

University Records

From: James Jeffress <james.jeffress@unilodge.com.au>
Sent: Monday, 21 June 2021 3:11 PM
To: Louise.smith@act.gov.au
Cc: Tracy Smart; Patricia Teh; UniLodge ANU Assistant Residential Life Manager; Reception Davey
Subject: DL Reception Hours - remainder of Q

Hi Louise,

Thanks for your time today, I think we've trouble-shot a few scenarios over the weekend, and the protocols are working really nicely.

As mentioned, I would like to wind back the reception hours with your approval to **9am – 5pm, Monday to Friday**, noting:

- Davey reception number will continue to be monitored 24/7;
- Anna and myself will continue to be on call for the period of the quarantine for any escalation of need;
- We've updated the deliveries instruction to ACTH team leader number, and;
- We will continue to record the reasons for calls through to our number and manage communication with occupants if necessary.

Thanks Louise,

James Jeffress
General Manager - Portfolio
UniLodge @ ANU

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s47F

A: 26 Barry Drive, Canberra City ACT 2601

E: james.jeffress@unilodge.com.au |

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University Records

From: James Jeffress <james.jeffress@unilodge.com.au>
Sent: Tuesday, 15 June 2021 10:36 AM
To: Tracy Smart; Patricia Teh; Louise.smith@act.gov.au
Cc: Susan Helyar; Ian Anderson
Subject: DL Room Allocations

Hi Louise,

We have clarified the desired allocations from PMC as per the below. Please let me know if you have any questions.

Room #	Type	Status	Name
DL_1061	3 Bed	PMC	
DL_1071	3 Bed	PMC	
DL_1121	3 Bed	PMC	
DL_1131	3 Bed	PMC	
DL_1291	3 Bed	PMC	
DL_1321	3 Bed	DOCTOR	
DL_1401		Maintenance	
DL_1511	3 Bed	SOVIPOPS	
DL_2031	3 Bed	PMO	
DL_2061	3 Bed	PMO	
DL_2071	3 Bed	PMO	
DL_2121	3 Bed	PMO	
DL_2131	3 Bed	PMO	
DL_2291	3 Bed	AFP	
DL_2321	3 Bed	RAAF	
DL_2401	2 Bed	Maintenance	
DL_2491	3 Bed	AFP	
DL_2501	3 Bed	AFP	
DL_3031	3 Bed	RAAF	
DL_3061	3 Bed	MEDIA	
DL_3071	3 Bed	MEDIA	
DL_3121	3 Bed	MEDIA	
DL_3131	3 Bed	MEDIA	
DL_3291	3 Bed	RAAF	
DL_3321	3 Bed	RAAF	
DL_3401	2 Bed	Maintenance	
DL_3491	3 Bed	RAAF	
DL_3501	3 Bed	RAAF	
DL_4031	3 Bed	RAAF	
DL_4061	3 Bed	RAAF	
DL_4071	3 Bed	RAAF	

DL_4131	3 Bed	RAAF	
DL_4141	3 Bed	RAAF	
DL_4171	3 Bed	Occupied	SPARE
DL_4191	3 Bed	Occupied	SPARE
DL_4301	3 Bed	RAAF	
DL_4331	3 Bed	Maintenance	
DL_4461	3 Bed	Occupied	SPARE
DL_4471	3 Bed	Occupied	SPARE
DL_4511	3 Bed	RAAF	
DL_4521	3 Bed	RAAF	
DL_5331	Studio Double	Medical	
DL_3541	Studio Double	Medical	
DL_5431	Studio Double	Medical	
DL_5421	Studio Double	Medical	
DL_5211	Studio Double	Medical	
DL_5201	Studio Double	Medical	

Kind regards,

James

University Records

From: Smith, Louise <Louise.Smith@act.gov.au>
Sent: Thursday, 17 June 2021 10:25 AM
To: Tracy Smart; McKay, Melissa
Cc: James Jeffress; Deputy Vice-Chancellor (Student & University Experience); Martin, Gerard
Subject: RE: Emergency response procedures [SEC=OFFICIAL]

OFFICIAL

Good Morning Tracy and Melissa,

Just touching base with regards to Emergency response procedures.

There will be an ACT policing presence on site 24/7. As part of this ACTP have engaged with James on site and been run through the fire panel etc.

Should there be an evacuation required guests would exit the building as per the normal emergency process. Each guests is provided with an evacuation pack that has a mask and hand sanitiser. Guests will have information provided to them on arrival about evacuation. I understand that the evacuation meeting point is the carpark of the Street Theatre.

If ACTH are on site we will do a roll call of guests with ACTP assisting with maintaining separation of guests from the public. Should ACTH not be on site ACTP will start the process for us.

ESA have been looped into this ops and will have an alert on the property so that is there is an emergency response they will call the on call ACTH officer who will response immediately to the location.

Should there be an Ambulance required we have requested that ACTAS enter off Hutton Street to rear of the building.

I am not sure what ANU security would normally do in this event but from an ACTH perspective ACTP or ACTH will take lead on guests management. On arrival of Emergency Services they will secure the building as per their normal procedures in case of evacuation.

I will send through documentation that goes to guests when I get to work.

Hope that helps.

Cheers

Louise

From: Tracy Smart <Tracy.Smart@anu.edu.au>
Sent: Wednesday, 16 June 2021 10:37 AM
To: McKay, Melissa <Melissa.Mckay@pmc.gov.au>
Cc: Smith, Louise <Louise.Smith@act.gov.au>; James Jeffress <james.jeffress@unilodge.com.au>; Deputy Vice-Chancellor (Student & University Experience) <dvc.sue@anu.edu.au>; Martin, Gerard <Gerard.Martin@pmc.gov.au>
Subject: Re: Emergency response procedures [SEC=OFFICIAL]

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Thanks Melissa. We will wait to hear back.

Cheers

Tracy

Professor Tracy Smart AO
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Air Vice-Marshal (ret.)

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From: "McKay, Melissa" <Melissa.Mckay@pmc.gov.au>

Date: Wednesday, 16 June 2021 at 10:35 am

To: Tracy Smart <Tracy.Smart@anu.edu.au>

Cc: "Smith, Louise" <louise.smith@act.gov.au>, James Jeffress <james.jeffress@unilodge.com.au>, "Deputy Vice-Chancellor (Student & University Experience)" <dvc.sue@anu.edu.au>, "Martin, Gerard" <Gerard.Martin@pmc.gov.au>

Subject: RE: Emergency response procedures [SEC=OFFICIAL]

OFFICIAL

Hi Tracy

Thank you for getting everything in place for Davey Lodge to function as a quarantine location. It is really appreciated.

I understand ACT Health are putting together an evacuation process that will be used in the event of an emergency. When this is finalised I am sure they will be happy to discuss.

We are going to contact Louise this morning to lock in a meeting to discuss a few final issues and will make this part of the discussions.

Thanks
Melissa

From: Tracy Smart <Tracy.Smart@anu.edu.au>
Sent: Wednesday, 16 June 2021 9:55 AM
To: McKay, Melissa <Melissa.Mckay@pmc.gov.au>
Cc: Smith, Louise <louise.smith@act.gov.au>; James Jeffress <james.jeffress@unilodge.com.au>; Deputy Vice-Chancellor (Student & University Experience) <dvc.sue@anu.edu.au>
Subject: Emergency response procedures

Melissa

We feel that, as of this morning, everything is pretty much in place for Davey Lodge to function as a quarantine facility under the auspices of ACT Health. However, there is one area of concern that remains – responsibilities in the event of an emergency, both within normal ACT Health operating hours and outside of those hours.

As owners of the building, we have a legislative requirement to ensure the overarching health and safety of all those working or living in the building. As such we have robust processes and procedures in place to effect an evacuation in the event of an emergency. This involves both Davey Lodge staff and ANU Security, who undergo training and familiarisation to undertake this role. We therefore seek clarity as to how this will be managed during the quarantine period and whether any additional training will be required to assure that our legislative requirements are met.

This is a potential show stopper for us at present, so we need a clear way ahead by the end of the day on this issue.

I appreciate your advice on this as soon as possible please.

Cheers

Tracy

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University Records

From: Tracy Smart <u1102565@anu.edu.au>
Sent: Friday, 18 June 2021 1:48 PM
To: Charmaine.Smith@act.gov.au
Cc: Patricia Teh
Subject: Re: Extraordinary request for COVID-19 Vaccination for two individuals

Charmaine

I received Fiona's out of office response and was wondering if you could assist me with the below request please?

Cheers

Tracy

Professor Tracy Smart AO
BMBS, MPH, MA, Dip Avmed, FRACMA, FACAsM, FAsMA, FCDSS, FACHSM (Hon)
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From: Tracy Smart <Tracy.Smart@anu.edu.au>
Date: Friday, 18 June 2021 at 1:46 pm
To: "Fiona.Barbaro@act.gov.au" <Fiona.Barbaro@act.gov.au>
Cc: Patricia Teh <Patricia.Teh@anu.edu.au>
Subject: Extraordinary request for COVID-19 Vaccination for two individuals

Fiona

Apologies for reaching out to you directly but I am seeking some assistance please.

We are currently providing an ANU property, Davey Lodge, as a designated quarantine facility under the management of ACT Health. The quarantine period began today. More information is at this link:

<https://www.abc.net.au/news/2021-06-17/g7-returning-travellers-to-quarantine-at-anu-unilodge/100223546>

While none of our ANU staff will be going into the red zone, we have had a request from Spotless, the company who manage our maintenance requirements, to get their two rostered workers vaccinated just in case. This requested is based on their operational risk assessment.

The risk of any COVID-19 circulating in this quarantine facility is of course very low, and the likelihood of these individuals having to go into the red zone is likewise very low (we have catered for moving individuals to other apartments) but not impossible. On this basis I think it is a not unreasonable request, and my suggestion would be that they both be given Pfizer given the timeframe.

I know that the recent changes to the AstraZeneca vaccination eligibility have thrown things into disarray but was wondering if there is any chance we could get these two individuals vaccinated in the next day or so please?

Happy to discuss if required.

Many thanks

Tracy

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From: Susan Helyar <Susan.Helyar@anu.edu.au>

Date: Friday, 18 June 2021 at 12:13 pm

To: James Jeffress <james.jeffress@unilodge.com.au>, Tracy Smart <Tracy.Smart@anu.edu.au>
Subject: request for maintenance key personnel to get COVID-19 vaccination as a matter of urgency

Hi Tracy please see the message below.

I would appreciate your advice on how we facilitate access to vaccination as a matter of urgency for the two people designated as key personnel for responding to urgent maintenance issues at Davey Lodge.

I have advised them to arrange the PPE donning, doffing and fit testing of P3 mask via their own channels

Ta Susan

From: Neil McCabe <neil.mccabe@cullinanprojectco.com>

Sent: Friday, 18 June 2021 10:42 AM

To: Susan Helyar <Susan.Helyar@anu.edu.au>; James Jeffress <james.jeffress@unilodge.com.au>

Subject: Davey Lodge queries

Hi Susan,

In order to deliver the asset services for the Quarantine period at Davey Lodge, Spotless have identified some operational risk management mitigations and therefore seek advice as follows;

- Vaccination for the two dedicated maintenance staff. They want to have these two staff vaccinated. As we know the normal wait time for a booking is around 4-5 weeks for this so they seek assistance from ACT Health to have these vaccinations fast tracked (Noting due to their age profile one will require AstraZeneca and one Pfizer)
- They would like training in fit testing of P3 masks (with a certificate of the training to be provided) If this training and a certificate can't be provided by ACT Health they are happy to arrange this themselves, so please let us know.

Thanks again

Regards

Neil McCabe

General Manager

Purpose Built Student Accommodation Partnerships (for AMP Capital)

DA Brown Building - 47 Daley Road Acton ACT - PO Box 8065 Acton ACT 0200

s47F

E neil.mccabe@cullinanprojectco.com

University Records

From: Flett, Lauren (Health) <Lauren.Flett@act.gov.au> on behalf of ACTH, Quarantine Management <Quarantine.covid@act.gov.au>
Sent: Thursday, 24 June 2021 12:37 PM
To: Tracy Smart; ACTH, Quarantine Management; arlm.anu
Cc: James Jeffress; Nicki Middleton; Patricia Teh
Subject: RE: Potential use of external rooms in Davey Lodge courtyard

Good afternoon Tracy,

There is no request for assistance.

Kind regards,

Lauren

Lauren Flett
Quarantine Management
COVID-19 Response Division
02 5124 9953 | lauren.flett@act.gov.au
quarantine.covid@act.gov.au
Public Health Preparedness and Regulation | ACT Health Directorate
<https://www.covid19.act.gov.au/>



From: Tracy Smart <Tracy.Smart@anu.edu.au>
Sent: Thursday, 24 June 2021 12:21 PM
To: ACTH, Quarantine Management <Quarantine.covid@act.gov.au>; arlm.anu <arlm.anu@unilodge.com.au>
Cc: James Jeffress <james.jeffress@unilodge.com.au>; Nicki Middleton <Nicki.Middleton@anu.edu.au>; Patricia Teh <Patricia.Teh@anu.edu.au>
Subject: Re: Potential use of external rooms in Davey Lodge courtyard

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Thanks for the clarification Lauren, however ANU does need to be involved in these discussions.

While UniLodge manage the Davey Lodge facility, they do so on our behalf and we need to be cognisant of our requirements as well as those of the broader ACT. For instance at present we have large numbers of students who have gone home to Sydney for the mid-year break who we may have to quarantine in coming weeks.

We would be happy to provide options to you to inform future contingencies. In fact, we have some other options apart from Davey Lodge that could be suitable, particularly for domestic quarantine. Details on these have been provided to ACTG in the past but I would be happy to set up some time to talk or walk you through these as required.

Cheers

Tracy

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From: "Flett, Lauren (Health)" <Lauren.Flett@act.gov.au> on behalf of "ACTH, Quarantine Management" <Quarantine.covid@act.gov.au>

Date: Thursday, 24 June 2021 at 12:10 pm

To: Tracy Smart <Tracy.Smart@anu.edu.au>, "arlm.anu" <arlm.anu@unilodge.com.au>

Cc: James Jeffress <james.jeffress@unilodge.com.au>

Subject: RE: Potential use of external rooms in Davey Lodge courtyard

Hi all,

Thank you for the information provided.

We will not need to use the additional facilities at this point in time and have not placed a request to any party.

I was interested at what the facility had if a need was to arise, that is why ANU was not involved directly. Thank you Anna for accommodating the tour.

Kind regards,

Lauren

Lauren Flett
Quarantine Management

COVID-19 Response Division

02 5124 9953 | lauren.flett@act.gov.au

quarantine.covid@act.gov.au

Public Health Preparedness and Regulation | ACT Health Directorate

<https://www.covid19.act.gov.au/>



From: Tracy Smart <Tracy.Smart@anu.edu.au>

Sent: Wednesday, 23 June 2021 7:45 PM

To: arlm.anu <arlm.anu@unilodge.com.au>; ACTH, Quarantine Management <Quarantine.covid@act.gov.au>

Cc: James Jeffress <james.jeffress@unilodge.com.au>

Subject: Re: Potential use of external rooms in Davey Lodge courtyard

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Hi all

Just to be clear, any requests for additional quarantine need to come through ANU and not UniLodge as we need to balance our requirements as well. Happy to have a chat about this in the morning.

Cheers

Tracy

Professor Tracy Smart AO

BMBS, MPH, MA, Dip Avmed, FRACMA, FACAsM, FAsMA, FCDSS, FACHSM (Hon)

Air Vice-Marshal (ret.)

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From: UniLodge ANU Assistant Residential Life Manager <arlm.anu@unilodge.com.au>
Date: Wednesday, 23 June 2021 at 5:32 pm
To: "quarantine.covid@act.gov.au" <quarantine.covid@act.gov.au>
Cc: James Jeffress <james.jeffress@unilodge.com.au>, Tracy Smart <Tracy.Smart@anu.edu.au>
Subject: Re: Potential use of external rooms in Davey Lodge courtyard

Good Evening Lauren,

After our walk along the Davey Lodge courtyard, I wanted to confirm that there are

- 5 x studio sized rooms
- 4 x 1 bedroom apartments and
- 1 x 5 bedroom multishare along that external corridor with access through the side courtyard gate.

Could you please provide us with more details as to what your requirements are and a potential timeline of when these rooms would need to be made available?

We would need to clean and prepare all of these rooms as once any occupants move in, the corridor would become a red zone and we would not be able to access it again to carry out more cleaning or room prep.

Thanks very much,

Kind regards,

Anna Wills

Assistant Residential Life Manager

Davey Lodge | Warrumbul Lodge | Kinloch Lodge | Lena Karmel Lodge

UniLodge @ ANU

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E: arlm.anu@unilodge.com.au | W: www.unilodge.com.au | Find us on Facebook [click here](#)

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<https://tinyurl.com/y227e5u9>

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University Records

From: Deputy Vice-Chancellor (Student & University Experience) <dvc.sue@anu.edu.au>
Sent: Friday, 11 June 2021 6:12 PM
To: Arthy, Kareena
Cc: Croke, Leesa; Tracy Smart
Subject: Re: VIP quarantine - testing preferred communications channels

Thanks. I think we have landed ok at Days end. We were similarly struggling during the day. Less urgency now but we may need to pick this up next week

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From: Arthy, Kareena <Kareena.Arthy@act.gov.au>
Sent: Friday, June 11, 2021 6:07:24 PM
To: Deputy Vice-Chancellor (Student & University Experience) <dvc.sue@anu.edu.au>
Cc: Croke, Leesa <Leesa.Croke@act.gov.au>; Tracy Smart <Tracy.Smart@anu.edu.au>
Subject: RE: VIP quarantine - testing preferred communications channels

OFFICIAL

Hi Ian – sorry, I’ve only just got to this email. I must admit that I don’t know what the various roles and responsibilities are and I am not sure whether ACTH ‘holds the pen’ given the very proactive role of PM&C. Let me find out what I can and I will get back to you... If I can’t get back to you soon, and something happens over the weekend and you need anything, please text or call me...^{s47F}

Cheers
Kareena

From: Deputy Vice-Chancellor (Student & University Experience) <dvc.sue@anu.edu.au>
Sent: Friday, 11 June 2021 1:42 PM
To: Arthy, Kareena <Kareena.Arthy@act.gov.au>
Cc: Croke, Leesa <Leesa.Croke@act.gov.au>; Tracy Smart <Tracy.Smart@anu.edu.au>
Subject: Re: VIP quarantine - testing preferred communications channels

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Thanks Kareena

I was not aware of that arrangement which is why I asked.

I am coordinating across the University with comms, facilities and services and broader residential services. Davey Lodge is a part of Unilodge. They are an independent accommodation provider that is not a part of the University. I would ask that ACTH consider looping me into their communications. So that I can coordinate the University response.

Ian

Professor Ian Anderson AO
FAFPHM, FASSA, FAAHMS
Palawa Lutrawita

Deputy Vice-Chancellor (Student & University Experience)

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dvc.sue@anu.edu.au

Executive Assistant:
Mary McMahon (MJ) | ea.dvcsue@anu.edu.au

Executive Officer
Anastasia Money West | +61 2 6125 3365 | eo.dvcsue@anu.edu.au

From: "Arthy, Kareena" <Kareena.Arthy@act.gov.au>
Date: Friday, 11 June 2021 at 12:40 pm
To: "Deputy Vice-Chancellor (Student & University Experience)" <dvc.sue@anu.edu.au>
Cc: Leesa Croke <Leesa.Croke@act.gov.au>, Tracy Smart <Tracy.Smart@anu.edu.au>
Subject: RE: VIP quarantine - testing preferred communications channels

OFFICIAL

Hi there – we have checked with the CHO's office.

We understood that the on-site manager at Davey Lodge is working with Louise directly – is this not enough? Please let me know if you need something else and I can go back to the CHO.

Cheers
Kareena

From: Deputy Vice-Chancellor (Student & University Experience) <dvc.sue@anu.edu.au>
Sent: Friday, 11 June 2021 10:43 AM
To: Arthy, Kareena <Kareena.Arthy@act.gov.au>
Cc: Croke, Leesa <Leesa.Croke@act.gov.au>; Tracy Smart <Tracy.Smart@anu.edu.au>
Subject: VIP quarantine - testing preferred communications channels

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Morning Kareena

Wanted to test with you about a preferred communications channel with ACT gov on the VIP quarantine should it go ahead for next Thursday 17.

At the moment we are receiving tasking through PM&C. Given the speed at which ANU may respond I would also appreciate if there was a direct path of communication with ACT government and wanted to check your preference.

I have set up daily scrums with relevant people across ANU for 8.40 am if that is helpful.

Once we receive our health tasking we plan to be system ready for assessment by Wednesday am

Ian

Professor Ian Anderson AO
FAFPHM, FASSA, FAAHMS
Palawa Lutrawita

Deputy Vice-Chancellor (Student & University Experience)

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