

12/14/23, 4:36 PM

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Kelsey Godwin-Smith ADCO CONSTRUCTIONS PTY LIMITED	CommunitH Health Building - REF Notification Process GENERAL CORRESPONDEN...	05/09/2022 ADCO CON-GCOR-002412
Kelsey Godwin-Smith ADCO CONSTRUCTIONS PTY LIMITED	Re: CommunitH Health Building - REF Notification Proc... GENERAL CORRESPONDEN...	19/09/2022 ADCO CON-GCOR-002698
Christian Weitz CBRE (H&HE)	Re: CommunitH Health Building - REF Notification Proc... RESPONSE TO RFI	19/09/2022 CBRE HHE-RTRFI-000364
Kelsey Godwin-Smith ADCO CONSTRUCTIONS PTY LIMITED	Fwd: CommunitH Health Building - REF Notification Pr... GENERAL CORRESPONDEN...	23/09/2022 ADCO CON-GCOR-002807
Georgia McKenzie URBIS	Re: CommunitH Health Building - REF Notification Proc... GENERAL CORRESPONDEN...	26/09/2022 URBIS-1-GCOR-000173
Kelsey Godwin-Smith ADCO CONSTRUCTIONS PTY LIMITED	Re: CommunitH Health Building - REF Notification Proc... GENERAL CORRESPONDEN...	27/09/2022 ADCO CON-GCOR-002871
Christian Weitz CBRE (H&HE)	Re: CommunitH Health Building - REF Notification Proc... GENERAL CORRESPONDEN...	28/09/2022 CBRE HHE-GCOR-007922
Kelsey Godwin-Smith ADCO CONSTRUCTIONS PTY LIMITED	Re: CommunitH Health Building - REF Notification Proc... GENERAL CORRESPONDEN...	29/09/2022 ADCO CON-GCOR-002945
Arjuna Thiru Moorthy HEALTH INFRASTRUCTURE	Community Health Building - REF Notification Process ... GENERAL CORRESPONDEN...	21/10/2022 HEALTH I-GCOR-004671
Kelsey Godwin-Smith ADCO CONSTRUCTIONS PTY LIMITED	Re: Community Health Building - REF Notification Proc... GENERAL CORRESPONDEN...	21/10/2022 ADCO CON-GCOR-003593
Arjuna Thiru Moorthy HEALTH INFRASTRUCTURE	Re: Community Health Building - REF - Council consult... GENERAL CORRESPONDEN...	02/11/2022 HEALTH I-GCOR-004723

**Griffith Base Hospital Redevelopment**  
Noorebar Avenue  
Girffith  
NSW 2680 Australia



MAIL TYPE	MAIL NUMBER	REFERENCE NUMBER
General Correspondence	Health I-GCOR-004671	ADCO Con-GCOR-002412

Community Health Building - REF Notification Process - Council letter

From Arjuna Thiru Moorthy - Health Infrastructure

To (3) Kelsey Godwin-Smith - ADCO CONSTRUCTIONS PTY LIMITED  
Mr Ricky Gregory - CBRE (H&HE)  
Christian Weitz - CBRE (H&HE)




Cc (5) Mr Liam Clark - ADCO CONSTRUCTIONS PTY LIMITED  
Josh Innes - ADCO CONSTRUCTIONS PTY LIMITED  
Mr Peter Regan - ADCO CONSTRUCTIONS PTY LIMITED  
Ms Niki Duff-Tytler - CBRE (H&HE)

Mrs Larissa Ozog - Health Infrastructure

Sent Friday, 21 October 2022 5:47:35 PM AEDT (GMT +11:00)

Status N/A

FILE ATTACHMENTS (3)

File Name
 221128 Griffith REF Council Notification Letter_v1.1.docx
 221128 Griffith REF Council Notification Letter_v1.1.pdf
 Griffith Base Hospital - Community Health Building REF - Notification Plans_v1.0.pdf

ATTRIBUTES

Attribute 1	Main Works
Attribute 2	MW - All

MESSAGE

Kelsey,

Find attached signed letter. I had to make a few changes to it.

I have dated it 28/11/22, can you send the letter on that date? That will be after our meeting with council.

**Regards,**  
**Arjuna Thiru Moorthy**  
Project Director - Health Infrastructure  
T: 02 99785402 (head office reception) M: 0433940767

**From:** K Godwin-Smith  
**Sent:** 29/09/2022 2:21:06 PM AEST (GMT +10:00)  
**To:** Ricky Gregory, Christian Weitz  
**Cc:** Liam Clark, Josh Innes, Peter Regan, Niki Duff-Tytler, Larissa Ozog, Arjuna Thiru Moorthy  
**Mail Number:** ADCO Con-GCOR-002945  
**Subject:** Re: Communith Health Building - REF Notification Process

Hi Christian,

Thanks for your confirmation and feedback.

Please find attached revised letter and reduced plans with HI's feedback. We just need the Project Director to add their signature prior to lodgment.

Once this has been received we can lodge the letter and notification plans to commence the 21 day review. A council

meeting can be scheduled at any time based on the above. Please advise when your meeting is scheduled and when you would like ADCO to issue following this meeting.

The final REF report will capture any council and neighbour responses following the 21 days, which will be addressed by Urbis. This report will then be issued to HI.

Thanks,

**KELSEY GODWIN-SMITH**

DESIGN MANAGER

02 8437 5000

0400 772 053

LEVEL 2, 7-9 WEST STREET

NORTH SYDNEY NSW 2060

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**From:** C Weitz

**Sent:** 28/09/2022 8:36:06 AM AEST (GMT +10:00)

**To:** Kelsey Godwin-Smith, Ricky Gregory

**Cc:** Liam Clark, Josh Innes, Peter Regan, Niki Duff-Tytler, Larissa Ozog, Arjuna Thiru Moorthy

**Mail Number:** CBRE HHE-GCOR-007922

**Subject:** Re: Communith Health Building - REF Notification Process

Hi Kelsey

Confirming that you can proceed with one letter. Arjuna will sign the letter and issue back to you for distribution. Could you please give me a rough timeline of lodgement of the ref so that we can arrange a meeting with council prior to ADCO issuing the letter?

Kind regards,

**Christian Weitz**

Project Manager

CBRE | Project Management

Level 21 | 363 George Street | Sydney, NSW 2000

M +61 429 402 486

[Christian.Weitz@cbre.com](mailto:Christian.Weitz@cbre.com)

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**From:** K Godwin-Smith  
**Sent:** 27/09/2022 3:02:32 PM AEST (GMT +10:00)  
**To:** Ricky Gregory, Christian Weitz  
**Cc:** Liam Clark, Josh Innes, Peter Regan, Niki Duff-Tytler, Eugene Ng, Larissa Ozog, Arjuna Thiru Moorthy  
**Mail Number:** ADCO Con-GCOR-002871  
**Subject:** Re: Communiith Health Building - REF Notification Process

Hi Christian,

Thanks for the feedback.

In regards to your first point about the two letters are to be the same, on the HI knowledge hub it has two separate letters for council and the neighbours. Would you still like us to proceed with the one letter?

In the template on the hub it also has the HI logo and Project Director signing off the letter. Your direction below is for the contractor to send the letters. Could you please confirm if it's ok for ADCO to send this letter on the behalf of the HI Project Director?

Thanks,

**KELSEY GODWIN-SMITH**  
**DESIGN MANAGER**

02 8437 5000  
0400 772 053

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**From:** C Weitz  
**Sent:** 19/09/2022 10:03:14 AM AEST (GMT +10:00)  
**To:** Kelsey Godwin-Smith, Ricky Gregory  
**Cc:** Liam Clark, Josh Innes, Peter Regan, Niki Duff-Tytler, Eugene Ng, Larissa Ozog, Arjuna Thiru Moorthy  
**Mail Number:** CBRE HHE-RTRFI-000364  
**Subject:** Re: Communiith Health Building - REF Notification Process

Hi Kelsey

Apologies for the delayed response. It is my understanding that the neighbour notifications are sent by the Contractor.

- Letter sent to neighbours and council should be the same.
- HI have marked up the council letter with a few changes.

- A few weeks before we lodge this letter, HI would like to offer Griffith City Council permanent staff a meeting to discuss this submission. ADCO to advise when HI should talk to Griffith City Council.
- Neighbour Notification Map is ok.
- REF plans should be greatly reduced, at the most it should be plan 1 of 8 and 6 of 8 - I've attached the previous REF plan for the NCS construction, this is REF is for an internal fitout.

Kind regards,

**Christian Weitz**

Project Manager

CBRE | Project Management

Level 21 | 363 George Street | Sydney, NSW 2000

M +61 429 402 486

[Christian.Weitz@cbre.com](mailto:Christian.Weitz@cbre.com)

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**From:** K Godwin-Smith

**Sent:** 19/09/2022 8:37:42 AM AEST (GMT +10:00)

**To:** Kelsey Godwin-Smith, Ricky Gregory, Christian Weitz

**Cc:** Liam Clark, Josh Innes, Peter Regan, Niki Duff-Tytler, Eugene Ng, Larissa Ozog, Arjuna Thiru Moorthy

**Mail Number:** ADCO Con-GCOR-002698

**Subject:** Re: Communit Health Building - REF Notification Process

Morning Christian,

Just following up on the below REF notification process. Can you please confirm the date that the plans have been submitted to Council and the neighbours?

Kind regards,

**KELSEY GODWIN-SMITH**

**DESIGN MANAGER**

02 8437 5000

0400 772 053

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**From:** K Godwin-Smith

**Sent:** 05/09/2022 1:53:08 PM AEST (GMT +10:00)

**To:** Ricky Gregory, Christian Weitz

**Cc:** Liam Clark, Josh Innes, Peter Regan, Niki Duff-Tytler, Eugene Ng, Larissa Ozog, Arjuna Thiru Moorthy

**Mail Number:** ADCO Con-GCOR-002412

**Subject:** Communnith Health Building - REF Notification Process

Hi Christian & Ricky,

Please find attached the REF documents for the notification process associated with the Community Health Building.

This includes the following:

- The notification plan and 2 x letter templates for HI to send to surrounding land owners & Griffith Council. These are to be on notification for 21 days.

Could you please review with HI and provide any comments.

Kind regards,

**KELSEY GODWIN-SMITH**  
DESIGN MANAGER

02 8437 5000  
0400 772 053

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