, Section 2.2)

- Section 2.2(a)(ii) – prejudice the protection of an individual’s right to privacy or any other right under the *Human Rights Act 2004*;
- Section 2.2(a)(xi) - prejudice trade secrets, business affairs or research

This document contains personal contact information for non-government employees, and I place significant weight on the right to privacy of individuals and their right to have personal contact and identifiable information protected. Any identifiable property information such as building address has also been redacted to further protect the privacy of individuals. Additionally, to ensure that the FOI Act is not used to obtain commercial information about competitors, or used to distort the proper functioning of markets I have afforded significant weight to the protect business information.

Please note under Section 12, the FOI Act does not apply to information in a health record under the *Health Records (Privacy and Access) Act 1997*.

Charges

I have decided to waive any charges in relation to this Freedom of Information application.



Online Publishing – Disclosure Log

Under section 28 of the Act, iCBR maintains an official online record of access applications called a Disclosure Log. Your original access application, my decision and documents released to you in response to your access application will be published on the iCBR Disclosure Log within three to ten working days after the date of the decision.

Your personal details will not be published.

You may view the iCBR Disclosure Log at: [Disclosure log - Infrastructure Canberra \(act.gov.au\)](https://act.gov.au/disclosure-log).

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the 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 iCBR 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

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under Section 82(2) on an Ombudsman review, you may apply to ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore Street
GPO Box 370
CANBERRA CITY ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au>

Should you have any queries in relation to your request, please contact me by telephone on (02) 6205 5288, or via email jCBR.FOI@act.gov.au.

Please ensure you quote your reference number: **MPCFOI2024/27**

Yours sincerely,

Schedule 2.2(a)(ii)

Information Officer
Infrastructure Canberra
19 December 2024

From: Sinfield, Andrew
Sent: Mon, 1 Apr 2024 21:58:50 +0000
To: Lawrence, Ian; Keppell, Cassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor (Health); Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; Keppell, Cassandra; P&SS EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending 29/03/24

OFFICIAL

Good morning all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 29/03/24.

- ACT Property Group have engaged three asbestos assessors to carry out their required tasks. Individual contractors have been issued work order requests to begin creation of the site specific methodology for remediation
- ACT Property Group is finalizing engagement of asbestos removalist via procurement process
- **Out of Scope** [REDACTED]
- ACT Property Group to make phone calls to property owners today (02/04/24) to arrange a suitable time to meet on site with the asbestos assessor and removalist to assess the site. Once this is done, a date will be organized with the property owner for the remediation of the asbestos contaminated mulch

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 [REDACTED] | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Sun, 7 Apr 2024 23:04:48 +0000
To: Lawrence, Ian; Keppell, Cassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor (Health); Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; Keppell, Cassandra; P&SS EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending 05/04/24

OFFICIAL

Good morning all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 05/04/24.

- ACT Property Group have completed site visits for three of the six sites that have positive results for asbestos contaminated mulch. The asbestos assessor/removalist are confirming removal methodology and pricing, we will then start organizing the remediation of each site.
- Contact has been made with two of the other site contacts and I am confirming appropriate times to attend site with these property owners. I am still attempting to make contact with the last property owner.

- **Out of Scope**

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 Schedule 2.2(a)(ii) | andrew.sinfield@act.gov.au

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



ACT
Government

Chief Minister, Treasury and
Economic Development

I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Tue, 9 Apr 2024 03:28:23 +0000
To: Colson, SeanA
Subject: Mulch update

OFFICIAL

Good afternoon Sean,

Please see below site details and current status

Schedule 2.2(a)(ii)

Out of Scope

Asbestos assessors have been engaged to carry out initial site visits, methodology, air monitoring and site certification

Asbestos removalist to be formally engaged to carry out removal of mulch and replacement with fresh mulch. They will be preparing a quote for all six sites once initial visits have been completed

Out of Scope

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



ACT
Government

Chief Minister, Treasury and
Economic Development

I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Sat, 13 Apr 2024 07:40:06 +0000
To: Lawrence, Ian; Keppell, Cassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor (Health); Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; Keppell, Cassandra; P&SS EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending 12/04/24

Good afternoon all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 12/04/24.

- ACT Property Group have completed site visits for four of the six sites that have positive results for asbestos contaminated mulch. The other two property owners have been contacted; one site visit is scheduled for Monday 15/04 with the last site still being organized with the property owner.
- The asbestos removalist has been asked to finalize their methodology and pricing so that we can begin the remediation of each site.
- The week of 22/04 has been proposed has a potential start date for the program; pending availability of the contractor and work being approved to proceed in time for this to occur. This would result in an estimated completion date for all six sites in late June.

• **Out of Scope**

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



ACT
Government

Chief Minister, Treasury and
Economic Development

I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Fri, 19 Apr 2024 06:15:26 +0000
To: Lawrence, Ian; Keppell, Cassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor (Health); Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; Keppell, Cassandra; P&SS EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending 19/04/24

OFFICIAL

Good afternoon all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 12/04/24.

- ACT Property Group have now completed site visits at all six sites that have positive results for asbestos contaminated mulch.
- The head contractor who will be managing the asbestos remediation had been requested to provide final methodology and pricing by COB Thursday 18/04. They have requested and been granted an extension until Tuesday 23/04, to allow pricing based off the last site visit which occurred Thursday morning.
- The originally proposed start date (week of 22/04) for work has been pushed back, with a revised start date to be determined. The likely start date will be week of 29/04, pending approval of head contractor's submitted tender.

- **Out of Scope**

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 **Schedule 2.2(a)(ii)** | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Friday, 26 April 2024 4:17 PM
To: Keppell, Cassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor; Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath; Kamarul, Matthew
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; Keppell, Cassandra; MPC, Property EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending 26/04/24

OFFICIAL

Good afternoon all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 26/04/24.

- Contractor has submitted a price and program of works to carry out the remediation at the 6 sites that tested positive. ACT Property Group is currently undertaking due diligence to ensure the quoted price is value for money to government

- **Out of Scope** [Redacted]
- [Redacted]

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Fri, 3 May 2024 02:30:47 +0000
To: Keppell, Kassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor (Health); Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath; Kamarul, Matthew
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; P&SS EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending 03/05/24

OFFICIAL

Good afternoon all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 03/05/24

- ACT Property Group is undertaking an independent assessment of the asbestos removalist contractor's price and scope, to ensure that it is value for money. I have contacted the consultant undertaking the assessment for an ETA of completion, with the hope that we can get this finished ASAP so that we can seek final approval to proceed.
- The proposed start date from the contractor is 15th May 2024 to start work on the first site. This will be delayed pending approval of funding, with at least five days required for notification to WorkSafe ACT. I've spoken to the removalist contractor and we will attempt to make up time to meet their projected end date in late July.

• **Out of Scope**

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Fri, 10 May 2024 05:32:26 +0000
To: Keppell, Kassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor (Health); Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath; Kamarul, Matthew
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; P&SS EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending 10/05/24

OFFICIAL

Good afternoon all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 10/05/24

•  Out of Scope

- ACT Property Group is expected to complete the tender evaluation and assessment process early next week and proceed to the sign off stage. Remediation works will then commence with a likely lead time of approx. two weeks for the first site once approved.

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

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I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Mon, 20 May 2024 04:31:29 +0000
To: Keppell, Kassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor (Health); Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath; Kamarul, Matthew
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; P&SS EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending

OFFICIAL

Good afternoon all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 10/05/24



- After some internal discussion, ACTPG has agreed to split the original procurement for asbestos removal into two separate procurements, one for the 23-24 financial year and the other for the 24-25 financial year. This will allow ACTPG to engage a contractor as soon as possible for work that already has budget approval, and allow time for funding to be confirmed for work in the new financial year. The intent is to remediate four single properties before June 30, with the remaining sites to follow in July-August.

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 Schedule 2.2(a)(ii) | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Sinfield, Andrew
Sent: Fri, 7 Jun 2024 05:42:07 +0000
To: Keppell, Cassandra; Springett, Emily; Power, David; Peek, Rohan; Mudford, William; Marriage, Sue; Clement, SophieJ; Flederis, Lisa; Roberts, Mick; Iglesias, Daniel; Shonk, Matt; Flynn, Paul; Miller, Ron; Weston, ScottD; Matthews, David; Bailey, Anthony; Martin, Victor; Johnston, Kris; Qasem, Lama; Colson, SeanA; Cubin, Derise; Clapham, David; Barnett, Vanessa; Codd, Fiona; Vassallo, Aimee; Chester, Heath; Kamarul, Matthew
Cc: Colman, Matthew; Godwin, Gemma; Waring, Owen; Furminger, Trent; Harrington, Katherine; Polglase, David; De Boni, Andrew; Pepper, Ashe; Chief Officer ACTF&R; Stokoe, Alysha; Bannerman, Diana; Byrne, Evan; Walters, Daniel; Ford, Blake; Davies, Dean; Murray, Geoff; Kelly, Emma; Brooks, Cherie; Jeacocke, Joanne; Kandola, Shobaz; MPC, Property EGM Office
Subject: Asbestos contaminated mulch taskforce - ACT Property Group Update - Week ending 07/06/24

OFFICIAL

Good afternoon all,

Please see the weekly update on ACT Property Group's remediation of the asbestos contaminated mulch, week ending 07/06/24

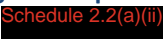
- The procurement and evaluation process has been completed and is with ACTPG delegate for sign off Tuesday 10/06. Approval will then be sought from Access Canberra as budget holder to proceed ASAP

- 
-
-
-

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299  | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Keppell, Cassandra
Sent: Tuesday, 6 August 2024 2:32 PM
To: Sinfield, Andrew
Subject: FW: Evaluation for Asbestos Mulch Remediation - 24-25
Attachments: **Out of Scope** Evaluation and approval form - Asbestos mulch remediation 24-25.pdf
Importance: High

Hi

Apologies for the delay I thought I had already actioned this one.

Signed ready to progress.

Kass

From: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>
Sent: Monday, August 5, 2024 3:00 PM
To: Keppell, Cassandra <Kassandra.Keppell@act.gov.au>
Subject: Evaluation for Asbestos Mulch Remediation - 24-25
Importance: High

OFFICIAL

Good afternoon Kass,

Please find attached the evaluation form for the asbestos mulch remediation procurement. This is the second lot of procurement for 24-25 financial year. Could you please have a look at sign off (section 4) if you are happy for this to go through to Access Canberra for their approval?

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

ACT Property Group | Major Projects Canberra | ACT Government

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



ACT
Government

Chief Minister, Treasury and
Economic Development

I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

Panel over \$25K - Evaluation and Approval

Procurement Overview			
Project Name and Site:	Asbestos Mulch Remediation – Three Sites		
Client:	Access Canberra (EBA)		
Project Number:	34419	Project end date:	TBA – Expected September 2024
RFX number:	VP419297	RFX name:	Remediation of asbestos contaminated mulch – 2024 - 2025
RFX Open Date: 08/07/2024		RFX Close Date: 16/07/2024	
Description of Deliverables:	<p>The Contractor must provide the works for remediating sites that have tested positive for asbestos contamination.</p> <p>The identified sites are:</p> <p style="color: red; font-weight: bold;">Out of Scope</p> <p style="color: red; font-weight: bold;">Schedule 2.2(a)(ii)</p> <p style="color: red; font-weight: bold;">Out of Scope</p> <p>The provision of works will include:</p> <p>a) Removal of asbestos contaminated mulch from each site</p> <p>b) Disposal of asbestos contaminated mulch</p> <p>c) Replacement with new, certified mulch and topsoil if required once clearance certificate issued for site</p>		

1. **Request for Quote/Tender:** A request for tenders was issued to the companies listed in the table below and responses were received as indicated. The quotes were evaluated against the criteria in the request. For procurements over \$25,000 in value, a spreadsheet showing details of the scores, comments and rankings is available on request.

Company name	Submission received?	Passed Threshold criteria?	Score >\$25K	Rank
Schedule 2.2(a)(xi)	Yes	Yes	6.1	1

2. **Evaluation Team:** The quotes were assessed by the following people, who have reached a consensus on the scores, the ranking and the recommended contractor. For procurements over \$25,000 a minimum of three people must assess the submissions, for procurements less than \$25,000 only one person must do the assessment.

Role	Name	Probity training complete	Signature	D/ate
Chair:	Andrew Sinfield	Yes	Schedule 2.2(a)(ii)	01/08/24
Member:	Andy Cooper	Yes		
Member	Scott Moore	Yes		01/08/2024



3. ACTPG Recommendation

Recommended Contractor Name:	out of scope		
ABN:	out of scope	Email:	out of scope
Reason for Selection: (required)	out of scope		
Evaluation summary:	out of scope		
Submitted Price: (incl. GST)	Schedule 2.2(a)(xi)	ACTPG mgmt fee:	Schedule 2.2(a)(xi)
Submitted Price: (ex. GST)	Schedule 2.2(a)(xi)	Total Price: (excl. GST)	Schedule 2.2(a)(xi)
Current Project Budget: (ex. GST)	\$TBD	Available Uncommitted Budget: (ex. GST)	\$TBD

Schedule 2.2(a)(ii)

Project officer: Andrew Sinfield Signature: [Redacted] Date: 01/08/24

4. ACTPG Property Upgrade Endorsement: required for procurements over \$200K only.

Schedule 2.2(a)(ii)

Delegate Name: Kassandra Keppell Signature: [Redacted] Date: 06/08/24

Position: Senior Director IFM.....

5. **Negotiations:** The scope and/or price have not been adjusted by negotiation between ACTPG, the client and the recommended contractor (details attached if negotiation has occurred).

6. **Client Endorsement :** The above assessment and recommendation is noted and approved by:

Name: Matthew Kamarul Signature: Date:

Position: Executive Branch Manager Directorate: CMTEDD (Access Canberra)

7. **ACTPG Delegate:** Approval is sought to:

- a. Engage the Recommended Contractor as described above, noting the details in the table below.
- b. Issue a purchase order or work order (as appropriate) for the **Agreed Price (incl GST) below.**



Summary of procurement and project risks:		Risk mitigations:	
out of scope		out of scope	
Contract Exclusions:	out of scope		
Agreed Price: (incl. GST)	\$Click or tap here to enter text.	ACTPG management fee:	
Other Project Expenditure	\$	Description	
Agreed Price: (ex. GST)	\$	Total Price: (ex. GST)	\$

Delegate Name: Signature:Date:

Delegate comments:

The Territory delegate whose electronic signature is affixed to this document in accordance with the Electronic Transactions Act 2001 (ACT) is properly authorised on behalf of the Territory to execute and validly bind the Territory to the terms of the Agreement. An email from the official Territory email account of the executing party is attached to this Agreement which confirms they are duly authorised on behalf of the Territory to execute this Agreement. By executing this Agreement, the other party/s to this Agreement confirm their consent to execution of this Agreement by the Territory by the affixing of an electronic signature.

Finance use only

Purchase/Work Order Raised
Comments:

Approved by Delegate
Purchase Order Number:

Dispatched



From: Kerkow, Kyla
Sent: Tuesday, 1 October 2024 8:53 AM
To: Holloway, Courtney
Subject: FW: Asbestos mulch remediation

Kind regards,

Kyla Kerkow (she/her) | a/g Executive Branch Manager, Property and Government Insourcing
Moblie: Schedule 2.2(a)(ii) | Email: kyla.kerkow@act.gov.au
Property and Government Insourcing | Major Projects Canberra | ACT Government
GPO Box 158 Canberra City ACT 2601 | www.act.gov.au/majorprojectscanberra

I work a 9-day fortnight and am not available on alternate Fridays.

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Keppell, Cassandra <Cassandra.Keppell@act.gov.au>
Sent: Tuesday, 13 August 2024 8:55 AM
To: Kerkow, Kyla <Kyla.Kerkow@act.gov.au>
Subject: RE: Asbestos mulch remediation

OFFICIAL

I am collating the information now

From: Kerkow, Kyla <Kyla.Kerkow@act.gov.au>
Sent: Tuesday, August 13, 2024 8:54 AM
To: Keppell, Cassandra <Cassandra.Keppell@act.gov.au>
Subject: RE: Asbestos mulch remediation

OFFICIAL

Thanks Kass – do you know if there are any further files/ records regarding phase 2 in particular including agreement to scope with access Canberra and timings etc.?

Kind regards,

Kyla Kerkow (she/her) | a/g Executive Branch Manager, Property and Government Insourcing
Moblie: Schedule 2.2(a)(ii) | Email: kyla.kerkow@act.gov.au
Property and Government Insourcing | Major Projects Canberra | ACT Government
GPO Box 158 Canberra City ACT 2601 | www.act.gov.au/majorprojectscanberra

I work a 9 day fortnight and am not available on alternate Fridays.

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Section 12

From: Sinfield, Andrew <Andrew.Sinfield@act.gov.au> **Sent:** Friday, August 9, 2024 1:49 PM
To: Keppell, Cassandra <Cassandra.Keppell@act.gov.au>
Subject: Asbestos mulch remediation

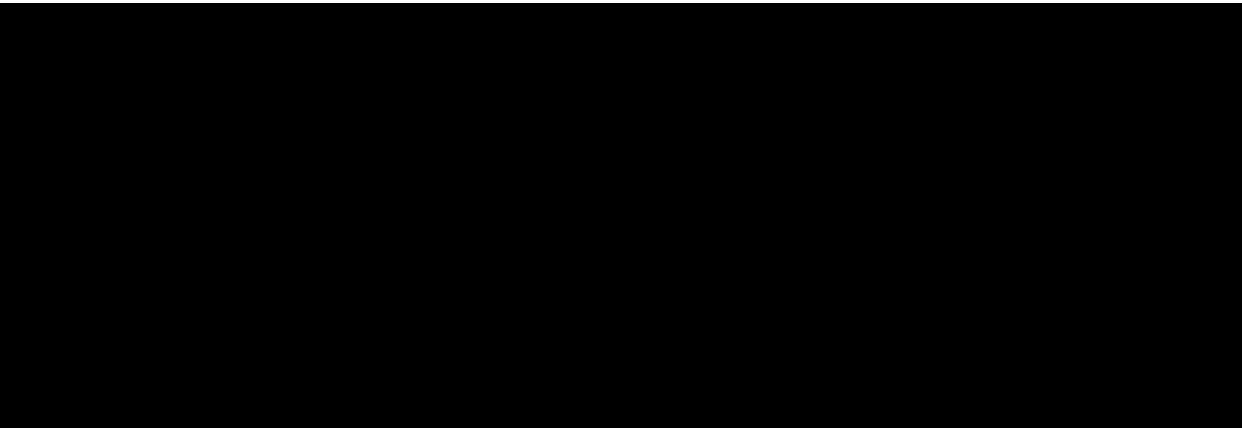
OFFICIAL

Good afternoon Kass,

Section 12

Out of Scope

Section 12



[redacted] – I had previously given them a estimated start date of 12th August, as they had requested a specific date to pass on to property owners. This estimate was based on a smooth approval of funding and is obviously no longer viable. They have contacted me to confirm the start date but I have not given them an answer due to issues with approval.

Contact [redacted] [\[redacted\]@ljhookerstrata.com.au](mailto:[redacted]@ljhookerstrata.com.au) [redacted]

Out of Scope

Out of Scope

Section 12

If you require anything else, please contact me on my personal phone [Schedule 2.2\(a\)\(ii\)](#). Section 12

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

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I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Kamarul, Matthew
Sent: Thursday, 8 August 2024 3:14 PM
To: Sinfield, Andrew
Cc: AC - Office of ELTR
Subject: RE: Evaluation and approval form - Asbestos Mulch Remediation 24-25

OFFICIAL

Good afternoon Andrew,

Thank you for your email and attached procurement evaluation form.

Out of Scope

I would appreciate if you could address these matters and provide relevant supporting documents for my review.

I also note that, as discussed previously, that Access Canberra does not have project funding for this phase of the remediation (given the significant increase in cost above what was approved in the last financial year). We will need to brief relevant Ministers and obtain approval (which will results in a budget process) before Access Canberra can agree to sign a procurement evaluation form.

Out of Scope

Please let me know if you would like to discuss, otherwise I look forward to your response to the above matters in due course.

Kind regards,

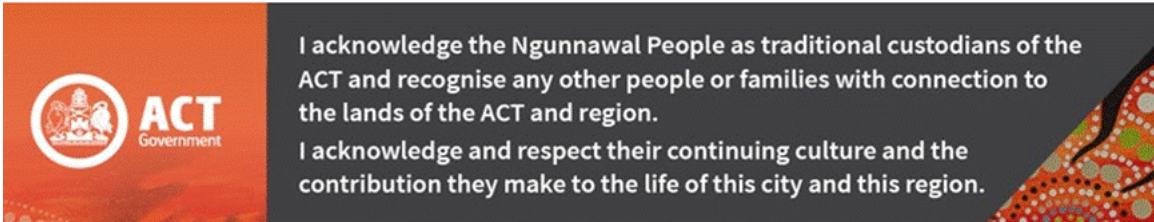
Matthew Kamarul

Executive Branch Manager | Environment Land and Technical Regulation

Ph: 02 6207 7291 | M: [Schedule 2.2\(a\)\(ii\)](#)

Access Canberra | Chief Minister Treasury and Economic Development Directorate | ACT Government

GPO Box 158, Canberra City ACT 2601 | www.act.gov.au/accessCBR



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

From: Sinfield, Andrew <Andrew.Sinfield@act.gov.au>
Sent: Wednesday, August 7, 2024 3:24 PM
To: Kamarul, Matthew <Matthew.Kamarul@act.gov.au>
Subject: Evaluation and approval form - Asbestos Mulch Remediation 24-25
Importance: High

OFFICIAL

Good afternoon Matthew,

Please find attached the procurement evaluation form for client approval, related to the asbestos remediation at [Schedule 2.2\(a\)\(iii\)](#) [Schedule 2.2\(a\)\(ii\)](#) [Schedule 2.2\(a\)\(ii\)](#). Sorry for the delays in getting this to you.

The document outlines the procurement tender and evaluation. I have also attached the contractor's pricing per site, and schedule of works.

Please note that the total price is listed ex GST – total cost including ACTPG management fee is [Schedule 2.2\(a\)\(xi\)](#). Also note that the procurement price does not include the asbestos assessor services to be arranged by ACT Property Group as required. Based off of the previous work carried out I estimate this will be an additional cost of [Schedule 2.2\(a\)\(xi\)](#). This estimate is based off daily air monitoring for the duration of the proposed schedule, as well as the rolling issue of clearance certificates at the two large unit complexes. As such the final amount may vary depending on time taken, and the number of areas to be issued a certificate.

If you are happy to proceed, please fill out the client approval under section 6 and I will arrange the contractor ASAP. I understand you will need to organize the funding for this, if you require any additional information please let me know.

Out of Scope

Out of Scope

Regards,

Andrew Sinfield

Integrated Facilities Management | Intake, Security and Property Operations

Telephone: 02 6205 0299 | [Schedule 2.2\(a\)\(ii\)](#) | andrew.sinfield@act.gov.au

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Economic Development

I acknowledge the Ngunnawal people as the traditional custodians of the ACT. I value their continuing care of country and pay my respects to their elders both past and present.

From: Colson, SeanA
Sent: Monday, 19 August 2024 8:13 AM
To: Phelan, Andrew; Martins, Ashley
Cc: Keppell, Cassandra; Spindler, Alicia
Subject: RE: Removal of asbestos contaminated mulch from [redacted]

OFFICIAL

Thanks Andrew

Leave this one with me and Ashley to sort out.

Ashley will contact the two complainants to reassure them that we are working on a solution and will get back to them within the week on next steps.

This will be managed by the Property Upgrades team from this point.

Cheers Sean

From: Phelan, Andrew <Andrew.Phelan@act.gov.au>
Sent: Friday, August 16, 2024 10:39 PM
To: Colson, SeanA <SeanA.Colson@act.gov.au>
Cc: Keppell, Cassandra <Kassandra.Keppell@act.gov.au>; Spindler, Alicia <Alicia.Spindler@act.gov.au>
Subject: FW: Removal of asbestos contaminated mulch from [redacted]

OFFICIAL

Hi Sean

Forwarding two complaints re Asbestos Mulch remediation project.

The below correspondence s from [redacted] . I let the Strata manager know we have received the email and said that the team would be in touch.

Out of Scope

Thanks
Andy

From: Colson, SeanA
Sent: Tue, 20 Aug 2024 01:29:03 +0000
To: Martins, Ashley
Cc: Mehta, Shilpa; Kerkow, Kyla
Subject: Re: Progressing the Contaminated Mulch remediation works

Hi Ashley

Kyla, Josh, and I just met with CMTEDD – Access Canberra to discuss next steps on the Contaminated Mulch remediation works and have the following actions to progress and who will lead the work.

- Matthew Kamarul – Identify the approved sites to have remediation works undertaken and which sites have been completed and still to be finalised.
 - Matthew Kamarul (EBM) will follow up with WorkSafe Kris Johnston on where we ended up at with regards to sites and some details around what is fair and reasonable remediation works to include in the correspondence to homeowners and Statement of Requirements.
- Ashley to phone the sites still to be remediated and confirm there has been a delay and that formal communications will be sent within the next 7 business days with an update on next steps.
- Ashley to draft a letter to the incumbent contractor advising them that we are cancelling the procurement and re-approaching the market due to the value exceeding expectations and to assess value for money. Let's aim to have this to me by the end of this week.
- Ashley to set up a weekly 30-minute PCG meetings with the following participants as a reoccurring meeting for the next three months. Try to pick a Tuesday morning around 10am if that suits most people.
 - Matthew Kamarul – CMTEDD
 - Su Wild-River – CMTEDD
 - Kris Johnston – WorkSafe
 - Kyla Kerkow – ACTPG
 - Josh Rynehart – ACTPG (Optional)
 - Ashley Martins
- Ashley to draft a letter to the homeowners still expecting remediation works to be undertaken, explaining the low level of risk, our need to undertake a new procurement due to value exceeding expectations and timelines expected for the remediation works to be undertaken. I will review this and run it by WorkSafe, CMTEDD and Kyla before you can send out. Let's aim to have this letter to me by Monday next week.
- Forward all outstanding invoices for works completed to Ron Leonard for processing and CC me into the email. These invoices should be accrued to the 2023-24 financial year.
- Ashley to prepare an RFT through Vendor Panel and complete relevant procurement documentation to support this going to market within the next fortnight. You will need to chat with Shilpa on the documentation and process already followed so as not to do everything again. We will need to select 3-5 providers to support a value for money assessment.

Just come back to me directly on the above actions, just including Kyla to confirm our next steps to address this issue.

Cheers Sean

Sean Colson | Senior Director Property Maintenance and Upgrades

Integrated Facilities Management | ACT Property Group

Phone: Schedule 2.2(a)(i) | Email: seana.colson@act.gov.au

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