ACT Government
Chief Minister, Treasury and Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2018-0073

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	45
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [redacted]
To: CMTEDD FOI
Subject: Freedom of Information request
Date: Monday, 26 March 2018 5:09:33 PM

Please find online enquiry details below. Please ensure this enquiry is responded to within fourteen working days.

Your details

All fields are optional, however an email address OR full postal address must be provided for us to process your request. An email address and telephone contact number will assist us to contact you quickly if we need to discuss your request.

Title:
First Name:
Last Name:
Business/Organisation:
Address:
Suburb:
Postcode:
State/Territory:
Phone/mobile:
Email address:

[redacted]

Request for information

(Please provide as much detail as possible, for example subject matter and relevant dates, and also provide details of documents that you are not interested in.)

Under the Freedom of Information Act 2016 I want to access the following document/s (*required field):

I write to request under the Freedom of Information Act 2016 documents relating to the decommissioning of Westside Village since 1 January 2017.

I do not want to access the following documents in relation to my request::

Thank you.
Freedom of Information Coordinator

ACT Government
Chief Minister, Treasury and Economic Development

Our ref: CMTEDDFOI 2018-0073

[redacted]

via email: [redacted]

Dear [redacted]

FREEDOM OF INFORMATION REQUEST

I refer to your application received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 26 March 2018, in which you sought access under section 30 of the *Freedom of Information Act 2016* (the Act).

Specifically, you sought access to: "*...documents relating to the decommissioning of Westside Village since 1 January 2017.*"

Authority

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

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 1 June 2018.

Third Party Consultation

In making this decision, I completed consultation with a relevant third party in accordance with section 38 of the Act. The third party did not object to release of the information.

Decision on access

A search of documents was conducted and resulted in 162 documents being identified that fall with the scope of your request.

I have decided to grant full access to 89 documents and partial access to the remaining 73 documents. The information redacted in the documents would, on balance, be contrary to the public interest to release under the test set out in section 17 of the Act.

I have included as Attachment A to this letter the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and

the access decision for each of those documents. The documents to be released to you are provided as Attachment B to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decision is below.

Statement of Reasons

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

- the Act;
- the content of the documents that fall within the scope of your request;
- the views of a relevant third party; and
- the *Human Rights Act 2004*.

Exemptions claimed

My reasons for deciding not to grant access to the components of these documents are as follows:

Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Factors favouring disclosure (Schedule 2 section 2.1)

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factor in favour of disclosure is relevant to determine if release of the information contained within these documents is within the 'public interest':

(a) disclosure of the information could reasonably be expected to do any of the following:
- *(i) promote open discussion of public affairs and enhance the government's accountability;*
- *(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;*
- *(viii) reveal the reason for a government decision and any background or contextual information that informed the decision;*

Having considered the factors identified as relevant in this matter, I consider that release of the information within the scope of the request may promote open discussion of public affairs and enhance the government's accountability. The documents identified contain information relating to the decommissioning of Westside Village which I consider is of public interest. There are a number of email communications between the ACT Property Group and the Westside vendors regarding the removal of their containers. Moreover, there are email communications and discussions within the Directorate regarding the future use of the containers. I consider the release of this information could inform the community that the Directorate proactively engaged with relevant stakeholders to allow sufficient time to relocate the containers and to ensure Westside Village close down safely and within the required timeframe. The release of the documents identified will also provide contextual and background information relating to the decommissioning strategy and the cost options considered by the relevant business areas. As a result the release of this information may enhance the Directorate's accountability. I am satisfied that the public interest in increasing transparency and accountability of the Directorate carries significant weight.

Factors favouring non-disclosure (Schedule 2 section 2.2)

As required in the public interest test set out in section 17 of the Act, I have also identified the following public interest factor in favour of non-disclosure that I believe is relevant to determine if release of the information contained within these documents is within the 'public interest':

(a) disclosure of the information could reasonably be expected to do any of the following:
- *(ii) prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004;*
- *(xi) prejudice trade secrets, business affairs or research of an agency or person;*

When considering the documents and factors in favour of non-disclosure, I have considered the personal information contained in the documents, including names, signatures and contact information. I am satisfied that the names and contact information of government employees should be released as these individuals were acting in their official capacity and the personal information being released is done so in relation to these individuals exercising their delegations in a work related capacity. I do not consider the release of this information is unreasonable or could prejudice their right to privacy.

However, I consider it is unreasonable to release the names and contact information of individuals that are not ACT Government employees as this is personal information that is not publicly available. I have also decided to redact the names and contact information of businesses in some documents that contain information relating to bond payments by various vendors and their outstanding payments. I am satisfied that information regarding individual's identity is personal information. Business owners/operators can be

identified from the name of their businesses and I consider this financial information is personal information of the business owners. I am of the opinion that release of this information may prejudice the protection of the individual right to privacy or any other right under the *Human Rights Act 2004*. I am satisfied that this factor favouring non-disclosure should be afforded significant weight as it relates to individual privacy.

Having reviewed the documents identified, I also consider that the release of certain information could prejudice business affairs of a business. The information is related to the operational cost of this business and the release of such information may adversely impact the current and future business activities of the business.

Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that is not in the public interest to release, while releasing the rest of the documents will ensure the intent of the Act is met and will provide you with access to the majority of information held by CMTEDD within the scope of your request.

Additional Information

- Documents that are redacted in full as out of scope material have been removed from the document binder. Specifically, the following pages have been removed: 2-3, 8-9, 13, 16, 60, 110, 120, 135, 196-261, 263-292, and 306-309.
- Document Ref No. 100 is a report relating to a different project and the majority of the information in the report is out of scope. However, there is information relating to this request under section "other active projects" and as a result this report was captured as an in scope document.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are applicable for this request because the total number of folio's to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived in accordance with section 107 (2)(e) of the Act.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application and my decision in response to your access application will be published in the CMTEDD disclosure log after 6 June 2018. Your personal contact details will not be published. You may view CMTEDD disclosure log at: https://www.cmtedd.act.gov.au/functions/foi/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 in the CMTEDD 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(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
Level 4, 1 Moore St
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 6207 7754 or email CMTEDDFOI@act.gov.au

Yours sincerely,

Daniel Riley
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

1 June 2018

ACT Government
Chief Minister, Treasury and Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
[redacted]	Documents relating to the decommissioning of Westside Village since 1 January 2017.	CMTEDDFOI 2018-0073

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-3	Email - RE: Westside Acton Park - Closing April 2017	10/1/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
2	4-5	Email - RE: Westside closure - Workplan	16/1/2017	Full	n/a	Yes
3	6	Email - Westside - Garden Maintenance	17/1/2017	Full	n/a	Yes
4	7-9	Email - January 2017 update on Westside	17/1/2017	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
5	10-11	Email - RE: westside	17/1/2017	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
6	12-13	Emil - RE: Westside Update	17/1/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
7	14-16	Email - RE: Westside Update	18/1/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
8	17	Attachment to previous email – Invoice	16/6/2015	Partial	Sch 2 s2.2 (a)(ii)	Yes
9	18	Email - Westside - Current Vendors	18/1/2017	Full	n/a	Yes
10	19	Attachment to previous email – Westside container layout and ownership	18/1/2017	Full	n/a	Yes
11	20	Email - Westside	18/1/2017	Full	n/a	Yes
12	21	Email - FW: Westside Decommissioning	23/1/2017	Full	n/a	Yes
13	22	Email - RE: Westside Decommissioning	23/1/2017	Full	n/a	Yes

14	23-35	Attachment 1 to previous email – Westside Structural Inspection Report	21/8/2015	Partial	Sch 2 s2.2 (a)(ii)	Yes
15	36-38	Attachment 2 to previous email – Email - RE: Westside - App. for non-Domestic Discharge to Sewer	1/9/2015	Partial	Sch 2 s2.2 (a)(ii)	Yes
16	39-40	Attachment 1 to Ref No. XX – Grease Trap Identification	11/8/2015	Full	n/a	Yes
17	41-44	Attachment 2 to Ref No. XX – Application for Non-Demestic Discharge to Sewer	11/8/2015	Full	n/a	Yes
18	45-46	Attachment 3 to Ref No. XX – Grease Trap Identification	11/8/2015	Full	n/a	Yes
19	47-48	Attachment 4 to Ref No. XX – Grease Trap Identification	11/8/2015	Full	n/a	Yes
20	49-50	Email - FW: Westside Village Board Paper	24/1/2017	Full	n/a	Yes
21	51-52	Attachment to previous email - Email - FW: Westside - requirements from Property Group	23/11/2016	Partial	Sch 2 s2.2 (a)(xi)	Yes
22	53	Attachment 1 to previous email – Finance report as at 21 Nov 2016	undated	Full	n/a	Yes
23	54	Attachment 2 to previous email – Arrears report as at 22 Nov 2016	undated	Partial	Sch 2 s2.2 (a)(ii)	Yes
24	55-56	Attachment 3 to previous email - Westside budget for the 2016/17 FY Attachment 4 to previous email is at https://www.accesscanberra.act.gov.au/ci/fattach/get/111747/1478132855/redirect/1/filename/Guidelines+for+the+preparation+of+Noise+Management+Plans+for+development+applications.pdf	undated	Full	n/a	Yes
25	57	Email - FW: Westside Village Board Paper	24/1/2017	Full	n/a	Yes
26	58	Attachment to previous email - Westside Debt 24-1	24/1/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
27	59-60	Email - FW: Future Use of Westside Village	1/2/2017	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
28	61	Email - LDA Board Paper - Westside Decommissioning	2/2/2017	Full	n/a	Yes
29	62-65	Attachment to previous email – LDA Board Paper	2/2017	Full	n/a	Yes
30	66	Email - RE: LDA Board Paper - Westside Decommissioning	2/2/2017	Partial	Sch 2 s2.2 (a)(xi)	Yes
31	67-70	Attachment 1 to previous email – LDA Board Paper	2/2017	Full	n/a	Yes

32	**71-73**	**Attachment 2 to previous email – Westside cost reconciliation at 31 Jan 2017**	**31/1/2017**	**Partial**	**Sch 2 s2.2 (a)(xi)**	**Yes**
33	**74**	**Email - Westside**	**2/2/2017**	**Full**	**n/a**	**Yes**
34	**75**	**Email - RE: LDA Board Paper - Westside Decommissioning**	**2/2/2017**	**Partial**	**Sch 2 s2.2 (a)(xi)**	**Yes**
35	**76**	**Email - RE: LDA Board Paper - Westside Decommissioning**	**3/2/2017**	**Partial**	**Sch 2 s2.2 (a)(xi)**	**Yes**
36	**77-79**	**Attachment to previous email – Westside as at 31 Jan 2017**	**31/1/2017**	**Partial**	**Sch 2 s2.2 (a)(ii)**	**Yes**
37	**80**	**Email - FW: LDA Board Paper - Westside Decommissioning** **Attachment 1 – see Ref No. 29** **Attachment 2 – see Ref No. 36**	**3/2/2017**	**Full**	**n/a**	**Yes**
38	**81**	**Email - FW: LDA Board Paper - Westside Decommissioning**	**3/2/2017**	**Full**	**n/a**	**Yes**
39	**82-85**	**Attachment to previous email – LDA Board – Westside Decommissioning**	**2/2017**	**Full**	**n/a**	**Yes**
40	**86**	**Email - RE: LDA Board Paper - Westside Decommissioning**	**3/2/2017**	**Full**	**n/a**	**Yes**
41	**87**	**Email - Westside Village QTB - costs**	**3/2/2017**	**Full**	**n/a**	**Yes**
42	**88-91**	**Attachment to previous emai – 10. City to the Lake – Westside Village (EPSDD)**	**14/2/2017**	**Partial**	**Sch 2 s2.2 (a)(xi)**	**Yes**
43	**92**	**Email - RE: LDA Board paper - Westside Village Update** ***Please note that the draft paper referred to in the email is not in possession of CMTEDD***	**3/2/2017**	**Full**	**n/a**	**Yes**
44	**93-94**	**Email - FW: Westside Board paper**	**14/2/2017**	**Full**	**n/a**	**Yes**
45	**95-99**	**Attachment to previous email – LDA Board – Westside Decommissioning**	**2/2017**	**Full**	**n/a**	**Yes**
46	**100**	**Email - FW: Westside Board paper**	**14/2/2017**	**Full**	**n/a**	**Yes**
47	**101**	**Email - FW: Westside Board paper**	**14/2/2017**	**Full**	**n/a**	**Yes**
48	**102-106**	**Attachment to previous email – LDA Board – Westside Decommissioning**	**2/2017**	**Full**	**n/a**	**Yes**

49	107	Email - FW: Westside Board paper Attachment: see Ref No. 48	14/2/2017	Full	n/a	Yes
50	108-110	Email - RE: Westside Update	14/2/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
51	111-112	Email - RE: Urgent	15/2/2017	Full	n/a	Yes
52	113-116	Attachment to previous email – LDA Board – Westside Decommissioning	2/2017	Full	n/a	Yes
53	117-118	Email - Fwd: EDD/CM meeting action list - 13 February	16/2/2017	Full	n/a	Yes
54	119-122	Attachment to previous email – Action items	undated	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
55	123-124	Email - FW: FOR ACTION: Westside Containers EOI	24/2/2017	Full	n/a	Yes
56	125-126	Email - can you please review and offer feedback - WESTSIDE VERTICAL VILLAGE	3/3/2017	Full	n/a	Yes
57	127	Email - EOI for Westside Vertical Village Containers	3/3/2017	Full	n/a	Yes
58	128	Email - Westside Containers	6/3/2017	Full	n/a	Yes
59	129	Attachment to previous email – Email - FW: EOI for Westside Vertical Village Containers	3/3/2017	Full	n/a	Yes
60	130	Email - RE: Westside Containers	7/3/2017	Full	n/a	Yes
61	131-133	Email - RE: Access Canberra DA Meeting	7/3/2017	Full	n/a	Yes
62	134-135	Attachment to previous email – Email - RE: Westside Update	17/1/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
63	136-137	Email - RE: Westside DA Attachment – see Ref No. 10	7/3/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
64	138	Email - RE: Westside Village infrastructure	14/3/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
65	139-141	Email - RE: Westside containers	15/3/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
66	142-143	Email - FW: FOR ACTION: Westside Containers EOI Attachment 1 – see Ref No. 65	15/3/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
67	144	Attachment 2 to previous email - Re: Westside Village infrastructure	14/3/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes

68	145	Email - FW: FOR ACTION: Westside Containers EOI	16/3/2017	Full	n/a	Yes
69	146-148	Attachment to previous email – LDA Board – westside funding request	8/3/2017	Full	n/a	Yes
70	149	Email - FW: FOR ACTION: Westside Containers EOI	16/3/2017	Full	n/a	Yes
71	150	Email - Shipping Containers Enquiry	16/3/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
72	151-153	QTB – City to the lake	21/3/2017	Partial	Sch 2 s2.2 (a)(xi)	Yes
73	154	Email - Westside Non-Fixtures	27/3/2017	Full	n/a	Yes
74	155	Email - FW: Westside DA Attachment – see Ref No. 10	27/3/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
75	156	Email - Westside decommissioning - storage option	29/3/2017	Full	n/a	Yes
76	157	Email - RE: Westside decommissioning - storage option	29/3/2017	Full	n/a	Yes
77	158	Attachment to previous email – 20170329_133347	29/3/2017	Full	n/a	Yes
78	159	Email - RE: Westside decommissioning - storage option	29/3/2017	Full	n/a	Yes
79	160	Email - RE: Westside Update	3/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
80	161	Email - RE: Westside Traders	3/4/2017	Full	n/a	Yes
81	162-164	Email - FW: Urgent for clearance - Westside disposal CM brief	6/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
82	165-169	Attachment to previous email – Westside disposal CM brief	6/4/2017	Full	n/a	Yes
83	170	Email - RE: Westside Update	6/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
84	171-173	Email - RE: Westside Acton Park – Bins	6/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
85	174	Email - RE: Westside Update	6/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
86	175	Email - Westside Village	6/4/2017	Full	n/a	Yes

87	176	Email - Westside - Hire Containers	6/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
88	177	Email - FW: Westside Hire Containers	6/4/2017	Full	n/a	Yes
89	178	Email - RE: Westside - Work plan	6/4/2017	Full	n/a	Yes
90	179-180	Email - RE: Westside - decommissioning timing	7/4/2017	Full	n/a	Yes
91	181-182	Email - FW: Westside Acton Park	10/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
92	183-185	Email - FW: FOR ACTION: Westside Containers EOI	13/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
93	186	Email – RE: Westside fence collection	19/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
94	187	Email - FW: Lyneham Depot - Plans for additional two 20 foot containers	21/4/2017	Full	n/a	Yes
95	188	Attachment to previous email - 20170413172243917	13/4/2017	Full	n/a	Yes
96	189-191	Email - Access to container	26/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
97	192	Email - RE: West side village containers	28/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
98	193	Email - Westside Non-Fixtures	28/4/2017	Full	n/a	Yes
99	194	Email - FW: Removal of container - Westside Village	28/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
100	195-292	City to the Lake – Strategic Outlook	4/2017	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
101	293	Email - RE: Westside	1/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
102	294-295	Email - RE: Westside - decommissioning timing	1/5/2017	Full	n/a	Yes
103	296	Email - Shipping Container - Westside Acton Park	1/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
104	297-298	Email - RE: Westside Project	2/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
105	299-300	Email - RE: Removal of container - Westside Village	3/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes

106	301	Email - RE: Westside Closure - Individual Containers and Vertical Village	3/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
107	302	Email - RE: Westside Closure - Individual Containers and Vertical Village	3/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
108	303	Email - Re: Westside Closure - Individual Containers and Vertical Village	3/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
109	304	Email - RE: Westside Closure - Individual Containers and Vertical Village	4/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
110	305-309	Email - RE: space required	9/5/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
111	310	Attachment to previous email - 20170509173055338	9/5/2017	Full	n/a	Yes
112	311	Email - RE: space required	9/5/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
113	312	Attachment 1 to previous email – 25 Facing west	undated	Full	n/a	Yes
114	313	Attachment 2 to previous email – 26 Facing west	undated	Full	n/a	Yes
115	314	Email - RE: space required	10/5/2017	Partial	Sch 2 s2.2 (a)(ii) Out of scope material has been redacted.	Yes
116	315	Email - RE: Westside containers - ground floor	10/5/2017	Full	n/a	Yes
117	316	Email - Westside Acton Park - Bin Lifter Key	10/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
118	317-319	Email - RE: Removal of container - Westside Village	10/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
119	320-321	Email - FW: Westside	15/5/2017	Full	n/a	Yes
120	322-323	Attachment to previous email – Email - RE: Westside fee proposal	27/3/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
121	324-346	Attachment to previous email – Westside Deconstruction	27/3/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
122	347-348	Email - For your urgent review: Westside board paper	16/5/2017	Full	n/a	Yes
123	349-350	Attachment to previous email – LDA Board – Westside funding request	15/5/2017	Full	n/a	Yes
124	351	Email – FW: For your urgent review: Westside board paper	16/5/2017	Full	n/a	Yes

125	352-353	Email - RE: Westside - site cleanliness	16/5/2017	Full	n/a	Yes
126	354	Email - Westside - General clean request	16/5/2017	Full	n/a	Yes
127	355-357	Email - FW: Westside Village Board Paper	16/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
128	358	Attachment to previous email – Email - Decommissioning strategy for Westside Vertical Village	23/11/2016	Partial	Sch 2 s2.2 (a)(ii)	Yes
129	359	Email - RE: Westside Village Board Paper	17/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
130	360	Email - RE: Westside	18/5/2017	Full	n/a	Yes
131	361-362	Attachment to previous email – QTB – City to the Lake	undated	Full	n/a	Yes
132	363	Email - Re: Westside Containers	18/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
133	364	Email - Hire Containers – Westside	19/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
134	365-367	Email - Hire Containers – Westside	19/5/2017	Full	n/a	Yes
135	368	Email - RE: Westside Decommissioning Logistics	22/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
136	369	Attachment to previous email – Email - FW: Westside Containers	18/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
137	370	Email - Fence Panel - Westside	23/5/2017	Full	n/a	Yes
138	371	Attachment 1 to previous email – Email - RE: Artwork at Westside Attachment 2 – see Ref No. 93	13/4/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
139	372-375	Email - Re: Westside - Vertical village Furniture	31/5/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
140	376-377	Email - Re: Westside - Vertical village Furniture	5/6/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
141	378-382	Email - Re: Westside Closure - Individual Containers and Vertical Village	8/6/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
142	383	Email - FW: Westside DA	9/6/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
143	384	Attachment to previous email – Westside container layout and ownership January 2017	9/6/2017	Full	n/a	Yes

144	385-386	Email - FW: Westside Container Village	9/6/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
145	387-388	Email - RE: New dates for containers?	9/6/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
146	389-390	Email - FW: Westside Deconstruction	16/6/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
147	391	Email - RE: Westside Deconstruction	19/6/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
148	392	Email - RE: Westside	17/7/2017	Full	n/a	Yes
149	393	Email - RE: Westside Fence Removal	14/8/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
150	394	Email - RE: Westside Fence Removal	14/8/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
151	395-397	Appointment of a certified and application for building approval	5/7/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
152	398-399	Appointment of a certified and application for building approval	undated	Full	n/a	Yes
153	400-401	Appointment of builder and applicantion for commencement notice	10/7/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
154	402-403	Application for building commencement notice	undated	Full	n/a	Yes
155	404-405	Building Approval	14/7/2017	Full	n/a	Yes
156	406	Waste management plan	undated	Partial	Sch 2 s2.2 (a)(ii)	Yes
157	407-408	Building commencement notice	14/7/2017	Full	n/a	Yes
158	409	Building approval fees and levies tax invoice	14/7/2017	Full	n/a	Yes
159	410	Building approval fees and levies receipt	19/7/2017	Full	n/a	Yes
160	411-413	Application for certificate of occupancy and use	8/9/2017	Partial	Sch 2 s2.2 (a)(ii)	Yes
161	414-415	Application for certificate of occupancy and use	8/9/2017	Full	n/a	Yes
162	416-417	Certification of completion of building work	11/9/2017	Full	n/a	Yes

163	418	Certification of completion of demolition	12/9/2017	Full	n/a	Yes

Total No of Docs
163

From: Fairman, Mikhala
Sent: Tuesday, 10 January 2017 1:37 PM
To: Sch 2
Subject: RE: Westside Acton Park - Closing April 2017 [SEC=UNCLASSIFIED]

Hi Sch 2

I have just resent the work order.

If you do not receive please let me know

Kind Regards

Mikhala Fairman | Work Plan Administrator

Phone 02 6207 6069 | Fax 02 6213 0735 | Mikhala.Fairman@act.gov.au
ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

---

From: Sch 2 s2.2(a)(ii)
Sent: Monday, 9 January 2017 2:08 PM
To: Fairman, Mikhala
Subject: RE: Westside Acton Park - Closing April 2017 [SEC=UNCLASSIFIED]

If you could re send it through that would be great

Cheers

Sch

From: Fairman, Mikhala [mailto:Mikhala.Fairman@act.gov.au]
Sent: Monday, 9 January 2017 7:59 AM
To: Sch 2
Cc: Taylor, Brett
Subject: RE: Westside Acton Park - Closing April 2017 [SEC=UNCLASSIFIED]

Good Morning Sch 2

Thank you for the confirmation of cancelling the planned maintenance for Westside Acton Park as of the 30th April 2017.

Januarys work order number is 83153-C1, do you need me to resend this through to you. It was originally emailed on the 21/12/16.

Kind Regards

Mikhala Fairman | Work Plan Administrator

Phone 02 6207 6069 | Fax 02 6213 0735 | Mikhala.Fairman@act.gov.au
ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

From: Smith, Brendon
Sent: Monday, 16 January 2017 12:14 PM
To: Fairman, Mikhala
Subject: RE: Westside closure - Workplan [SEC=UNCLASSIFIED]

Thanks Mikhala,

That's ok, I will contact them as they have sent me an email.

Regards'
Brendon
54673

From: Fairman, Mikhala
Sent: Tuesday, 10 January 2017 1:42 PM
To: Smith, Brendon
Subject: RE: Westside closure - Workplan [SEC=UNCLASSIFIED]

All contractors have been notified.

Do I need to provide notice to Asset Constructions Hire for scissor lift servicing as of what I can remember there is a different contract set up for this. (I could be wrong)???

Kind Regards

Mikhala Fairman | Work Plan Administrator

Phone 02 6207 6069 | Fax 02 6213 0735 | Mikhala.Fairman@act.gov.au
ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

---

From: Smith, Brendon
Sent: Wednesday, 21 December 2016 3:16 PM
To: Fairman, Mikhala
Subject: Westside closure - Workplan [SEC=UNCLASSIFIED]

Mikhala,

A decision has been made to close Westside on Sunday 30 April 2017.

Please inform all contractors of this close date.

Regards

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

Please note that this office will close from 5.00pm Friday 23 December 2016 and re-open 8.30am Tuesday 3 January 2017.

During this period emergency maintenance requests can be made to the Response Centre on 6213 0700.

The Response Centre will operate 24 x 7 over the holiday period.

Merry Christmas and a Happy New Year from the ACT Property Group.

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 9:01 AM
To: actpg
Subject: Westside - Garden Maintenance [SEC=UNCLASSIFIED]

Please arrange for a gardener to attend general weeding and snipping of the site – bet times are mon, tue, wed before 10am

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Glanville, Cherie
Sent: Tuesday, 17 January 2017 2:52 PM
To: Hill, Ian; Barges, Joanne; Barker, David; Beer, Alison; Bellchambers, Ruby; Ciaccia, Donna; Dean, Natalie; Dean, Peter; Fallon, Naomi; Faulks, Amy; Fraser, Katherine; Green, Erica; Heywood, Chanelle; Hitchcock, Kate; Hofman, Genevieve; Krix, Paul; Lemmon, Peta; MacLachlan, Judy; Mansill, Maxine; Mitchell, Andrew; Nicholls, Brodie; Nichols, Britt; Nutt, Teone; Parkes, Maddy; Raine, Laura; Roberts, Jacquie; Ryan, Kelly; Salmon, Michael; Schubert, Mary; Seah, Rei; Smethills, Robert (Canberra Visitors Centre); Stirton, Will; Taylor-Mathisen, Lauren; Turnbull, Nicole; Dunchue, Cassie
Cc: Verden, Jo; Stankevicius, Adam; Ireland, Dianne
Subject: January 2017 update on Westside

Hi all
As per Mel Skinner (LDA), Westside will close Sunday 30 April.

Some vendors have already left – others will stay until closing.
Accordingly the new copy for www.visitcanberra.com.au has been approved by Mel to read as follows:

Westside Acton Park is a lake-side market square precinct made entirely of shipping containers which offers an urban play space for basketball and futsal. Outstanding food and wine combine with amazing views of Lake Burley Griffin to make this an ideal place to get together and celebrate life with your favourite people.

Please update your records.

Cheers
Cherie

CHERIE GLANVILLE
Digital Database Coordinator *(Monday to Thursday)*
VisitCanberra

T +61 2 6205 0029
F +61 2 6205 0629

Out of Scope

From: Verden, Jo
Sent: Tuesday, 17 January 2017 4:01 PM
To: Hill, Ian; Stankevicius, Adam
Cc: Ireland, Dianne; Tyler, Sam; Priest, Jenny; House, Jeff; Cox, Ian
Subject: RE: westside [SEC=UNCLASSIFIED]

Hi Ian/Adam,

Would also be good to get an update on Out of Scope

Regards

JO VERDEN

Deputy Director

VisitCanberra

T

+61 2 6205 0554

M

0403 444 326

F

+61 2 6205 0629

http://tourism.act.gov.au/esig/newlogo.gif <http://tourism.act.gov.au/esig/esig-redirector.html>

VISITCANBERRA.COM.AU <http://visitcanberra.com.au> | TOURISM.ACT.GOV.AU <http://tourism.act.gov.au>

From: Hill, Ian
Sent: Tuesday, 17 January 2017 3:09 PM
To: Stankevicius, Adam
Cc: Ireland, Dianne; Verden, Jo; Tyler, Sam; Priest, Jenny; House, Jeff; Cox, Ian
Subject: westside [SEC=UNCLASSIFIED]

Hi Adam

Can you please arrange for a meeting and verbal brief by LDA on Westside and the CTTL.

Keen for us all to understand the bump out but more importantly the works going on in that precinct and what opportunities (or constraints) that we in Enterprise need to be aware of.

Suggest Nick and Mel Skinner would be great and that we allow an hour.

Jeff/Ian – purely optional but most welcome.

Cheers

Ian

Ian Hill

Executive Director Enterprise Canberra

VisitCanberra | Cultural Canberra | Active Canberra

Chief Minister, Treasury and Economic Development Directorate

P: +61 2 6205 0012 | M: 0402078584

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 4:22 PM
To: Sch 2
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Thank you

From: Sch 2 s2.2(a)(ii)
Sent: Tuesday, 17 January 2017 4:11 PM
To: Smith, Brendon
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Hi Brendon
Yes ill be gone by the 14 of may

Sch

From: Smith, Brendon [mailto:Brendon.Smith@act.gov.au]
Sent: Tuesday, 17 January 2017 4:06 PM
To: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Good afternoon everyone,

Free Standing Containers

For Vendors staying on until 30 April 2017, please be advised that the Territory requires vacant possession of the site by no later than 14 May 2017. This will allow Vendors 2 x weeks to disconnect and cap any services and remove their containers from site. It is critical that we meet this deadline so it does not interfere with removal of the Vertical Village. Please note that no businesses are permitted to operate beyond 30 April 2017.

Vertical Village

For Vendors located within the Vertical Village, I will contact each of you individually to discuss options concerning the container.

Please contact me should you require further information or wish to discuss.

Regards
Brendon
6205 4673

Out of Scope

From: Smith, Brendon
Sent: Wednesday, 18 January 2017 9:26 AM
To: Sch 2
Cc: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Update [SEC=UNCLASSIFIED]
Attachments: Sch 2 s2.2(a)Inv.pdf

Hi Sch

Yes, you have the option to forgo the container and have the bond allocated to your account. The bond would be used to offset any rental arrears or make good should there be any.

Cut out and frames fitted costs to containers are a fit-out related and non refundable.

Regards
Brendon
54673

From: Sch 2 s2.2(a)(ii)
Sent: Tuesday, 17 January 2017 8:45 PM
To: Smith, Brendon
Cc: Sch 2 s2.2(a)(ii)
Subject: Re: Westside Update [SEC=UNCLASSIFIED]

Hello Brendan,

The two options that you represented are the same arent they?

Do you mean forgo the container and get our bond back?

Also web paid $5800 not $3000. The extra 2800 is for the deposit fir the cut out, it was advised by R&R that this amount will be returned to us.

Regards,
Sch 2

Sent from my iPhone.

Regards,
Sch 2

Sent from my iPhone.
On 17 Jan 2017, at 16:14, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Good afternoon Sch 2 s2.2(a)(ii) ,
>
> I understand that Sch 2 has paid a $3,000 bond.
>
> The Vendor has the option to purchase the container for $3,000 plus GST or forgo the bond and own the container outright.

Please advise your preference.

Regards
Brendon
6205 4673

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 4:06 PM
To: Sch 2 s2.2(a)(ii) [redacted]
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Good afternoon everyone,

Free Standing Containers

For Vendors staying on until 30 April 2017, please be advised that the Territory requires vacant possession of the site by no later than 14 May 2017. This will allow Vendors 2 x weeks to disconnect and cap any services and remove their containers from site. It is critical that we meet this deadline so it does not interfere with removal of the Vertical Village. Please note that no businesses are permitted to operate beyond 30 April 2017.

Vertical Village

For Vendors located within the Vertical Village, I will contact each of you individually to discuss options concerning the container.

Please contact me should you require further information or wish to discuss.

Regards
Brendon
6205 4673

Out of Scope [redacted]

Attn: Sch 2 [redacted]

15 June 2015

Ref: 000437_Cont_2

Description	Unit	Total (AUD)
Being bond payment for 20 foot container at Westside Acton Park, Barrine Drive, 2601	1	$3,000.00
Being payment for the cutout and frames fitted into the containers	1	$2,800.00
GST		$580.00
Grand total		***$6,380.00***

Payment Terms and Details:

Account name: **Westside**

Bank: **Commonwealth Bank**

Account: **1091 0487**

BSB: **06 2900**

Thank you,

Westside Acton Park
2601
Mobile: 0424127126
E-Mail:jerry@rockmannrush.com.au
Web: www.westsideactonpark.com.au

From: Smith, Brendon
Sent: Wednesday, 18 January 2017 2:49 PM
To: Hughes, DavidH
Cc: Skinner, Melanie; Doherty, David
Subject: Westside - Current Vendors [SEC=UNCLASSIFIED]
Attachments: Westside Container Layout and Ownership January 2017.doc

David,

As requested, current Westside vendors as follows:

The Aviary Bar and Courtside Bar – till 30 April 2017
Habibiz - till 30 April 2017
Limey's Gelato and Damn Fine Roasters – till 30 April 2017
Lolo and Lola - till 30 April 2017
Homegrown Me - till 30 April 2017
The One - till 30 April 2017
Fish Can – undecided, have not been operating

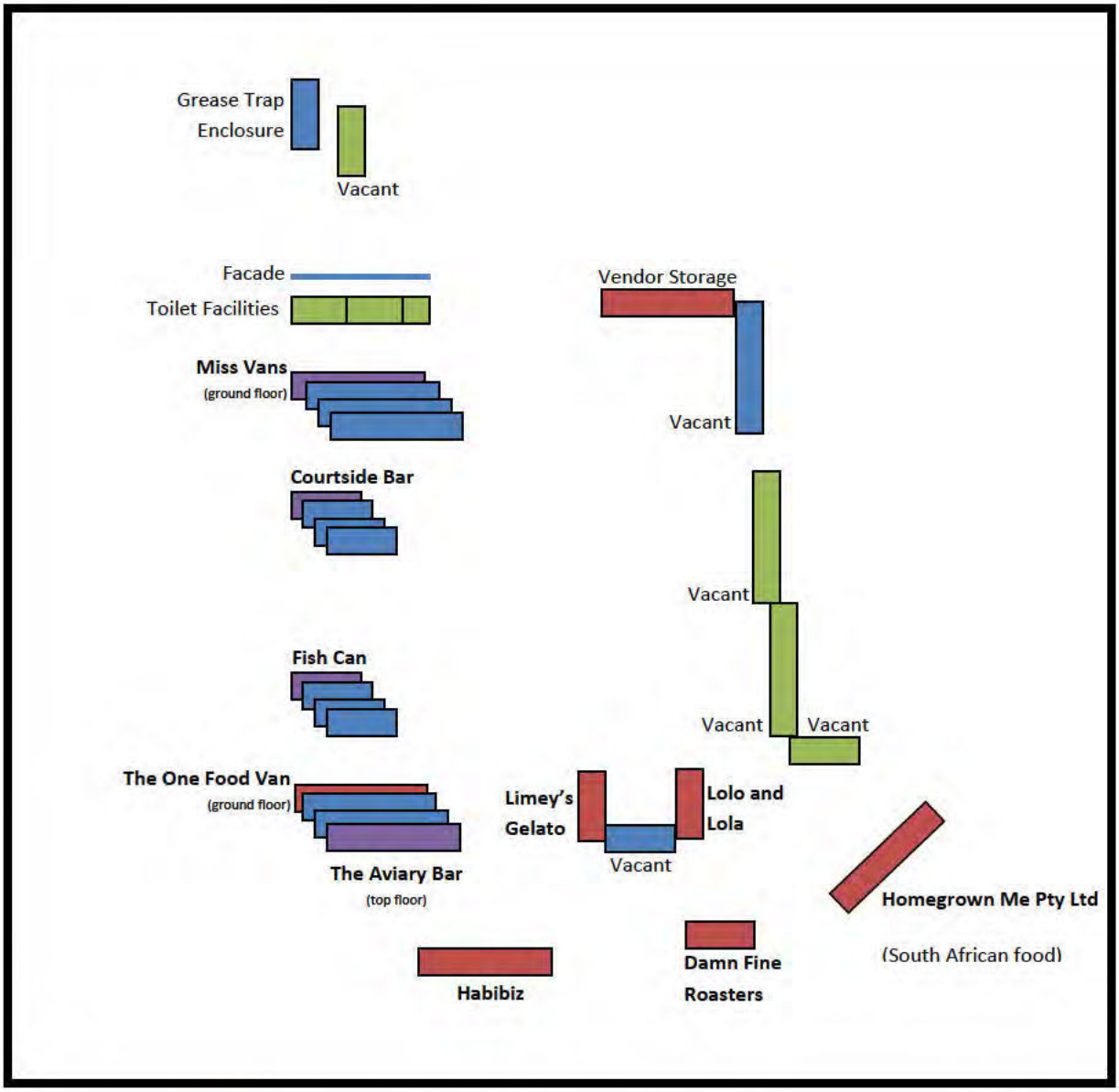
Note: Existing tenants are on month to month agreements and may decide to vacate prior to 30 April 2017. Mrs Vans ceased business on 31 December 2016, however the container remains until the vertical village is removed. Roasted Bites removed their container from site in December 2016.

Please let me know if you require further information or wish to discuss.

Regards

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

Westside Container Layout and Ownership @ 18 January 2017



	Containers owned by Government
	Containers owned by vendor
	Hired by Government
	Containers owned by Government, but fit out owned by vendor (Vendors have option to buy)

From: Wales, PhillipB
Sent: Wednesday, 18 January 2017 2:56 PM
To: Bailey, Daniel
Cc: Gordon, Garry; Smith, Brendon
Subject: Westside [SEC=UNCLASSIFIED]

Hi Daniel

As requested, Brendan has provided the current advice regarding Westside vendors:

The Aviary Bar and Courtside Bar – till 30 April 2017
Habibiz - till 30 April 2017
Limey's Gelato and Damn Fine Roasters – till 30 April 2017
Lolo and Lola - till 30 April 2017
Homegrown Me - till 30 April 2017
The One - till 30 April 2017
Fish Can – undecided, have not been operating

Note: Existing tenants are on month to month agreements and may decide to vacate prior to 30 April 2017. Mrs Vans ceased business on 31 December 2016, however the container remains until the vertical village is removed. Roasted Bites removed their container from site in December 2016.

We are in the process of alerting authorities now as to possible illegal activities on site.

Regards

Phil

Philip Wales, Senior Manager
Phone +61 2 620 77214 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Smith, Brendon
Sent: Monday, 23 January 2017 12:44 PM
To: Doherty, David
Cc: Brown, Mike; Wales, PhillipB
Subject: FW: Westside Decommissioning [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

FYI – the LDA are running with the decommissioning strategy for Westside. Brendon 54673

From: Skinner, Melanie
Sent: Monday, 23 January 2017 11:02 AM
To: Smith, Brendon
Subject: Westside Decommissioning [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Brendon

David and I met with Mark Overton and Jo Stroud this morning, as they will be working on the decommissioning strategy for Westside. The plan is to go out to Expression of Interest in March to dissemble the site from mid-May 2017. This will allow vendors two weeks to remove their containers from the site, before decommissioning works start. We will also need ACT Property Group to organise the return of any rented containers and toilets between 1-14 May.

Could you please advise:

- If ACT Property Group has any "works as executed" drawings showing what was constructed at Westside.
- The number and location of the grease traps
- If Mark and Jo could get a copy of the keys to inspect the site next week.

Cheers

Many thanks

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Smith, Brendon
Sent: Monday, 23 January 2017 4:36 PM
To: Skinner, Melanie
Cc: Connors, Kevin
Subject: RE: Westside Decommissioning [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Mel,

Yes, but not sure how just yet, think we might need to demolish a wall first...I shall take a look tomorrow.

Brendon
54673

From: Skinner, Melanie
Sent: Monday, 23 January 2017 4:25 PM
To: Smith, Brendon
Cc: Connors, Kevin
Subject: Re: Westside Decommissioning [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi again

The scissor lift is also hired too I believe. Can you please arrange for that to be removed also?

Many thanks
Mel

Sent from my iPhone

On 23 Jan 2017, at 2:36 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Hi Melanie,
>
> Noted on these actions – ACTPG shall arrange the return of rented containers and toilets between 1-14 May
>
> Final drawings for the Vertical Village do not exist – I have attached a Structural inspection report that may be of some assistance.
>
> Grease Traps – I have attached email correspondence on the grease traps. I understand that there are 2 x located below ground and 1 x above ground – We use Southern Sullage Service to service them.
>
> Keys may be collected from our office during business hours.
>
> Kevin – if you happen to have any further info on the grease traps, please advise.
>
> Regards
>
> Brendon Smith | Manager, Community Leasing
> **Phone +61 2 620 54673** | Fax +61 2 6213 0734
> **Portfolio Management** |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**

sellick consultants

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f (02) 6247 2203

ACT GOVERNMENT

WESTSIDE DEVELOPMENT, ACTON.

REPORT ON INVESTIGATION, ANALYSIS AND REVIEW OF EXISTING STRUCTURAL DESIGN

SELLICK CONSULTANTS PTY LTD

Project No: 150319

21st August, 2015

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1 EXECUTIVE SUMMARY

Analysis and review of the as-constructed structure in both 2-D and 3-D models indicates that in the majority of the design for the suspended floor, roof, vertical and lateral systems was found to comply with the relevant Australian Design Standards.

Only 2 beams were discovered to be non-compliant with the relevant standards under ultimate limit state design loading. The beams can be rectified relatively easily by installing an additional member underneath each of the existing beams to reduce ultimate stresses.

The structure is not in a condition that warrants any public safety concern however based on this investigation has the potential to be permanently damaged by way of deflection in the event of overloading beyond the anticipated working live load of 5.0kPa (500kg/m^2).

Sellick would suggest the addition of cross bracing at the northern and southern ends of the roof structure, to augment current roof lateral load transfer.

Visual site inspections confirmed that similar to the design, the structure has in our opinion been well fabricated erected and constructed.

2 INTRODUCTION

Sellick Consultants has been engaged by the ACT Government (Land Development Agency, Chief Minister, Treasury and Economic Development Directorate), to undertake a structural review of the Westside development at Acton, ACT.

The request has been made in response to concerns raised regarding the integrity of the structure of the development – in particular a comment made by Asset Management in a report prepared following the inspection of the temporary lift arrangement.

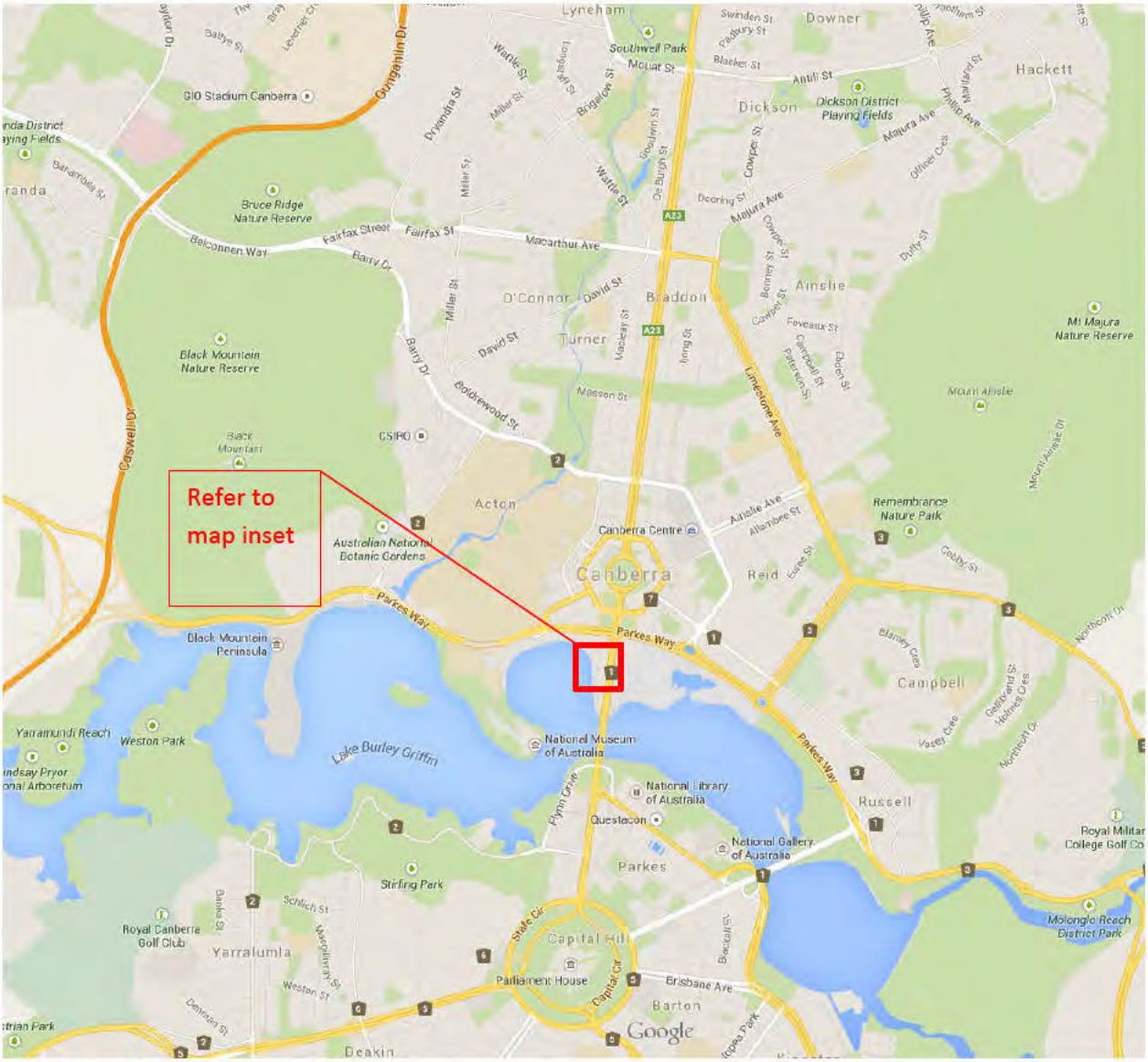
This report reviews the existing structure as documented, and provides findings on any relevant Australian Standard Code compliance or non-conformance, and any suggestions or recommendations out of these findings. The report focusses on 3 areas:

- Issues surrounding the use of the temporary lift, and its replacement with an “alimak” style construction elevator
- Peer review of the as-built structure – analysis of the structural elements, review of existing member sizes under design forces and review of connections and foundations.
- Site inspection of the works as constructed, to confirm adequacy of fabrication and installation in accordance with the design intent and documentation.

3 EXISTING DEVELOPMENT

3.1 General

The Westside Development (Block 24, Section 33 Acton) is part of a 19,097 sq.m block sitting on the northern edge of Lake Burley Griffin between Central and Western Basins, adjacent to Commonwealth Bridge and Commonwealth Avenue. The development sits on approximately 3,000 sq.m of the overall site, between the existing car park and Barrine Drive – on the site of the old Futsal court.



(Aerial Photo Courtesy Google Maps)

(Aerial Photo Courtesy Google Maps)

The Westside Development is intended to be a “pop-up” village – a temporary facility serving several functions:

- Public space
- Exhibition space
- A café and eatery precinct
- An informal function space

And

- An elevated platform to be used to display views across the lake for proposed future residential developments in the area.

The development comprises of several banks of shipping containers to create commercial spaces, and to also “book-end” the central space. The central space between shipping container walls has space at ground floor level (on grade) and an elevated platform approximately 10m wide x 35m long, 8m above ground level. The development has been designed by Cox Architecture, with Murtagh Bond StructuresBuro as consulting structural engineer.

3.2 Existing Structure

3.2.1 General

The existing structure comprises of a structural steel braced frame structure with fabricated steel truss joists supported on hot rolled structural steel beams, in turn supported on braced circular hollow section columns on bored pier foundations.

3.2.2 Floors

The floor system is a fibre reinforced grating (FRP) system. No details of the floor system have been made available, and as such cannot be reviewed or commented upon and outside the scope of this report.

3.2.3 Floor Structure

The structure supporting the floor system comprises of fabricated structural steel open web joists, with equal angle (EA) top chords, circular hollow section (CHS) bottom chords and round bar diagonal members/webs. These joists spanning east-west connect into hot rolled steel universal beams (UBs) running north-south.

3.2.4 Columns

Floor structure UBs are supported on CHS columns of 8m length.

3.2.5 Roof Structure

The roof structure comprises of a series of fabricated CHS trusses, laid over at an angle and tied to the adjacent angled CHS truss, to create a “zig-zag” roof. The trusses have ply sheeting and metal deck roofing over to waterproof the roof. Roof trusses span East-West onto structural steel wall framing or structural steel columns, which land on the floor structure below. On the Western side of the development, the roof structure lands on columns under. On the Eastern side, the columns land on beams/joists cantilevered off CHS columns. Where this additional load is applied, the joist is not an open web joists, but a 310UB hot rolled beam to achieve greater capacity.

3.2.6 Bracing

The roof structure is braced on the western elevation only.
The floor structure is braced with “X” and “K” bracing frames in both directions down to top of foundation levels.

3.2.7 Foundations

The structural steel frame is supported on 600 diameter bored piers, socketed 2000mm into existing soils.

3.2.8 Stairs

All stairs are structural steel framed, with steel plates to landings and treads.

3.2.9 Design Live Load

Structural documentation provided indicates that the steel structure has been designed for a live load of 5.0kPa, which is in line with current Australian Standards for areas subject to people congregating. The 5.0kPa live load is considered to be non-reducible, in accordance with AS1170.1, Clause 3.4.2.

3.2.10 Existing Documentation

In undertaking this review, access to structural documentation was very difficult.

The project has not been documented in a traditional method, of providing a set of engineering design documents to enable a contractor to procure structural trades. The design structural engineer has produced minimal design documentation, as they have also been engaged to undertake steel fabrication workshop details.

There is no evidence of a current document register.

Foundation drawings available are in pencil sketch format, and are incomplete, and has no document status.

Based on the above, we are unable to ascertain whether in some cases we have the latest or “for construction” documentation for the project. We note that the analysis and review is based on the documents we have been able to secure – any newer documents that may be available, potentially influencing our findings.

4 STRUCTURAL ANALYSIS

Sellick Consultants Pty Ltd has undertaken both 2-dimensional and 3-dimensional analysis of the platform and the roof, in both Strand7 and SpaceGass frame analysis packages to confirm results.

5 FINDINGS

From the structural model noted in section 4, the design actions were reviewed against the member capacities in accordance with AS4100 (Steel Structures)

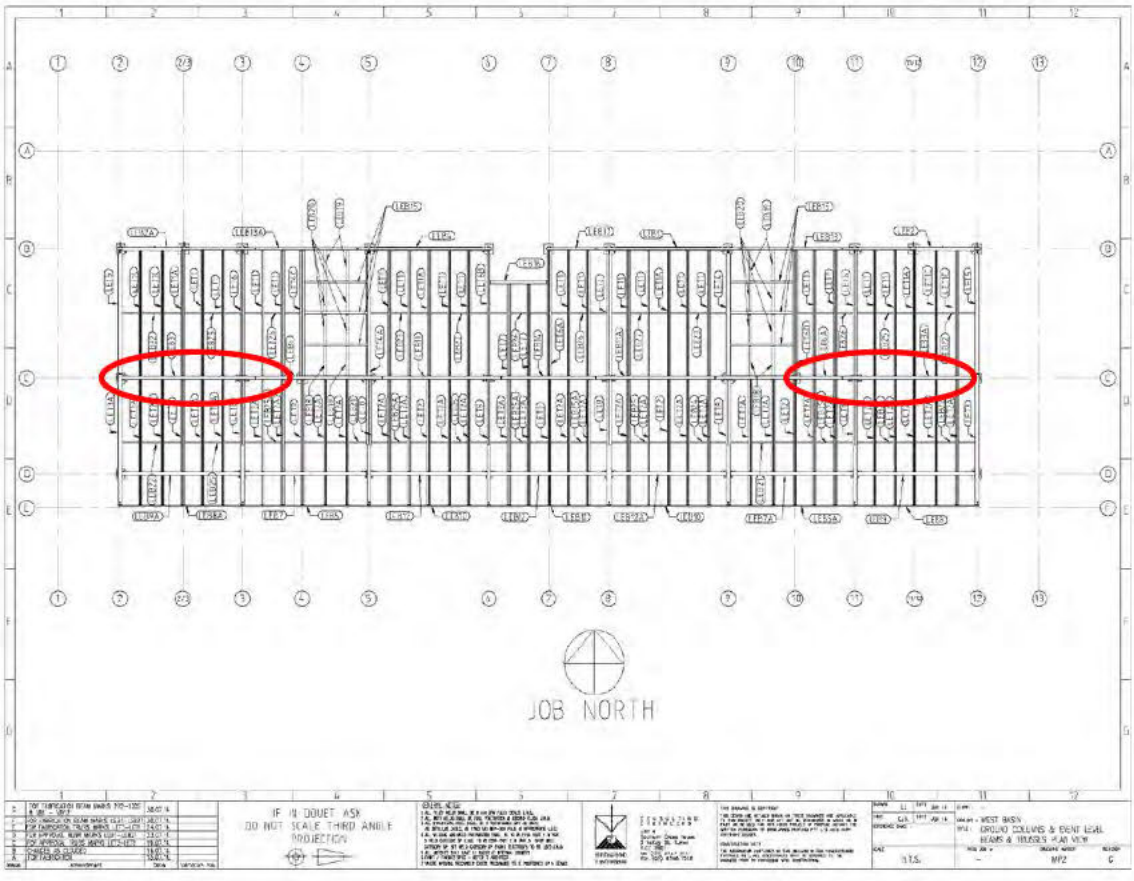
5.1 Floor Joists

Floor joists were found to have adequate structural capacity to support the 5kPa floor live loading.

5.2 Floor Hot Rolled Beams

Floor live loading, plus self weight of joists, was applied to hot rolled structural steel beams running along grids B, C and D. Continuity and connections were modelled as per the available shop details.

From this analysis, all beams were found to have adequate structural capacity to support the 5kPa floor loading applied to them – with the exception of two beams on grid C. These beams are circled in the following marking plan.



The subject beams, LEB3 (200UB25) were analysed for design loads in accordance with AS4100 Steel Structures Code for lower and upper bound conditions. That being; an assumed conservative versus an optimistic boundary conditions as follow:

- Lower Bound (Conservative)
  - Assumption: Beams have simply supported connections
  - Result: Beams are 36% overstressed

- Upper Bound (Optimistic)
  - Assumption: Beams have rigid connections
  - Result: Beams are 10% overstressed

From the above analysis, these two beams were found not to comply with AS4100. For compliance to be achieved, there are several options:

a. Reduction of Live Loads. If the beams cannot be modified, then live loads would need to be reduced to approximately 3.75kPa in the areas of the affected beams.
b. Strengthening of the Beams. To augment the beams, an additional member could be welded to the bottom flange of the affected members. Preliminary design suggests this member to be a 50 x 150 x 6 RHS stitch welded to the 200UB25 bottom flange.

A further analysis was carried out under lower bound conditions focused on the actual working stresses (unfactored) to assess firstly, the condition of collapse and secondly the load path offered by the frame in general. This analysis assumes conservatively that the flooring (FRP) offers no lateral support due to the limited information available and unknown capacity of the proprieting fixing.

The following being determined:

- Collapse of beam without frame effects

  - Assumption: Plastic Hinge develops with no catenary effects from the frame.

  - Result: The beam has a 35% residual capacity for a live load of 5.0kPa, with the beam showing signs of significant deflection which would be disconcerting to the occupants. That said, a live load of 6.5kPa will be required to develop this condition which is unlikely with proper facility management in place

- Collapse of beam with frame effects.
    - Assumption: A plastic hinge develops with the frame in general providing for lateral restraint allowing partial catenary effects.
    - Result: The frame does offer sufficient lateral support to develop catenary action with permanent deformation and deflection of the structure. Thus concluding the loads can be increased past the factored design load of 7.5kPa without collapse however the structure is likely to be permanently damaged.

5.3 Columns

Hot rolled CHS columns – typically either 219CHS or 168CHS – were found to have adequate axial capacity over their effective length to support the design loads from the floor platform and roof structure.

5.4 Roof Structure

The trussed nature of the roof, clad with plywood also provides a very rigid structure, which is not highly stressed and generally has adequate structural capacity to support the design loads. However, Sellick does have some concerns surrounding the absence of East-West bracing. The knee brace connections at each truss provide little stiffness, highly sub stressed under lateral loads. Unless the roof structure is tied to the shipping container book-ends (which is contrary to project documentation), then Sellick would suggest providing cross-bracing in the east-west direction to augment the two bays of north-south cross-bracing in the western wall.

5.5 Lateral Analysis

The bracing system designed provides significant stiffness against lateral loads to an 8m high platform. To achieve this stiffness, it was found that the bracing members are not highly stressed under ultimate lateral loads.

5.6 Foundations

Based on the incomplete foundation information available, the foundations appear to be adequate to support both the design gravity loads, and the design lateral loads. Please note that Sellick has had to make some assumptions in the areas where foundation information was not documented.

6 SITE INSPECTION

To confirm our analysis results, Sellick has undertaken two visual site inspections of the structure, including the following:

- Floor beams and joists and their connections from ground floor
- Bracing members and their connections from ground floor
- Stair structure at several levels from the stair flights
- Roof structure from the suspended floor level.

Based on the visual inspection undertaken, there was no apparent sign of distress, excessive deflection, deformation, or any other sign of structural deficiency or inadequacy. The structure appears to be well fabricated, erected and constructed.

I trust this satisfies your enquiries and if I can be of further assistance, please advise.

Yours faithfully,

Sch 2 s2.2(a)(ii)

Sch 2 s2.2(a)(ii)

Senior Structural Engineer
Structural Commercial Manager
for **Sellick Consultants Pty Ltd**

From: Roncon, Pamela
To: Sch 2
Cc: Schaidreiter, Robert; Connors, Kevin; Shaw, Tania; Smith, Brendon
Subject: RE: Westside - App. for non-Domestic Discharge to Sewer
Date: Tuesday, 1 September 2015 3:06:08 PM
Attachments: Westside - ICON Water - GIT1 ID per Container.doc
West Side Pop-Up non-Domestic Discharge to Sewer Draft comments 1 sept.doc
Westside - ICON Water - GIT3 - above ground grease trap proposal.doc
Westside - ICON Water - GIT2 ID per Container.doc
image001.png
image002.jpg

Hey Sch 2

Please find attached updated documents with updates in blue. I will print out and have the Senior Manager of ACT Property Group sign as Westside is now being managed by Property Group on behalf of the Land Development Agency under a S303 Licence Agreement.

If you require anything further, please let me know.

Pam Roncon

From: Hutch, Richard
Sent: Thursday, 27 August 2015 12:41 PM
To: Sch 2
Cc: Roncon, Pamela
Subject: RE: Westside - App. for non-Domestic Discharge to Sewer

Sch 2 – as responsibility for Westside has been transferred to the ACT Property Group I have asked Pam Roncon to respond to you (Pam has temporarily transferred to ACTPG to ensure continuity of corporate knowledge in relation to Westside).

Thank you again for ICON Water's prompt assistance with Westside.

Regards

Richard

From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 12 August 2015 4:29 PM
To: Hutch, Richard
Subject: RE: Westside - App. for non-Domestic Discharge to Sewer

Hi Richard
Thank you for the information the content almost there I have made some suggestions in red on the form I have returned to you. However we need to receive a hard copy of our original form with your signature as a double sided A3 document, the corruption that has occurred to the document meant the it will probably print the footer on a separate page and therefore not work, I have attached a copy of our updated Icon application form if you could transfer the information to that form it would be great. I have also made some notes to clarify on the grease trap Identification forms. And attached the new forms if you could add the information to those it would be preferred.
Kind regards
Sch 2

From: Hutch, Richard [mailto:Richard.Hutch@act.gov.au]
Sent: Tuesday, 11 August 2015 4:38 PM
To: Sch 2 s2.2(a)(ii)
Cc: Roncon, Pamela
Subject: Westside - App. for non-Domestic Discharge to Sewer

Sch 2 s2.2(a)(ii),

Thank you again for your time and assistance this morning.

I downloaded the application form for non-Domestic Discharge to Sewer from your website – but as it was in pdf, I elected to convert the signed pdf provided to Sch 2 in May (back to Word) and work on it instead. Please note:

- My signature came across from the previous pdf document – I will countersign when I submit this form;
- Formatting was a little corrupted but I think I have managed to fix it;
- I have identified every container – whether in use or not – and either current (or proposed) use, or n/a if completely unknown at this time;
- I have amended page 1 to show that tenancy 4 (The One Cafe) is connected to Grease Arrestor #2 (instead of #1, per the previous app.);
- All other details from the form previously submitted by Sch 2 remain unchanged.

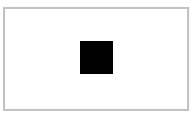
I also provide copies of the Grease Trap Identifications forms for traps 1 & 2.

Please let me know if anything needs to be changed on any of the forms, or whether I can proceed to sign.

I will provide a sketch of container layout, names and numbers to accompany the applications for ease of identification.

Regards

Richard Hutch | Deputy Project Director | City to the Lake |
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government |
(BH) ☎ 02 6207 9956 |(M) ☎ 0408 610158 | ✉ richard.hutch@act.gov.au
TransACT House, 470 Northbourne Avenue, Dickson |GPO Box 158 Canberra ACT 2601|
www.citytolake.com.au



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****

ActewAGL

Grease Trap Identification
Form: WD 8.1 CP 620 F2 9 April 1999

Grease Trap Reference Number:

GIT-1 Grease Trap Capacity:

2,000 litres

Building Name: Westside Acton Park

Date Data Provided / Updated:
11/08/2015

Suburb: Acton Section: 33 Block: **24**

Description of Grease Trap Location: North western corner of ground floor. Refer to plan for details.

Table of Businesses Contributing to Grease Trap

Unit or Shop Number	Business Name	Butchers and Fresh Chicken Shops [1]		Restaurants and Takeaways etc.	Estimated Flow to Grease Trap
		Hot Water Storage Capacity (litres)	Sink Capacity (litres)	Seating Capacity [2]	(kilolitres / day)
1	Miss Vans – Connected			Take away only	
2	Courtside Bar – Provisional point only. not in use or connected			Take away only	
3	The Fish Can – Connected			Take away only	
10	Aviary Bar - Provisional point only. GIT not in use or connected			Take away only	
				Take away only	

Name of centre manager/landlord providing information: Richard Hutch..... Signature: ……..……..

[1] Contribution by a butcher or a fresh chicken shop is judged to be the capacity of all sinks plus three times the hot water storage capacity in that shop or section.
[2] Food premises with shared seating, eg food courts, should be bracketed together and the total seating indicated. Estimated flows to the grease trap should still be noted individually.

ACTEW WATER

Application for Non-Domestic Discharge to Sewer

July 2014

Need help?

Consult ACTEW's trade waste acceptance notes at www.actew.com.au/tradewaste

Forms are also available from the ACTEW Water counter at 12 Hoskins Street, Mitchell, ACT.

Pre-treatment facilities' details

List the pre-treatment facilities installed or proposed to make the discharge acceptable to ACTEW's sewer. (indicate "NONE" if appropriate)	Proposed or existing?	Capacity/size	Sole or common use?
Example: Grease trap	*Proposed*	*1,500*	*Sole*
3 Bucket trap floor wastes in food preparation areas	*Existing*	*n/a*	*Sole*
Silt trap in garbage enclosure	*Existing*	*n/a*	*Common*
Grease arrestor 1 (Tenancies 1, 2,3, 9 & 10)	Existing	2000	Common
Grease arrestor 2 (Tenancies 4, 12, 19, 20, 21, 22 & 23)	Proposed	3000	Common
Sanitary pump station (Tenancies 19, 21, 22 &23)	Proposed	n/a	Common
Silt traps fitted to food preparation areas	Proposed		Sole

Describe the servicing arrangements for each of the above facilities:

Example: Crease trap - pumped out every 3 months by Sludge and Muck Contractors P/L.
Bucket trap floor wastes - inspected daily and contents disposed to a solid waste receptacle by kitchen staff.
Silt trap - inspected weekly and contents emptied to a solid waste receptacle by property owner.

- Grease arrestors to be pumped out every 3 months or as required by an approved trade waste disposal contractor
- Sanitary pump station to be flushed each night
- All strainers/silt traps/basket traps to be cleaned out daily or as required

Describe any measures in place to prevent or reduce discharges to sewer:

Example: Floors are swept and mopped instead of hosing down.
Garbage enclosure is roofed and bunded to prevent the entry of stormwater.
Staff trained in good housekeeping measures as per ACTEW's 5 trade waste acceptance note TW3.

- Strainers to be fitted to all sinks, silt traps and basket traps
- Rising main velocity to be greater than 1 m/s

Environmental management systems and waste minimisation: (Circle selection)

Do you have an Environmental Management System certified to AS 14001? No
Have you had a formal waste management plan prepared? No
Have you had any Cleaner Production studies undertaken for your business? No

If you have circled "yes" to any of the above, please append a copy of the report and/or other details.

ACTEW Water a business name owned by ACTEW Corporation Limited ABN 86 069 381 960

Property owner details:

Property owner's agency, Business or trading name: (1) * Land Development Agency.....
Alternate trading names: (Z) *
ACN number: (Z) *
Registered office address: (Z) 470 Northbourne Avenue, Dickson, ACT, 2602 .....
Personal name(s) in full: (3) Richard Hutch
Position(s) in organisation: (4) Deputy Project Director, City to the Lake .....
Address for correspondence: GPO Box 158, Canberra City, ACT 2601 ..... * ..... Postcode .....

(1) If the business association is a joint venture please list the name of each member of the joint venture. Property owner has the same meaning as "owner" as defined in the dictionary of the *Utilities Act 2000*.
(Z) If applicable.
(3) Name of person with authority to enter into agreement on the behalf of the applicant organisation, joint venture or trader.
(4) Position of the above named person which gives that person authority to enter into this agreement on the behalf of the applicant organisation, joint venture or trader.

(Not he tenant}

Premise details:

Suburb: ACTON	Section: 33	Block: 24	Unit(s) / Shop(s): Multiple
Street Address: Barrine Drive Acton			
Drainage Plan No:			

Owner's or occupier's representative (5) for day-to-day contact once premises are operational:

Name of Person: Ms P. Roncon.....
Telephone: 6207 5378. * Mobile: ..... * Fax: ..... *
Telephone at the premises: ..a/a.....

(5) NOT a consultant.

(6) Please strike out as appropriate.

I/we (6), the person/s (6) with the authority to enter into agreements for the discharge of non-domestic waste to sewer on behalf of the owner of the property on which the above premises are situated, certify that the details supplied with this application relating to the proposed / existing (6) discharge to sewer are correct and that the discharge after any pre-treatment will conform with the requirements of section 127 of the *Utilities Act 2000* and with all of ACTEW's Trade Waste Acceptance Notes (available upon request or on the ActewAGL website). I/we (6) agree to maintain and operate any pre-treatment facilities such as to meet these requirements and to notify ACTEW within any change in the circumstances reported in this application.

(7) Signatory must be an individual named in "Property owner details" at top of this page.

(Not the tenant) Signed ..... (7) : .....Date: 11 August 2015

Print Name: Richard Hutch

Office Use:

Received at ....on .....

I Approved

) Returned on .....

Notification of approval: Please tick whether a copy of the approval is to be

(X) mailed to applicant; or

() held for collection; name and telephone number for notification: .....

Owner's declaration of: the occupant's business name, their processes and activities generating discharges to sewer and the nature of those discharges.

Trading name of occupant	Unit/shop number	Processes &. activities generating discharges to sewer	Nature of trade waste discharges (prior to pre-treatment).						
Official name of deveolopment "West Side Pop Up Precinct?? Westside Acton Park			Description	Ingredients / Components	Maximum concentration of substance in wastewater (mg/L)	Estimated wastewater maximum daily discharge (kl)	Dangerous goods class	pH range	Max temp (deg C)
Example: Bud's Burger Brasserie	*Shop 3*	*Restaurant with 75 seats (50 inside 8 25 outside) also catering for takeaway meals. Menu based on Australian and American cuisine. Kitchen - preparation of meals, washing of crockery, pots and utensils and general cleaning. Bar - Serving drinks, washing of glasses. Occasional wash down of bins in garbage enclosure.*	*Wastewater from glass washer, dishwasher, sinks, mop bucket and wash down of bins. Rinse water from salad and vegetables.*	*Animal fat, vegetable oils, food particles, waste drinks, silt and detergent.*	*nla*	*1.3*	*nla*	*n/a*	*80*
Miss Vans - correct	1	Vietnamese Food Prep (no wok burners) Wash down of food prep areas, dish washing	Waste water from sinks/basins and wash down	Animal fat, oil, detergent					
Courtside Bar	2	No Food Prep. Serving drinks (no glass washing)	Waste water from sinks/basins and wash down	Drinks, detergent					
The Fish Can	3	Food Prep (no wok burners) Wash down of food prep areas, dish washing	Waste water from sinks/basins and wash down	Animal fat, oil, detergent					
The One Cafe	4	Food Prep (no wok burners) Wash down of food prep areas, dish washing	Waste water from sinks, dishwasher, wash down	Animal fat, oil, detergent					
N/a	9	Unleased at present – future use type unknown	N/a	N/a					
Aviary Bar	IO	No Food Prep. Serving drinks (no glass washing)	Waste water from sinks/basins and wash down	Drinks, detergent					
N/a	11	REMOVED FROM SITE	N/a	N/a					
Daana Original Food	12	Food Prep (no wok burners) Wash down of food prep areas, dish washing	Waste water from sinks/basins and wash down	Animal fat, oil, detergent					
Rockmann & Rush	13	retail and office with no discharge .	N/a	N/a					
Land Development Agency	14	retail and office with no discharge .	N/a	N/a					
Backbone BMX	15	retail and office with no discharge . I	N/a	N/a					
Adrenaline Boardstore	16	retail and office with no discharge .	N/a	N/a					
N/a	17	Unleased at present – future use type unknown	N/a	N/a					
N/a	18	Unleased at present – future use type unknown	N/a	N/a					
Damn Fine Gelato	19	Food Prep (no wok burners) Wash down of food prep areas, dish washing	Waste water from sinks/basins and wash down	Drinks, detergent					
N/a	20	Unleased at present – future use type unknown	N/a	N/a					
Oh So Smoothie	21	No Food Prep. Serving drinks (no glass washing)	Waste water from sinks/basins and wash down	Drinks, detergent					
Habibiz- correct	22	Food Prep (no wok burners) Wash down of food prep areas, dish washing	Waste water from wash down and sinks	Animal fat, oil, detergent					
Damn Fine Roasters	23	No Food Prep. Wash down of food prep areas, dish washing	Waste water from sinks/basins and wash down	Drinks, detergent, coffee grounds					

Roasted Bites - correct	24	Food Prep (no wok burners) Wash down of food prep areas, dish washing	Waste water from wash down and sinks	Animal fat, oil, detergent					
N/a	25	Unleased at present – future use type unknown	N/a	N/a					
N/a	26	Unleased at present – future use type unknown	N/a	N/a					

The combined discharge from the above is estimated at: (a) Highest flow liable to occur at any time in the day = ... litres / minute; (b) Largest possible volume on any one day = ... kilolitres

ActewAGL

Grease Trap Identification
Form: WD 8.1 CP 620 F2 9 April 1999

Grease Trap Reference Number:

GIT-1 Grease Trap Capacity:

2,000 litres

Building Name: Westside Acton Park

Date Data Provided / Updated: 11/08/2015

Suburb: Acton Section: 33 Block: **24**

Description of Above Ground Grease Trap Location: North western corner of ground floor. Refer to plan for details.

Table of Businesses Contributing to Grease Trap

Unit or Shop Number	Business Name	Butchers and Fresh Chicken Shops [1]		Restaurants and Takeaways etc.	Estimated Flow to Grease Trap
		Hot Water Storage Capacity (litres)	Sink Capacity (litres)	Seating Capacity [2]	(kilolitres / day)
24	Roasted Bites – to be Connected			Take away only	
26	For Rent – to be connected			Take away only	

Name of centre manager/landlord providing information: Richard Hutch..... Signature: ……..……..

[1] Contribution by a butcher or a fresh chicken shop is judged to be the capacity of all sinks plus three times the hot water storage capacity in that shop or section.
[2] Food premises with shared seating, eg food courts, should be bracketed together and the total seating indicated. Estimated flows to the grease trap should still be noted individually.

ActewAGL

Grease Trap Identification
Form: WD 8.1 CP 620 F2 9 April 1999

Grease Trap Reference Number:

GIT-1 Grease Trap Capacity:

3,000 litres

Date Data Provided / Updated:
11/08/2015

Building Name: Westside Acton Park

Suburb: Acton Section: 33 Block: **24**

Description of Grease Trap Location: Southern corner of ground floor. Refer to plan for details.

Table of Businesses Contributing to Grease Trap

Unit or Shop Number	Business Name	Butchers and Fresh Chicken Shops [1]		Restaurants and Takeaways etc.	Estimated Flow to Grease Trap
		Hot Water Storage Capacity (litres)	Sink Capacity (litres)	Seating Capacity [2]	(kilolitres / day)
4	The One Cafe - Connected			Take away only	
12	Daana - Connected			Take away only	
19	Damn Fine Gelato - Connected			Take away only	
21	Oh So Smoothie - Provisional point only not in use or connected			Take away only	
22	Habibiz – Connected			Take away only	
23	Damn Fine Roasters – Sanitary Waste Only Is there a provisional point? if so add provisional point o in front .			Take away only	
3	The Fish Can – Sanitary Waste connected to trade waste			Take away only	

Name of centre manager/landlord providing information: Richard Hutch…..... Signature: ……..……..

[1] Contribution by a butcher or a fresh chicken shop is judged to be the capacity of all sinks plus three times the hot water storage capacity in that shop or section.
[2] Food premises with shared seating, eg food courts, should be bracketed together and the total seating indicated. Estimated flows to the grease trap should still be noted individually.

From: Smith, Brendon
Sent: Tuesday, 24 January 2017 11:42 AM
To: Hughes, DavidH; Skinner, Melanie; Zhang, Linlin
Subject: FW: Westside Village Board Paper [SEC=UNCLASSIFIED]
Attachments: FW: Westside - requirements from Property Group [SEC=UNCLASSIFIED]

fyi

From: Busfield, Steven
Sent: Tuesday, 24 January 2017 11:38 AM
To: Smith, Brendon; Feltham, Leanne; Doherty, David
Subject: RE: Westside Village Board Paper [SEC=UNCLASSIFIED]

Brendon,

The most up to date data that I have available is attached, it is however only up to mid Nov.
I haven't had the chance to produce the report up to 31 Dec yet.

I hope this helps.

Steve

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 3:03 PM
To: Feltham, Leanne; Busfield, Steven
Subject: FW: Westside Village Board Paper [SEC=UNCLASSIFIED]

Hi Leanne/Steve,

I refer to the below query - I met with the LDA earlier today to discuss this matter and further financial details are required to assist with the board paper.

To assist me, can you please provide an up to date status of:

- Westside Arrears; and
- Westside total revenue/expenditure since ACTPG management.

Let me know if you require further information.

Regards
Brendon
54673

From: Hughes, DavidH
Sent: Thursday, 12 January 2017 8:25 AM
To: Smith, Brendon
Cc: Skinner, Melanie; Holt, Nicholas
Subject: Westside Village Board Paper [SEC=UNCLASSIFIED]

Good morning Brendon,

I started on Monday and can't recall exactly who I met on the grand tour so apologies if we have already met.

We need to put together a LDA Exec Board for the Feb meeting, concerning additional funding for the Westside Village Jan-30 April, and also brief on a proposed removal strategy. I was going to ask Mel to assist with this when she is back next week. In the meantime, are you able to assist with developing the information we need to support this including:

- Monthly estimated cost for Jan – 30 April (incl. contingency if needed as I only want to go to the board once).
- Whether you expect any residual monthly costs to be incurred or claims we may owe to tenants in respect of demobilisation, in the period between shut down and when the village is demobilised (I think by end Nov)?
- An estimate of current rental arrears, and the likelihood of these being re-couped.
- Any implications we need to consider in the demobilisation in terms of asset ownership (e.g. containers/fit-outs) that may be owned by others.
- Advice as to the earliest date that full possession of site would revert to the LDA (we perhaps need to discuss the timeframe in which we require tenants to remove their assets, assuming this isn't all required to be done by 30 April).
- Anything else you consider relevant that the Board should be briefed on?

If I haven't already met you, it would be great to have a quick catch-up today if you have a few moments as I'm trying to get around and meet people.

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Wednesday, 23 November 2016 2:47 PM
To: Busfield, Steven
Subject: FW: Westside - requirements from Property Group [SEC=UNCLASSIFIED]
Attachments: Westside as at 21 Nov 16.xlsx; Westside Arrears at 22-11-16.xlsx; Westside budget month by month and forward Capital Expenditure.xlsx; Guidelines_for_the_preparation_of_noise_management_plans_for_development....pdf

fyi

From: Smith, Brendon
Sent: Wednesday, 23 November 2016 12:27 PM
To: Hoffman, Nicole
Cc: Gordon, Garry; Doherty, David; Shaw, Tania; Skinner, Melanie; Holt, Nicholas; Bailey, Daniel; Wales, PhillipB
Subject: RE: Westside - requirements from Property Group [SEC=UNCLASSIFIED]

Good afternoon Nicole,

As requested, please find attached:

- Finance report as at 21 November 2016;
- Arrears report as at 22 November 2016;
- Westside Budget for the 2016/17 FY; and
- Guidelines to prepare a noise management plan.

I note that the Container Agreements provide for a 'month to month' tenancy on lease expiry. This is a flexible arrangement where either party can provide one months notice to terminate the contract at any time. After considering all circumstances, we recommended that we continue with the existing container agreements.

You will note from the finance report that Westside is operating at a loss. We also note that our finance report does not take into account Sch 2 s2.2(a)(xi) Venue Manager fees Sch 2 s2.2(a)(xi) that are managed by the LDA. With the existing amount of Vendors we are making an operating loss of approximately $12,000 as at 21 November. However, rental arrears amount to $86,000, which we believe will be extremely difficult to collect. In regard to question 5, the venue is not viable. Further loss of Vendors is also likely to effect the vibrancy of the venue and cause less visitors to the site.

In regard to 6 and 12 month forecasts to keep Westside open, and given the very poor record of rent payment by Vendors, we consider the 6 and 12 Month cost forecast to be $95,000 and $191,000 respectively.

Noise Development Plans need to be undertaken by people suitably qualified in the assessment of environmental noise. The EPA considers full members of the Australian Acoustical Society, listed in the directory of Members Areas of Professional Practice under Environmental Noise, to be suitably qualified. I am currently trying to determine an estimate on costs and suspect that this will be in the range of $5K to $15K.

In relation to the Bike hire tender and boats at West Basin we note that Tania Shaw from our office has provided Nick Hudson and David Robertson of the LDA with draft tender documents. We understand that the documents were further worked on within the LDA with input from Ben Ponton. I suggest that you track down the most recent documents within the LDA and review.

Please feel free to contact me directly should you require further information or wish to discuss.

Regards

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Hoffman, Nicole
Sent: Tuesday, 22 November 2016 1:59 PM
To: Bailey, Daniel
Cc: Gordon, Garry; Smith, Brendon; Doherty, David; Shaw, Tania; Skinner, Melanie; Holt, Nicholas
Subject: Westside - requirements from Property Group [SEC=UNCLASSIFIED]

Hi Daniel

As discussed this morning, here are the questions for Property Group to assist with preparation for our meeting with Westside vendors on Thursday. We require written responses to include in a briefing package for David Dawes and other Executives attending the meeting, and also to help address some on the questions we expect vendors will ask at the meeting. We would appreciate Property Group's response by noon tomorrow.

1. Current finance report at 21 November 2016
2. 6 and 12 month forecast of costs to keep Westside open
3. Name of vendors in arrears and amount owing
4. Process to renegotiate contracts for vendors and Event and Venue Manager
5. How many vendors will need to remain on site to keep the venue viable?
6. Costs to develop a Noise Development Plan which receives endorsement by the EPA
7. Status on how to process the bike hire tender and disposal of boats at West Basin. Can you please provide the draft tender to Liz Lopa and Nicholas Holt.

Thanks and regards

Nicole

Nicole Hoffman | Community Development and Event Manager, City to the Lake
Phone: (02) 6207 6825 | Email: nicole.hoffman@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

bldg_name	ledger	cost_group	july_amt	august_amt	september_amt	october_amt	november_amt	Total	
Westside Acton Park	Expenses	CLEANING AS	0	997	270	0	2,771	4,038	
Westside Acton Park	Expenses	ELECTRICITY AS	2,406	2,480	2,441	2,379	2,329	12,035	
Westside Acton Park	Expenses	EQUIPMENT HIRE	2,999	3,960	7,409	1,794	2,159	18,321	
Westside Acton Park	Expenses	HYGIENE SERVICES	0	0	0	0	343	343	
Westside Acton Park	Expenses	R&M CARPENTER	0	1,015	0	0	0	1,015	
Westside Acton Park	Expenses	R&M CLEANING	933	0	1,118	2,491	0	4,542	
Westside Acton Park	Expenses	R&M ELECTRICAL	0	0	113	0	0	113	
Westside Acton Park	Expenses	R&M FENCING	0	0	0	0	460	460	
Westside Acton Park	Expenses	R&M LABOUR	0	505	0	0	125	630	
Westside Acton Park	Expenses	R&M LABOURER	0	0	3,573	0	0	3,573	
Westside Acton Park	Expenses	R&M LIFTS	0	0	1,972	2,035	0	4,007	
Westside Acton Park	Expenses	R&M LOCKSMITH	0	596	0	0	0	596	
Westside Acton Park	Expenses	R&M OTHER	1,891	0	0	211	1,740	3,842	
Westside Acton Park	Expenses	R&M PAINTING	0	0	0	962	0	962	
Westside Acton Park	Expenses	R&M PLUMBING	0	654	562	0	0	1,216	
Westside Acton Park	Expenses	RUBBISH REMOVAL	848	1,154	1,422	1,194	0	4,618	
Westside Acton Park	Expenses	SECURITY PATROLS AS	91	91	91	91	91	455	
			9,168	**11,452**	**18,971**	**11,157**	**10,018**	**60,766**	**Expenditure**
Westside Acton Park	Revenue	RENT	14,774	14,774	13,874	13,470	13,470	70,362	
			14,774	**14,774**	**13,874**	**13,470**	**13,470**	**70,362**	**Revenue**
								9,596	***Result***
			1,773	1,773	1,665	1,616	1,616	**8,443**	ACTPG Management Fee
								1,153	***Result less Management Fee***
Westside Acton Park	Expenses	WP ELECTRICAL	0	0	0	0	260		
Westside Acton Park	Expenses	WP PEST CONTROL	0	510	0	675	0		
Westside Acton Park	Expenses	WP PLUMBING	1,400	0	0	1,400	0		
			1,400	**510**	**0**	**2,075**	**260**	4,245	Expense
Westside Acton Park	Revenue	WP ELECTRICAL	165	165	165	165	165		
Westside Acton Park	Revenue	WP GROUNDS MAINTENANCE	98	98	98	98	98		
Westside Acton Park	Revenue	WP LIFTS	2,135	2,135	2,135	2,135	2,135		
Westside Acton Park	Revenue	WP PEST CONTROL	191	191	191	253	253		
Westside Acton Park	Revenue	WP PLUMBING	966	947	947	891	891		
			3,555	**3,536**	**3,536**	**3,542**	**3,542**	17,711	Revene
								13,466	***Workplan result***
Westside Acton Park	Rm-group	CAPITAL WORKS 2016-17	0	0	2,285	0	0	2,285	
Westside Acton Park	Rm-group	NEW WORKS R&M	0	11,000	11,700	5,600	0	28,300	
			0	**11,000**	**13,985**	**5,600**	**0**	**30,585**	Upgrade work
								-15,966	***2016-17 Result including upgrade and work***
								-91,294	*2015-16 result*

Notes

Revenue is based on invoices raised and does take into account any unpaid debts

Customer Name	Transaction Number	Today's Date	Due Date	Outstanding Amount	Days Late	
Sch 2 s2.2(a)(ii)	R0068991	21-Apr-18	18-Mar-16	$3,086.13	764	Paying $617.22 per month in accordance with their payment plan
	14406690	21-Apr-18	31-Aug-16	-$990.00	598	(Vacated)
	R0073953	21-Apr-18	31-Aug-16	$1,672.91	598	
				$3,769.04		
	R0069996	21-Apr-18	20-Apr-16	$6,809.52	731	
	R0074807	21-Apr-18	03-Oct-16	$2,389.88	565	
	R0075753	21-Apr-18	31-Oct-16	$2,389.88	537	
	R0076640	21-Apr-18	02-Dec-16	$2,389.88	505	
				$13,979.16		
	R0070195	21-Apr-18	27-Apr-16	$5,644.96	724	
	R0072489	21-Apr-18	19-Jul-16	$1,194.94	641	
	R0073106	21-Apr-18	04-Aug-16	$1,194.94	625	
	R0073948	21-Apr-18	31-Aug-16	$1,194.94	598	Paying $50 per week in accordance with their payment plan
	R0074800	21-Apr-18	03-Oct-16	$1,194.94	565	
	R0075747	21-Apr-18	31-Oct-16	$1,194.94	537	
	R0076634	21-Apr-18	02-Dec-16	$1,194.94	505	
				$12,814.60		
	R0068992	21-Apr-18	18-Mar-16	$7,406.67	764	
	R0073954	21-Apr-18	31-Aug-16	$1,662.91	598	
	R0074806	21-Apr-18	03-Oct-16	$1,662.91	565	
	R0075752	21-Apr-18	31-Oct-16	$1,662.91	537	
	R0076639	21-Apr-18	02-Dec-16	$1,672.91	505	
				$14,068.31		
	R0069978	21-Apr-18	05-May-16	$927.45	716	
	R0072498	21-Apr-18	04-Aug-16	$2,867.85	625	
	R0073115	21-Apr-18	20-Aug-16	$2,867.85	609	
	R0073957	21-Apr-18	16-Sep-16	$2,867.85	582	Paying $463.75 per fortnight which was initial the payment amount for their monthly payment plan for R0069978
	R0074809	21-Apr-18	19-Oct-16	$2,867.85	549	
	R0075755	21-Apr-18	16-Nov-16	$2,867.85	521	
	R0076642	21-Apr-18	18-Dec-16	$2,867.85	489	
				$18,134.55		
	R0071225	21-Apr-18	31-May-16	$1,672.91	690	
	R0072491	21-Apr-18	19-Jul-16	$1,672.91	641	
	R0073108	21-Apr-18	04-Aug-16	$1,672.91	625	
	R0073950	21-Apr-18	31-Aug-16	$1,672.91	598	
	R0074802	21-Apr-18	03-Oct-16	$1,672.91	565	
	R0075749	21-Apr-18	31-Oct-16	$1,672.91	537	
	R0076636	21-Apr-18	02-Dec-16	$1,672.91	505	
				$11,710.37		
	R0069960	21-Apr-18	18-Apr-16	$5,558.31	733	Paying $308.06 per month in accordance with their payment plan
	R0074808	21-Apr-18	03-Oct-16	$1,672.91	565	
	R0075754	21-Apr-18	31-Oct-16	$1,672.91	537	
	R0076641	21-Apr-18	02-Dec-16	$1,672.91	505	
				$10,577.04		
	R0076637	21-Apr-18	02-Dec-16	$1,672.91	505	
				$1,672.91		
				$86,725.98		

Chief Minister Treasury & Economic Development Directorate

Summary Report — Internal Budgeting

Year 2016-2017

Scenario Westside Acton Park Budget

ACT Property Group

Budget expenditure

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year
REVENUE													
Independent Revenues													
Other Revenue													
Expected Rent from Vendors	14,774	14,774	14,774	14,774	14,774	14,774	14,774	14,774	14,774	14,774	14,774	14,774	$ 177,285.70
Sales Revenue in Advance													
Total Revenues													**$ 177,285.70**
EXPENSES													
Scheduled Work Plan Activity													
Fire Protection Equipment Inspection Regime													
per annum - this is dependent upon work to be undertaken to make compliant			$ 800.00										$ 800.00
Electrical mandatory inspections													$ -
Annual thermal imaging, annual switchboards operational checks and RCD testing						$ 1,980.00							$ 1,980.00
noting RCD will be after hours work													$ -
Test and tagging a tenant responsibility - no provision													$ -
Emergency Lighting annually - dependent upon works to be undertaken to make compliant			$ 800.00										$ 800.00
Plumbing compliance													$ -
RPZs presence to be confirmed													$ -
Provisional budget for routine walkthroughs and inspections six monthly		$ 784.00					$ 784.00						$ 1,568.00
Trade waste 12 week cycle (two grease traps (3000 x 2000 litre) with recharge costs	$ 1,875.00			$ 1,875.00			$ 1,875.00			$ 1,875.00			$ 7,500.00
Annual trade waste inspection										$ 900.00			$ 900.00
Pest control													$ -
Quarterly external rodent control	$ 125.00			$ 125.00			$ 125.00			$ 125.00			$ 500.00
Quarterly external spider and wasp control to the external containers and stairs to the second													$ -
level of the containers	$ 385.00			$ 385.00			$ 385.00			$ 385.00			$ 1,540.00
HVAC													$ -
In tenants fit out with containers at their cost - no provision made													$ -
Scissor Lift													$ -
Weekly rental cost from existing agreement	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 1,815.00	$ 21,780.00
Three month service fee		$ 250.00			$ 250.00			$ 250.00					$ 750.00
Twelve month service fee										$ 350.00			$ 350.00
Gutter Cleaning													$ -
Including lift / boom hire										$ 2,000.00			$ 2,000.00
Grounds Maintenance													$ -
Power sweeping, graffiti and clean ups										$ 3,000.00			$ 3,000.00
Management Fee 12%	$ 504.00	$ 341.88	$ 313.80	$ 600.00	$ 247.80	$ 455.40	$ 598.08	$ 247.80	$ 217.80	$ 1,254.00	$ 217.80	$ 217.80	$ 5,216.16
Total Work Plan	$ 4,704.00	$ 3,190.88	$ 2,928.80	$ 5,600.00	$ 2,312.80	$ 4,250.40	$ 5,582.08	$ 2,312.80	$ 2,032.80	$ 11,704.00	$ 2,032.80	$ 2,032.80	**$ 48,684.16**
R&M Budget													
Electricity	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	$ 28,800.00

Chief Minister Treasury & Economic Development Directorate

Summary Report — Internal Budgeting

Year **2016-2017**

Scenario **Westside Acton Park Budget**

ACT Property Group

Budget expenditure

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year
Equipment Hire (toilets, containers, lights, camera, speakers)	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	3,938	$ 47,253.00
R&M Builder	100	100	100	100	100	100	100	100	100	100	100	100	$ 1,200.00
R&M Carpenter	100	100	100	100	100	100	100	100	100	100	100	100	$ 1,200.00
R&M Cleaning	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	$ 31,800.00
R&M Electrical	150	150	150	150	150	150	150	150	150	150	150	150	$ 1,800.00
R&M Fencing	100	100	100	100	100	100	100	100	100	100	100	100	$ 1,200.00
R&M Fire Protection	300	300	300	300	300	300	300	300	300	300	300	300	$ 3,600.00
R&M Labour	200	200	200	200	200	200	200	200	200	200	200	200	$ 2,400.00
R&M Locksmith	150	150	150	150	150	150	150	150	150	150	150	150	$ 1,800.00
R&M Materials	100	100	100	100	100	100	100	100	100	100	100	100	$ 1,200.00
R&M Other	500	500	500	500	500	500	500	500	500	500	500	500	$ 6,000.00
R&M Plumber	200	200	200	200	200	200	200	200	200	200	200	200	$ 2,400.00
R&M Plumbing	500	500	500	500	500	500	500	500	500	500	500	500	$ 6,000.00
Rubbish Removal	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	$ 12,000.00
Security Call Out	100	100	100	100	100	100	100	100	100	100	100	100	$ 1,200.00
Security Patrols	100	100	100	100	100	100	100	100	100	100	100	100	$ 1,200.00
Rent Management Fee 12%	1,773	1,773	1,773	1,773	1,773	1,773	1,773	1,773	1,773	1,773	1,773	1,773	$ 21,274.28
Total R&M Expenses	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 14,360.61**	**$ 172,327.28**

Notes

All amounts are GST exclusive

Operating Result excluding Capital expenditure **-$ 43,725.74**

Amounts recovered from LDA to date

Invoice

Total $ -

From: Smith, Brendon
Sent: Tuesday, 24 January 2017 11:53 AM
To: Hughes, DavidH; Skinner, Melanie; Zhang, Linlin
Cc: Doherty, David
Subject: FW: Westside Village Board Paper [SEC=UNCLASSIFIED]
Attachments: Westside Debt 24-1.xlsx

Fyi – will discuss...

From: Feltham, Leanne
Sent: Tuesday, 24 January 2017 11:52 AM
To: Smith, Brendon
Cc: Busfield, Steven; Doherty, David
Subject: RE: Westside Village Board Paper [SEC=UNCLASSIFIED]

Brendon,

Please see the attached spreadsheet.

The lines in teal are on payment plans but they can be cancelled at anytime by ACTPG.

What I would like to propose is send a Letter of Demand to all tenants with debts for the full amounts that they owe. We can then either put them on a payment plan for the full amount or send them to the external Debt Collector. We can commence this action immediately upon advise from you.

Thanks heaps

Regards

Leanne Feltham

Senior Finance Officer
Debt Recovery, Bookings and Accounting Officers Supervisor

Business Support l ACT Property Group l Chief Minister, Treasury and Economic Development Directorate

Need a venue for your next event? Check us out on Facebook See Venue Photos Here

Albert Hall - The Fitters Workshop - The Hangar - The Former Transport Depot - Yarralumla Woolshed

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From: Busfield, Steven
Sent: Tuesday, 24 January 2017 11:38 AM
To: Smith, Brendon; Feltham, Leanne; Doherty, David
Subject: RE: Westside Village Board Paper [SEC=UNCLASSIFIED]

Brendon,

The most up to date data that I have available is attached, it is however only up to mid Nov.
I haven't had the chance to produce the report up to 31 Dec yet.

I hope this helps.

Customer Name	Address line 1	Transaction Number	Today's Date	Due Date	Invoiced Amount	Outstanding Amount	Percent Unpaid	Days Late	Current	1-30 Days	31-60 Days	61-90 Days	91-180 Days	181-360 Days	361 Days
Sch 2 s2.2(a)(ii)	Sch 2 s2.2(a)(ii)	R0068991	21-Ap-18	18-Ma-16	$7 406.67	$1,851.09	25.00	764							$1 851.09
		R0073953	21-Ap-18	31-Aug-16	$1 672.91	$682.91	40.82	598							$682.91
		R0069996	21-Ap-18	20-Ap-16	$11 673.44	$6,809.52	58.33	731							$6 809.52
		R0074807	21-Ap-18	03-Oct-16	$2 389.88	$2,389.88	100	565							$2 389.88
		R0075753	21-Ap-18	31-Oct-16	$2 389.88	$2,389.88	100	537							$2 389.88
		R0076640	21-Ap-18	02-Dec-16	$2 389.88	$2,389.88	100	505							$2 389.88
		R0070195	21-Ap-18	27-Ap-16	$6 685.41	$5,444.96	83.96	724							$5 444.96
		R0072489	21-Ap-18	19-Jul-16	$1 194.94	$1,194.94	100	641							$1 194.94
		R0073106	21-Ap-18	04-Aug-16	$1 194.94	$1,194.94	100	625							$1 194.94
		R0073948	21-Ap-18	31-Aug-16	$1 194.94	$1,194.94	100	598							$1 194.94
		R0074800	21-Ap-18	03-Oct-16	$1 194.94	$1,194.94	100	565							$1 194.94
		R0075747	21-Ap-18	31-Oct-16	$1 194.94	$1,194.94	100	537							$1 194.94
		R0076634	21-Ap-18	02-Dec-16	$1 194.94	$1,194.94	100	505							$1 194.94
		R0068992	21-Ap-18	18-Ma-16	$7 406.67	$7,406.67	100	764							$7 406.67
		R0073954	21-Ap-18	31-Aug-16	$1 672.91	$1,662.91	99.4	598							$1 662.91
		R0074806	21-Ap-18	03-Oct-16	$1 672.91	$1,662.91	99.4	565							$1 662.91
		R0075752	21-Ap-18	31-Oct-16	$1 672.91	$1,662.91	99.4	537							$1 662.91
		R0076639	21-Ap-18	02-Dec-16	$1 672.91	$1,662.91	99.4	505							$1 662.91
		29850	21-Ap-18	17-Jan-17	-$1.00	-$1.00	100	459							-$1.00
		R0069978	21-Ap-18	05-May-16	$15 564.95	$927.45	5.96	716							$927.45
		R0072498	21-Ap-18	04-Aug-16	$2 867.85	$2,867.85	100	625							$2 867.85
		R0073115	21-Ap-18	20-Aug-16	$2 867.85	$2,867.85	100	609							$2 867.85
		R0073957	21-Ap-18	16-Sep-16	$2 867.85	$2,867.85	100	582							$2 867.85
		R0074809	21-Ap-18	19-Oct-16	$2 867.85	$2,867.85	100	549							$2 867.85
		R0075755	21-Ap-18	16-Nov-16	$2 867.85	$2,867.85	100	521							$2 867.85
		R0076642	21-Ap-18	18-Dec-16	$2 867.85	$2,867.85	100	489							$2 867.85
		R0071225	21-Ap-18	31-May-16	$1 672.91	$1,672.91	100	690							$1 672.91
		R0072491	21-Ap-18	19-Jul-16	$1 672.91	$1,672.91	100	641							$1 672.91
		R0073108	21-Ap-18	04-Aug-16	$1 672.91	$1,672.91	100	625							$1 672.91
		R0073950	21-Ap-18	31-Aug-16	$1 672.91	$1,672.91	100	598							$1 672.91
		R0074802	21-Ap-18	03-Oct-16	$1 672.91	$1,672.91	100	565							$1 672.91
		R0075749	21-Ap-18	31-Oct-16	$1 672.91	$1,672.91	100	537							$1 672.91
		R0076636	21-Ap-18	02-Dec-16	$1 672.91	$1,672.91	100	505							$1 672.91
		R0069960	21-Ap-18	18-Ap-16	$7 406.67	$4,018.01	54.25	733							$4 018.01
		R0074808	21-Ap-18	03-Oct-16	$1 672.91	$1,672.91	100	565							$1 672.91
		R0075754	21-Ap-18	31-Oct-16	$1 672.91	$1,672.91	100	537							$1 672.91
		R0076641	21-Ap-18	02-Dec-16	$1 672.91	$1,672.91	100	505							$1 672.91
					$112 582.84	$82,067.33			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$82 067.33
													$82,067.33		

From: Smith, Brendon
Sent: Wednesday, 1 February 2017 10:55 AM
To: Gordon, Garry
Cc: Wales, PhillipB; Doherty, David
Subject: FW: Future Use of Westside Village [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Garry,

Existing vendors are all expected to take their fit-out containers away with them, so the only remaing containers that we expect to have left over will be containers that once formed the base of the Verticall Village. These will be empty shipping containers and potentially damaged with welding marks and screw holes, etc. I am unaware of any government use for these and perhaps they should be offered to contractors to offset the costs of removal. I recall when discussing this matter with Canbeer Containers, they had no interest in them.

In the event, a suitalbe fit-out container is abandoned, we can store it here at Fyshwick and progress options, such as mentined below.

Regards
Brendon
54673

From: Skinner, Melanie
Sent: Wednesday, 1 February 2017 9:02 AM
To: Gordon, Garry
Cc: Holt, Nicholas; Hughes, DavidH; Smith, Brendon
Subject: RE: Future Use of Westside Village [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Garry

Just following up on my email from late last year about reusing all or part of Westside Village after it closes at the end of April. Noting that funding for relocation and installation costs will not be covered by the LDA, could you please let me know if there has been any solid commitment from other directorates?

I understand there has been some interest from:

- Stromlo Forest Park for the top section of the tower.
- Kingston Foreshore Arts Precinct – ACT Property Group was to explore options
- LDA Sales and Marketing team have use for 2x20ft and 2x40ft containers

We are looking to provide vendors with two weeks to remove their containers from the site. Decommissioning will then commence in mid-May.

I would appreciate your advice as soon as possible please, as we are finalising a paper to the LDA Board.

Cheers
Mel

Out of Scope

From: Skinner, Melanie
Sent: Thursday, 2 February 2017 8:45 AM
To: Zhang, Linlin; Smith, Brendon
Cc: Hughes, DavidH
Subject: LDA Board Paper - Westside Decommissioning
Attachments: 201702 - DOC - LDA Board - Westside Decommissioning.doc

Importance: High

Good morning.

Please find attached a draft paper for your review, providing the board with an update on Westside Village. As you will see, much of the financial information has been left blank. I have made some assumptions based on the financial reports provided to date.

Could you please review the document to ensure it accurately reflects the situation? I will also require your input on the financial statements within the paper please.

This really needs to be provided to Liz Lopa and Daniel Bailey for their approval tomorrow afternoon, so would appreciate your input by lunchtime **Friday 3 February 2017** please.

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

COMMERCIAL IN CONFIDENCE

1xx.xx WESTSIDE VILLAGE DECOMMISSIONING

Land Development Agency
CANBERRA FIRST

Purpose

To update the LDA Board (the Board) on measures being implemented to close and decommission Westside Village (Westside).

Background

Ownership of Westside transferred to the Land Development Agency (LDA) in September 2015. ACT Property Group (ACTPG) manages and maintains the site for the LDA under a Memorandum of Understanding (MoU).

On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017. The decision to close the site before winter was made in consultation with traders after the National Capital Authority limited works approval for the site to 19 November 2017. The LDA had applied for a 2.5 year works approval.

There are currently six vendors operating at Westside. Existing tenants are on month to month agreements, so can vacate prior to 30 April 2017.

Issues

Financial implications

Operational costs

The LDA Board has provided all funding for Westside as part of the early activation of West Basin. To date, the Board has approved $m of in respect of Westside (Attachment A, table 1).

At 31 January 2017, expenditure against Westside totalled $X (Attachment A, table 2). This leaves a remaining budget of $X.

It is estimated it will cost a further $109,000 to run Westside until the closure date of 30 April (Attachment A, table 3). An allowance has also been included within this for the village to be 'mothballed' up until the latest possible decommissioning date of 19 November – however, it is expected that decommissioning will occur sooner. There is sufficient remaining approved budget to meet this forecast operational cost.

Rental receipts

As the venue and event manager concluded at the end of 2016, and the LDA will not engage in any extra promotion, the government decided to move to a 'peppercorn lease' for the container village's final four months at West Basin.

Vendors are still required to pay their usual rent up until the end of 31 December 2016. Seven vendors however have rent owing, totalling arrears of $86,726. ACT Property Group will endeavour to recoup these costs, but it is considered unlikely this rent will be paid.

Commented [MS1]: ACT Property Group to confirm

Decommissioning Strategy

The last day of trade for Westside will be Sunday 30 April 2017. Vendors on the ground floor of the village will be provided two weeks to remove their containers from the site. Vendors within the vertical village will be reliant on the ACT Government's decommissioning timeline.

Disposal policy

In accordance with the ACT Government Dispoal of Assets policy it is deemed that the items are no longer required for their original purpose. They will also occupy significant storage space and are not expected to be re-used within the foreseeable future. It is therefore appropriate that the assets are disposed.

An internal expression of interest process is also underway through ACT Property Group to see if any other ACT Government Directorate could use all or part of the structure at another location. Funding would need to be identified by the new owner for relocation and installation costs as these would not be covered by the LDA. There has been limited interest expressed to date.

A valuation will be sought for Westside assets, however because of the potential value of the structure and its components and for probity reasons, an open tender process for removal of the assets is warranted.

Due diligence to support the decommissioning strategy is underway, with $15,000 being allocated from the remaining approved Board budget for:

- Structural Advice
- Surveyor
- ACTEW/Icon Fees
- Site Auditor

Disposal costs

While the Westside assets have potentially significant value, the disposal process may not generate a return for the LDA or even be cost neutral. There is substantial work associated with safely disassembling, loading, and transporting the structure which cannont necessarily be re-purposed.

If the market can't realise the intrinsic value (and therefore essentially scraps the structure), there will likely be a cost to the LDA associated with the disposal. This will only become clear following an open approach to the market, at which time we will further advise the board of any financial implications.

Implementing an open expression of interest process for contractor's to decommission the site however, provides the best opportunity for the LDA to minimise its costs associated with the disposal, or generate a return.

Recommendation

That the Board:

- **Note** there is sufficient Board approved funding to maintain Westside until the works approval expires on 19 November 2017.
- **Agree** to an open approach to the market seeking contractors to decommission Westside village.
- **Note** that additional funds are likely to be required to decommission Westside and make-good the site, as required by the NCA works approval. The board will be advised of any

financial implications following market interest being ascertained through the open market approach.

Liz Lopa
Executive Director, Urban Renewal

Daniel Bailey
Executive Director, Sales, Marketing and Property Management

Attachment A

Table 1. West Basin Activation Budget (ex GST)

August 2013	$5 million board allocation for the City to the Lake project	$X
December 2015	Undertake required works to address compliance, regulatory, safety and capacity issues	$250,000
March 2016	To further improve safety, security and works approval compliance.	$246,700
March 2016	To fund the venue manager's activation program until 31 December 2016	$110,640
		$TOTAL

Commented [MS2]: Awaiting input from LDA Finance

Table 2. Westside Expenditure (ex GST)

	$TOTAL

Commented [MS3]: Awaiting input from LDA Finance and ACT Property Group

Table 3. Operating expenses until 19 November 2017 (excludes GST)

Make good on hired assets	$5,000
Bonds	$11,000
Due diligence for decommissioning strategy	$15,000
Operating costs until 30 April 2017	$64,000
Residual monthly costs during decommissioning	$14,000
	$109,000

Commented [MS4]: ACT Property Group to confirm this is correct Are there any other expenses?

From: Zhang, Linlin
Sent: Thursday, 2 February 2017 10:08 AM
To: Skinner, Melanie
Cc: Hughes, DavidH; Smith, Brendon
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]
Attachments: 201702 - DOC - LDA Board - Westside Decommissioning-LZ input.doc; Westside cost reconciliation at 31 Jan 2017.xlsx

Importance: High

Hi Mel,

Please find the attached minute with finance input.
I have filled table 1 and 2 based on the finance info as at 31st January.
Please note that, the budget approved from the initial $5m, I have just used the total Westside cost to date less the actual expenditure for ACT Property Group and the Venue Manager.

Sch 2 s2.2(a)(xi)
[redacted]

If further funds required from the $5m for Westside, please advise me the amount and I can adjust the budget allocations.
I have also attached the reconciliation work sheet for your information.
As discussed in the PCG, LDA can only provide info for actual cost to date recorded in our financial system.
For the final budget required, ACT Property Group needs to provide the work plan and a revised budget.
If you have any questions, please let me know.

Regards,
Linlin

From: Skinner, Melanie
Sent: Thursday, 2 February 2017 8:45 AM
To: Zhang, Linlin; Smith, Brendon
Cc: Hughes, DavidH
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Importance: High

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COMMERCIAL IN CONFIDENCE

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There are currently six vendors operating at Westside. Existing tenants are on month to month agreements, so can vacate prior to 30 April 2017.

Issues

Financial implications

Operational costs

The LDA Board has provided all funding for Westside as part of the early activation of West Basin. To date, the Board has approved $1,909,723~~.00~~ of in respect of Westside (Attachment A, table 1).

At 31 January 2017, expenditure against Westside totalled $1 655 772~~.00~~ (Attachment A, table 2). This leaves a remaining budget of $~~X~~253 951~~.~~

It is estimated it will cost a further $109,000 to run Westside until the closure date of 30 April (Attachment A, table 3). An allowance has also been included within this for the village to be 'mothballed' up until the latest possible decommissioning date of 19 November – however, it is expected that decommissioning will occur sooner. There is sufficient remaining approved budget to meet this forecast operational cost.

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Recommendation

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- **Note** that additional funds are likely to be required to decommission Westside and make-good the site, as required by the NCA works approval. The board will be advised of any

financial implications following market interest being ascertained through the open market approach.

Liz Lopa
Executive Director, Urban Renewal

Daniel Bailey
Executive Director, Sales, Marketing and Property Management

Attachment A

Table 1. West Basin Activation Budget (ex GST)

August 2013	$5 million board allocation for the City to the Lake project	$~~X~~1 302 383
December 2015	Undertake required works to address compliance, regulatory, safety and capacity issues	$250,000
March 2016	To further improve safety, security and works approval compliance.	$246,700
March 2016	To fund the venue manager's activation program until 31 December 2016	$110,640
		$~~TOTAL~~1,909,723

Commented [MS2]: Awaiting input from LDA Finance

Table 2. Westside Expenditure (ex GST)

Planning and Design	$85,010
Project Management	$85 742
Construction	$1 095 061
Land Maintenance	$280,985
Miscellaneous and Admin Cost	$5,564
Selling and Marketing	$103 410
	$~~TOTAL~~1,655,772

Commented [MS3]: Awaiting input from LDA Finance and ACT Property Group

Table 3. Operating expenses until 19 November 2017 (excludes GST)

Make good on hired assets	$5,000
Bonds	$11,000
Due diligence for decommissioning strategy	$15,000
Operating costs until 30 April 2017	$64,000
Residual monthly costs during decommissioning	$14,000
	$109,000

Commented [MS4]: ACT Property Group to confirm this is correct Are there any other expenses?

Westside Budget Reconciliation
As at 31 Jan 2017
$ Exclude GST

	Out of the $5m	APG	APG	Venue Manager	Total
Approved Budget	**$1,302,383**	**$250,000**	**$246,700**	**$110,640**	**$1,909,723**

West Basin Early Activation (CttL)					
					Total
Approved Budget	**$1,302,383**	**$250,000**	**$246,700**	**$110,640**	**$1,909,723**
Cost to Date					
Planning and Design	85,010				85,010
Project Management	85,742				85,742
Feasibility	-				-
Construction	1,095,061				1,095,061
Land Maintenance	13,132	250,000	17,853		280,985
Miscellaneous and Admin Cost	5,564				5,564
Selling and Marketing	17,873			85,536	103,410
Total	**1,302,383**	**250,000**	**17,853**	**85,536**	**1,655,772**

Budget Remaining	**-**	**-**	**228,847**	**25,104**	**253,951**

ACT Property Group Budget Rec

as at 23rd January

	Budget	**$ 250,000.00**		
Acct Date	Description	Debit	Vendor/Customer Name	Purchase Order Number
10-Mar-16	INV: 14404343 ; ACT PROPERTY GROUP ; Westside Acton Park Construction, Repairs and Maintenance : Dist ID 32106358	$ 53,435.07	ACT PROPERTY GROUP	L16290
10-Mar-16	INV: 14404344 ; ACT PROPERTY GROUP ; Westside Acton Park Construction, Repairs and Maintenance : Dist ID 32106357	$ 150,025.00	ACT PROPERTY GROUP	L16290
13-Apr-16	INV: 14404784 ; ACT PROPERTY GROUP ; Westside Acton Park Construction, Repairs and Maintenance : Dist ID 32309772	$ 46,539.93	ACT PROPERTY GROUP	L16290
		$ 250,000.00		
	Budget remaining	**$ -**		
	Budget	**$ 246,700.00**		
Acct Date	Description	Debit	Vendor/Customer Name	Purchase Order Number
06-Apr-16	INV: W0069725 ; ACT PROPERTY GROUP ; R&M : Dist ID 32273566	$ 1,026.70	ACT PROPERTY GROUP	
18-Aug-16	INV: WP0073627 ; ACT PROPERTY GROUP ; MAIN BUILDING : Dist ID 33139550	$ 3,535.70	ACT PROPERTY GROUP	
24-Oct-16	INV: W0074964 ; ACT PROPERTY GROUP ; R&M WEST SIDE : Dist ID 33656815	$ 2,658.91	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0077123 ; ACT PROPERTY GROUP ; W/PLAN DEC 16 : Dist ID 33957333	$ 164.50	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0074397 ; ACT PROPERTY GROUP ; W/PLAN FOR SEP 16 : Dist ID 33957249	$ 164.50	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0074397 ; ACT PROPERTY GROUP ; W/PLAN FOR SEP 16 : Dist ID 33957254	$ 190.40	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0077123 ; ACT PROPERTY GROUP ; W/PLAN DEC 16 : Dist ID 33957336	$ 252.00	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0074397 ; ACT PROPERTY GROUP ; W/PLAN FOR SEP 16 : Dist ID 33957255	$ 200.65	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0074397 ; ACT PROPERTY GROUP ; W/PLAN FOR SEP 16 : Dist ID 33957256	$ 746.67	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0077123 ; ACT PROPERTY GROUP ; W/PLAN DEC 16 : Dist ID 33957337	$ 891.33	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0077123 ; ACT PROPERTY GROUP ; W/PLAN DEC 16 : Dist ID 33957335	$ 2,135.47	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0074397 ; ACT PROPERTY GROUP ; W/PLAN FOR SEP 16 : Dist ID 33957253	$ 2,135.47	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0077123 ; ACT PROPERTY GROUP ; W/PLAN DEC 16 : Dist ID 33957334	$ 98.00	ACT PROPERTY GROUP	
14-Dec-16	INV: WP0074397 ; ACT PROPERTY GROUP ; W/PLAN FOR SEP 16 : Dist ID 33957251	$ 98.00	ACT PROPERTY GROUP	
04-Aug-16	INV: WP0072792 ; ACT PROPERTY GROUP ; JULY 16 WORKPLAN : Dist ID 33042724	$ 3,554.37	ACT PROPERTY GROUP	
		$ 17,852.67		
	Budget remaining	**$ 228,847.33**		

				Budget	$ 110,640.00		
Acct Date	Description					Vendor/Customer Name	Purchase Order Number
27-May-16	INV: DSINV-0051	Sch 2 s2.2(a)(xi)	City to the Lake - Provision of Venue Management Services for Westside Acton Park : Dist ID 32613853		Sch 2 s2.2(a)(xi)	Sch 2 s2.2(a)(xi)	L16399
27-May-16	INV: DSINV-0050		City to the Lake - Provision of Venue Management Services for Westside Acton Park : Dist ID 32613779				L16399
27-May-16	INV: DSINV-0052		City to the Lake - Provision of Venue Management Services for Westside Acton Park : Dist ID 32613680				L16399
27-May-16	INV: DSINV-0053		City to the Lake - Provision of Venue Management Services for Westside Acton Park : Dist ID 32613847				L16399
05-Aug-16	INV: DSINV-0077		City to the Lake - Provision of Venue Management Services for Westside Acton Park : Dist ID 33053247				L16399
29-Aug-16	INV: DSINV-0087		City to the Lake - Provision of Venue Management Services for Westside Acton Park : Dist ID 33175782				L16399
05-Oct-16	INV: DSINV-0094		City to the Lake - Provision of Venue Management Services for Westside Acton Park : Dist ID 33535968				L16399
				Budget remaining			

From: Smith, Brendon
Sent: Thursday, 2 February 2017 2:58 PM
To: actpg
Subject: Westside [SEC=UNCLASSIFIED]

Please attend – general external Westside clean up, remove pallets, milk crates etc – as discussed with Mick / Mark today

Thank you

Brendon

From: Smith, Brendon
Sent: Thursday, 2 February 2017 3:40 PM
To: Skinner, Melanie; Zhang, Linlin
Cc: Hughes, DavidH; Busfield, Steven
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]

Sorry 3 urgent matters today (4) including this - - this should be fine, i have set aside tomorrow

---

From: Skinner, Melanie
Sent: Thursday, 2 February 2017 2:31 PM
To: Zhang, Linlin
Cc: Hughes, DavidH; Smith, Brendon
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]

Many thanks Linlin.

Brendon, could you please advise if the work plan and revised budget will be ready by lunchtime tomorrow?

Cheers
Mel

From: Zhang, Linlin
Sent: Thursday, 2 February 2017 10:08 AM
To: Skinner, Melanie
Cc: Hughes, DavidH; Smith, Brendon
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]
Importance: High

Hi Mel,

Please find the attached minute with finance input.
I have filled table 1 and 2 based on the finance info as at 31st January.
Please note that, the budget approved from the initial $5m, I have just used the total Westside cost to date less the actual expenditure for ACT Property Group and the Venue Manager.

Sch 2 s2.2(a)(xi) [redacted]

If further funds required from the $5m for Westside, please advise me the amount and I can adjust the budget allocations.
I have also attached the reconciliation work sheet for your information.
As discussed in the PCG, LDA can only provide info for actual cost to date recorded in our financial system.
For the final budget required, ACT Property Group needs to provide the work plan and a revised budget.
If you have any questions, please let me know.

Regards,
Linlin

From: Smith, Brendon
Sent: Friday, 3 February 2017 10:28 AM
To: Zhang, Linlin; Skinner, Melanie
Cc: Hughes, DavidH
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]
Attachments: Westside as at 31 Jan 2017.xlsx

Hi all,

Our figures – I am reviewing now.

Regards

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Zhang, Linlin
Sent: Thursday, 2 February 2017 10:08 AM
To: Skinner, Melanie
Cc: Hughes, DavidH; Smith, Brendon
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]
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Hi Mel,

Please find the attached minute with finance input.
I have filled table 1 and 2 based on the finance info as at 31st January.
Please note that, the budget approved from the initial $5m, I have just used the total Westside cost to date less the actual expenditure for ACT Property Group and the Venue Manager.

Sch 2 s2.2(a)(xi)
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Regards,
Linlin

Consolidated result for Westside

	2015-16	
Total Revenue	$372,451.00	
Total Expenses	-$451,436.00	
Management fee	-$12,309.36	
Operating result	**-$91,294.36**	

	2016-17	
Total Revenue	$114,809.00	
Total Expenses	-$123,256.00	
Management fee	-$10,424.88	
Operating result	**-$18,871.88**	YTD as at 31 Jan 2017

Overall result for Westside excluding unpaid debts	**-$110,166.24**

Unpaid Debts as at 31 Jan 2017	Total	0-60 days	61+ days
Sch 2 s2.2(a)(ii)	$ 18,134.55	$ 2,867.85	$ 15,266.70
	$ 13,979.16	$ -	$ 13,979.16
	$ 14,057.31	-$ 1.00	$ 14,058.31
	$ 11,710.37	$ -	$ 11,710.37
	$ 12,614.60	$ -	$ 12,614.60
	$ 9,036.74	$ -	$ 9,036.74
	$ 1,917.38	$ -	$ 1,917.38
	$ 81,450.11	$ 2,866.85	$ 78,583.26

bldg_name	ledger	cost_group	july_amt	august_amt	september_am	october_amt	november_am	december_am	january_amt	february_amt	march_amt	april_amt	may_amt	june_amt	Total
Westside Acton Park	Expenses	ADMIN ADVERTISING	$0.00	$0.00	$1 280.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1 280.00
Westside Acton Park	Expenses	ADMIN PURCHASE OF EQU PMENT	$0.00	$0.00	$0.00	$2 273.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2 273.00
Westside Acton Park	Expenses	CLEANING AS	$0.00	$0.00	$1 202.00	$2 976.00	$1 080.00	$0.00	$0.00	$0.00	$0.00	$76.00	$0.00	$0.00	$5 334.00
Westside Acton Park	Expenses	ELECTRICITY AS	$0.00	$0.00	$0.00	$1 275.00	$0.00	$0.00	$8 476.00	$2 463.00	$2 760.00	$0.00	$5 540.00	$2 418.00	$22 932.00
Westside Acton Park	Expenses	EQUIPMENT HIRE	$0.00	$0.00	$7 492.00	$5 187.00	$4 443.00	$91.00	$4 353.00	$1 850.00	$8 887.00	$2 250.00	$2 594.00	$8 975.00	$46 122.00
Westside Acton Park	Expenses	R&M BUILDER	$0.00	$0.00	$0.00	$0.00	$0.00	$435.00	$0.00	$0.00	$1 848.00	$0.00	$0.00	$0.00	$2 283.00
Westside Acton Park	Expenses	R&M CARPENTER	$0.00	$0.00	$0.00	$0.00	$269.00	$0.00	$435.00	$0.00	$0.00	$0.00	$999.00	$0.00	$1 703.00
Westside Acton Park	Expenses	R&M CLEANING	$0.00	$0.00	$0.00	$0.00	$0.00	$1 293.00	$909.00	$894.00	$917.00	$1 034.00	$0.00	$1 998.00	$7 045.00
Westside Acton Park	Expenses	R&M ELECTRICAL	$0.00	$0.00	$0.00	$120.00	$0.00	$0.00	$0.00	$353.00	$920.00	$600.00	$0.00	$162.00	$2 155.00
Westside Acton Park	Expenses	R&M FENCING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2 024.00	$0.00	$0.00	$0.00	$0.00	$2 024.00
Westside Acton Park	Expenses	R&M FIRE PROTECTION	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8 950.00	$0.00	$8 950.00
Westside Acton Park	Expenses	R&M FLAGS AND BANNERS	$0.00	$0.00	$0.00	$600.00	$626.00	$0.00	$897.00	$562.00	$0.00	$0.00	$0.00	$0.00	$2 685.00
Westside Acton Park	Expenses	R&M LABOUR	$0.00	$0.00	$0.00	$0.00	$626.00	$0.00	$4 134.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4 760.00
Westside Acton Park	Expenses	R&M LOCKSMITH	$0.00	$0.00	$1 354.00	$0.00	$0.00	$0.00	$2 464.00	$633.00	$435.00	$916.00	$0.00	$0.00	$5 802.00
Westside Acton Park	Expenses	R&M MATERIALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1 818.00	$0.00	$0.00	$0.00	$1 8 8.00
Westside Acton Park	Expenses	R&M OTHER	$0.00	$0.00	$639.00	$0.00	$0.00	$0.00	$1 950.00	$1 848.00	$0.00	$2 024.00	$2 716.00	$1 887.00	$11 064.00
Westside Acton Park	Expenses	R&M PEST CONTROL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$385.00	$0.00	$240.00	$0.00	$180.00	$805.00
Westside Acton Park	Expenses	R&M PLUMBER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1 400.00	$0.00	$0.00	$1 400.00
Westside Acton Park	Expenses	R&M PLUMB NG	$0.00	$0.00	$260.00	$356.00	$231.00	$617.00	$3 064.00	$0.00	$913.00	$0.00	$0.00	$427.00	$5 868.00
Westside Acton Park	Expenses	R&M SIGNAGE	$0.00	$0.00	$333.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$333.00
Westside Acton Park	Expenses	R&M SULLAGE	$0.00	$0.00	$1 700.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1 700.00
Westside Acton Park	Expenses	RUBBISH REMOVAL	$0.00	$0.00	$0.00	$1 507.00	$809.00	$0.00	$3 155.00	$2 677.00	$342.00	$0.00	$0.00	$1 134.00	$9 624.00
Westside Acton Park	Expenses	SECURITY CALL OUT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$91.00	$0.00	$0.00	$0.00	$0.00	$91.00
Westside Acton Park	Expenses	SECURITY PATROLS AS	$0.00	$0.00	$450.00	$1 792.00	$91.00	$91.00	$91.00	$0.00	$182.00	$0.00	$91.00	$91.00	$2 879.00
Westside Acton Park	Expenses	TOILET REQUISITES	$0.00	$0.00	$0.00	$422.00	$163.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$585.00
			$0.00	**$0.00**	**$14,710.00**	**$ 6,508.00**	**$8,338.00**	**$2,527.00**	**$29,928.00**	**$13,780.00**	**$19 022.00**	**$8,540.00**	**$20,890.00**	**$17,272.00**	**$151,5 5.00**
Westside Acton Park	Rm-group	NEW WORKS R&M	$0.00	$0.00	$0.00	$54 032.00	$88 067.00	$7 926.00	$57 797.00	$7 011.00	$10 326.00	$30 991.00	$43 323.00	$448.00	$299 921.00
			$0.00	**$0.00**	**$0.00**	**$54,032.00**	**$88,067.00**	**$7,926.00**	**$57,797.00**	**$7,011.00**	**$10 326.00**	**$30,991.00**	**$43,323.00**	**$448.00**	**$299,921.00**
														Total expenditure	**$451,436.00**

Westside Acton Park	Revenue	OTHER REVENUE	$0.00	$0.00	$2 273.00	$0.00	$455.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2 728.00
Westside Acton Park	Revenue	OTHER USER CHARGES	$0.00	$0.00	$0.00	$0.00	$0.00	$203 460.00	$600.00	$46 540.00	$5 796.00	$0.00	$0.00	$0.00	$256 396.00
Westside Acton Park	Revenue	R&M CARPENTER	$0.00	$0.00	$0.00	$0.00	$270.00	$0.00	$0.00	$0.00	$0.00	$0.00	$999.00	$0.00	$1 269.00
Westside Acton Park	Revenue	R&M CLEANING	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1 027.00	$0.00	$1 158.00	$0.00	$2 185.00
Westside Acton Park	Revenue	R&M ELECTRICAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Westside Acton Park	Revenue	R&M FLAGS AND BANNERS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$672.00	$0.00	$0.00	$0.00	$0.00	$0.00	$672.00
Westside Acton Park	Revenue	R&M LABOUR	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Westside Acton Park	Revenue	R&M LOCKSMITH	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Westside Acton Park	Revenue	R&M OTHER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Westside Acton Park	Revenue	R&M PLUMB NG	$0.00	$0.00	$0.00	$0.00	$182.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$182.00
Westside Acton Park	Revenue	R&M RESPONSE CHARGES	$0.00	$0.00	$100.00	$0.00	$150.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50.00	$0.00	$300.00
Westside Acton Park	Revenue	R&M SIGNAGE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Westside Acton Park	Revenue	R&M SULLAGE	$0.00	$0.00	$1 904.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1 904.00
Westside Acton Park	Revenue	RENT	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3 942.00	$29 304.00	$39 784.00	$14 774.00	$14 774.00	$102 578.00
			$0.00	**$0.00**	**$4,277.00**	**$0.00**	**$1,057.00**	**$203,460.00**	**$1,272.00**	**$50,482.00**	**$36,127.00**	**$39,784.00**	**$ 6,981.00**	**$14,774.00**	**$368,214.00**
Westside Acton Park	Revenue	SHORT TERM HIRE FEES (EVENTS)	$0.00	$0.00	$0.00	$136.00	$1 073.00	$269.00	$841.00	$1 054.00	$864.00	$0.00	$0.00	$0.00	$4 237.00
			$0.00	**$0.00**	**$0.00**	**$136.00**	**$1,073.00**	**$269.00**	**$841.00**	**$1,054.00**	**$864.00**	**$0.00**	**$0.00**	**$0.00**	**$4,237.00**
														Total Revenue	**$372,451.00**
														Difference	**-$78,985.00**
Westside Acton Park	Management fee	12% of rent invoiced								$473.04	$3 516.48	$4 774.08	$1 772.88	$1 772.88	**-$12,309.36**

Total Revenue	$372 451.00
Total Expenses	$451 436.00
Management fee	$12 309.36
Operating result	**-$91,294.36**

Total result **-$91,294.36**

Notes

The above data includes items that were deemed to be "upgrade" or "capital" works ACT Property Group (ACTPG) were left out of pocket in relation to the these items as the expenditure was $299 921.00 and ACTPG only received $250 000.00 from LDA.

The operating result above does not inlcude any unpaid debts these also need to be considered

bldg_name	ledger	cost_group	July	August	September	October	November	December	January	Total	
Westside Acton Park	Expenses	CLEANING AS	$ -	$ 997.00	$ 270.00	$ -	$ 2,771.00	$ -	$ -	$4,038.00	
Westside Acton Park	Expenses	ELECTRICITY AS	$ 2,406.00	$ 2,480.00	$ 2,441.00	$ 2,379.00	$ 2,329.00	$ 2,625.00	$ 2,507.00	$17,167.00	
Westside Acton Park	Expenses	EQUIPMENT HIRE	$ 2,999.00	$ 14,960.00	$ 19,109.00	$ 1,794.00	$ 2,559.00	$ 3,926.00	$ 6,591.00	$51,938.00	
Westside Acton Park	Expenses	HYGIENE SERVICES	$ -	$ -	$ -	$ -	$ 343.00	$ -	$ -	$343.00	
Westside Acton Park	Expenses	R&M CARPENTER	$ -	$ 1,015.00	$ -	$ -	$ -	$ -	$ -	$1,015.00	
Westside Acton Park	Expenses	R&M CLEANING	$ 933.00	$ -	$ 1,118.00	$ 2,491.00	$ -	$ -	$ -	$4,542.00	
Westside Acton Park	Expenses	R&M ELECTRICAL	$ -	$ -	$ 113.00	$ -	$ -	$ -	$ 990.00	$1,103.00	
Westside Acton Park	Expenses	R&M FENCING	$ -	$ -	$ -	$ -	$ 460.00	$ -	$ -	$460.00	
Westside Acton Park	Expenses	R&M LABOUR	$ -	$ 505.00	$ -	$ -	$ 125.00	$ -	$ -	$630.00	
Westside Acton Park	Expenses	R&M LABOURER	$ -	$ -	$ 3,573.00	$ -	$ -	$ -	$ -	$3,573.00	
Westside Acton Park	Expenses	R&M LIFTS	$ -	$ -	$ 1,972.00	$ 2,035.00	$ -	$ -	$ -	$4,007.00	
Westside Acton Park	Expenses	R&M LOCKSMITH	$ -	$ 596.00	$ -	$ -	$ -	$ -	$ -	$596.00	
Westside Acton Park	Expenses	R&M OTHER	$ 1,891.00	$ -	$ -	$ 211.00	$ 1,740.00	$ -	$ -	$3,842.00	
Westside Acton Park	Expenses	R&M PAINTING	$ -	$ -	$ -	$ 962.00	$ -	$ -	$ -	$962.00	
Westside Acton Park	Expenses	R&M PLUMBING	$ -	$ 654.00	$ 217.00	$ -	$ 345.00	$ 160.00	$ -	$1,376.00	
Westside Acton Park	Expenses	RUBBISH REMOVAL	$ 848.00	$ 1,154.00	$ 1,422.00	$ 1,194.00	$ -	$ -	$ 3,837.00	$8,455.00	
Westside Acton Park	Expenses	SECURITY PATROLS AS	$ 91.00	$ 91.00	$ 91.00	$ 91.00	$ 91.00	$ 91.00	$ 91.00	$637.00	
Westside Acton Park	Expenses	TOILET REQUISITES	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,565.00	$3,565.00	
Westside Acton Park	Expenses	WP ELECTRICAL	$ -	$ -	$ -	$ -	$ 260.00	$ -	$ -	$260.00	
Westside Acton Park	Expenses	WP PEST CONTROL	$ -	$ 510.00	$ -	$ 675.00	$ -	$ -	$ -	$1,185.00	
Westside Acton Park	Expenses	WP PLUMBING	$ 1,400.00	$ -	$ -	$ 1,400.00	$ -	$ -	$ 1,400.00	$4,200.00	
			$ 10,568.00	**$ 22,962.00**	**$ 30,326.00**	**$ 13,232.00**	**$ 11,023.00**	**$ 6,802.00**	**$ 18,981.00**	**$113,894.00**	
Westside Acton Park	Rm-group	CAPITAL WORKS 2016-17	$ -	$ -	$ 2,285.00	$ -	$ -	$ -	$ -	$2,285.00	
Westside Acton Park	Rm-group	NEW WORKS R&M	$ -	$ -	$ -	$ 5,600.00	$ -	$ 1,477.00	$ -	$7,077.00	
			$ -	**$ -**	**$ 2,285.00**	**$ 5,600.00**	**$ -**	**$ 1,477.00**	**$ -**	**$9,362.00**	
										Total Expense	**$123,256.00**
Westside Acton Park	Revenue	CAPITAL INJECTION	$ -	$ -	$ -	$ 2,285.00	$ -	$ -	$ -	$2,285.00	
Westside Acton Park	Revenue	EQUIPMENT HIRE	$ -	$ -	$ -	$ -	$ -	$ -	$ 400.00	$400.00	
Westside Acton Park	Revenue	OTHER REVENUE	$ -	$ -	$ -	$ -	$ -	$ 455.00	$ -	$455.00	
Westside Acton Park	Revenue	RENT	$ 14,774.00	$ 14,774.00	$ 13,874.00	$ 13,470.00	$ 13,470.00	$ 16,512.00	$ -	$86,874.00	
Westside Acton Park	Revenue	WP ELECTRICAL	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$ 165.00	$1,155.00	
Westside Acton Park	Revenue	WP GROUNDS MAINTENANCE	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$ 98.00	$686.00	
Westside Acton Park	Revenue	WP LIFTS	$ 2,135.00	$ 2,135.00	$ 2,135.00	$ 2,135.00	$ 2,135.00	$ 2,135.00	$ 2,135.00	$14,945.00	
Westside Acton Park	Revenue	WP PEST CONTROL	$ 191.00	$ 191.00	$ 191.00	$ 253.00	$ 253.00	$ 253.00	$ 253.00	$1,585.00	
Westside Acton Park	Revenue	WP PLUMBING	$ 966.00	$ 947.00	$ 947.00	$ 891.00	$ 891.00	$ 891.00	$ 891.00	$6,424.00	
			$ 18,329.00	**$ 18,310.00**	**$ 17,410.00**	**$ 19,297.00**	**$ 17,012.00**	**$ 20,509.00**	**$ 3,942.00**	**$114,809.00**	
										Total revenue	**$114,809.00**
										Result	**-$8,447.00**
Westside Acton Park	Management Fee 12%		$ 1,772.88	$ 1,772.88	$ 1,664.88	$ 1,616.40	$ 1,616.40	$ 1,981.44	$ -		**-$10,424.88**

Total Revenue	$114,809.00
Total Expenses	-$123,256.00
Management fee	-$10,424.88
Operating result	**-$18,871.88** YTD as at 31 Jan 2017

From: Smith, Brendon
Sent: Friday, 3 February 2017 10:46 AM
To: Wales, PhillipB
Cc: Doherty, David; Stearn, Hayley
Subject: FW: LDA Board Paper - Westside Decommissioning
Attachments: 201702 - DOC - LDA Board - Westside Decommissioning.doc; Westside as at 31 Jan 2017.xlsx

Hi Phil,

FYI – this is likely to go to Liz/Daniel later today for clearance via LDA.

I'm fine with it – note the financials will change according to the attached spreadsheet that we provided the LDA earlier today

Regards
Brendon
54673

From: Skinner, Melanie
Sent: Thursday, 2 February 2017 8:45 AM
To: Zhang, Linlin; Smith, Brendon
Cc: Hughes, DavidH
Subject: LDA Board Paper - Westside Decommissioning
Importance: High

Good morning.

Please find attached a draft paper for your review, providing the board with an update on Westside Village. As you will see, much of the financial information has been left blank. I have made some assumptions based on the financial reports provided to date.

Could you please review the document to ensure it accurately reflects the situation? I will also require your input on the financial statements within the paper please.

This really needs to be provided to Liz Lopa and Daniel Bailey for their approval tomorrow afternoon, so would appreciate your input by lunchtime **Friday 3 February 2017** please.

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Skinner, Melanie
Sent: Friday, 3 February 2017 11:54 AM
To: Smith, Brendon
Subject: FW: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]
Attachments: 201702 - DOC - LDA Board - Westside Decommissioning-LZ input (3).doc

Hi Brendon – Linlin is going to talk with Steven directly.

In the meantime, could you please check table 3 in the attachment and confirm this is all the money required to maintain Westside until it is decommissioned (19 November 2017)? I pulled this information together based on multiple emails from you, so may have missed something.

Cheers
Mel

From: Skinner, Melanie
Sent: Friday, 3 February 2017 11:05 AM
To: Smith, Brendon; Zhang, Linlin
Cc: Hughes, DavidH
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]

Thanks Brendon. Could you please update the attached board paper to include these figures?

From: Smith, Brendon
Sent: Friday, 3 February 2017 10:28 AM
To: Zhang, Linlin; Skinner, Melanie
Cc: Hughes, DavidH
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]

Hi all,

Our figures – I am reviewing now.

Regards

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Zhang, Linlin
Sent: Thursday, 2 February 2017 10:08 AM
To: Skinner, Melanie
Cc: Hughes, DavidH; Smith, Brendon
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]
Importance: High

Hi Mel,

Please find the attached minute with finance input.
I have filled table 1 and 2 based on the finance info as at 31st January.

COMMERCIAL IN CONFIDENCE

1xx.xx WESTSIDE VILLAGE DECOMMISSIONING

Land Development Agency
CANBERRA FIRST

Purpose

To update the LDA Board (the Board) on measures being implemented to close and decommission Westside Village (Westside).

Background

Ownership of Westside transferred to the Land Development Agency (LDA) in September 2015. ACT Property Group (ACTPG) manages and maintains the site for the LDA under a Memorandum of Understanding (MoU).

On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017. The decision to close the site before winter was made in consultation with traders after the National Capital Authority limited works approval for the site to 19 November 2017. The LDA had applied for a 2.5 year works approval.

There are currently six vendors operating at Westside. Existing tenants are on month to month agreements, so ~~can~~ may vacate prior to 30 April 2017.

Issues

Financial implications

Operational costs

The LDA Board has provided all funding for Westside as part of the early activation of West Basin. To date, the Board has approved $1,909,723~~.00~~ of in respect of Westside (Attachment A, table 1).

At 31 January 2017, expenditure against Westside totalled $1 655 772~~X~~. (Attachment A, table 2). This leaves a remaining budget of $~~X~~253 951~~.~~

It is estimated it will cost a further $109,000 to run Westside until the closure date of 30 April (Attachment A, table 3). An allowance has also been included within this for the village to be 'mothballed' up until the latest possible decommissioning date of 19 November – however, it is expected that decommissioning will occur sooner. There is sufficient remaining approved budget to meet this forecast operational cost.

Rental receipts

As the venue and event manager concluded at the end of 2016, and the LDA will not engage in any extra promotion, the government decided to move to a 'peppercorn lease' for the container village's final four months at West Basin.

Vendors are still required to pay their usual rent up until the end of 31 December 2016. Seven vendors however have rent owing, totalling arrears of $86,726. ACT Property Group will endeavour to recoup these costs, but it is considered unlikely this rent will be paid.

Commented [MS1]: ACT Property Group to confirm

Decommissioning Strategy

The last day of trade for Westside will be Sunday 30 April 2017. Vendors on the ground floor of the village ~~will be~~have been~~,~~ formally provided two weeks to remove their containers from the site. Vendors within the vertical village will be reliant on the ACT Government's decommissioning timeline.

Disposal policy

In accordance with the ACT Government Dispoal of Assets policy it is deemed that the items are no longer required for their original purpose. They will also occupy significant storage space and are not expected to be re-used within the foreseeable future. It is therefore appropriate that the assets are disposed.

An internal expression of interest process is also underway through ACT Property Group to see if any other ACT Government Directorate could use all or part of the structure at another location. Funding would need to be identified by the new owner for relocation and installation costs as these would not be covered by the LDA. There has been limited interest expressed to date.

A valuation will be sought for Westside assets, however because of the potential value of the structure and its components and for probity reasons, an open tender process for removal of the assets is warranted.

Due diligence to support the decommissioning strategy is underway, with $15,000 being allocated from the remaining approved Board budget for:

- Structural Advice
- Surveyor
- ACTEW/Icon Fees
- Site Auditor

Disposal costs

While the Westside assets have potentially significant value, the disposal process may not generate a return for the LDA or even be cost neutral. There is substantial work associated with safely disassembling, loading, and transporting the structure which cannot necessarily be re-purposed.

If the market can't realise the intrinsic value (and therefore essentially scraps the structure), there will likely be a cost to the LDA associated with the disposal. This will only become clear following an open approach to the market, at which time we will further advise the board of any financial implications.

Implementing an open expression of interest process for contractor's to decommission the site however, provides the best opportunity for the LDA to minimise its costs associated with the disposal, or generate a return.

Recommendation

That the Board:

- **Note** there is sufficient Board approved funding to maintain Westside until the works approval expires on 19 November 2017.
- **Agree** to an open approach to the market seeking contractors to decommission Westside village.
- **Note** that additional funds are likely to be required to decommission Westside and make-good the site, as required by the NCA works approval. The board will be advised of any

financial implications following market interest being ascertained through the open market approach.

Liz Lopa
Executive Director, Urban Renewal

Daniel Bailey
Executive Director, Sales, Marketing and Property Management

Attachment A

Table 1. West Basin Activation Budget (ex GST)

August 2013	$5 million board allocation for the City to the Lake project	$~~X~~1 302 383
December 2015	Undertake required works to address compliance, regulatory, safety and capacity issues	$250,000
March 2016	To further improve safety, security and works approval compliance.	$246,700
March 2016	To fund the venue manager's activation program until 31 December 2016	$110,640
		$~~TOTAL~~1,909,723

Commented [MS2]: Awaiting input from LDA Finance

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Table 2. Westside Expenditure (ex GST)

Planning and Design	$85,010
Project Management	$85 742
Construction	$1 095 061
Land Maintenance	$280,985
Miscellaneous and Admin Cost	$5,564
Selling and Marketing	$103 410
	$~~TOTAL~~1,655,772

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Commented [MS3]: Awaiting input from LDA Finance and ACT Property Group

Table 3. Operating expenses until 19 November 2017 (excludes GST)

Make good on hired assets	$5,000
Bonds	$11,000
Due diligence for decommissioning strategy	$15,000
Operating costs until 30 April 2017	$64,000
Residual monthly costs during decommissioning	$14,000
	$109,000

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Commented [MS4]: ACT Property Group to confirm this is correct Are there any other expenses?

From: Smith, Brendon
Sent: Friday, 3 February 2017 12:01 PM
To: Skinner, Melanie
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]

Hi Mel, that is good. I am happy with the $109k figure, certanly should be safe. If there is a want to bring this figure down, I could also live with $98k.... Brendon 54673

From: Skinner, Melanie
Sent: Friday, 3 February 2017 11:54 AM
To: Smith, Brendon
Subject: FW: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]

Hi Brendon – Linlin is going to talk with Steven directly.

In the meantime, could you please check table 3 in the attachment and confirm this is all the money required to maintain Westside until it is decommissioned (19 November 2017)? I pulled this information together based on multiple emails from you, so may have missed something.

Cheers
Mel

From: Skinner, Melanie
Sent: Friday, 3 February 2017 11:05 AM
To: Smith, Brendon; Zhang, Linlin
Cc: Hughes, DavidH
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]

Thanks Brendon. Could you please update the attached board paper to include these figures?

From: Smith, Brendon
Sent: Friday, 3 February 2017 10:28 AM
To: Zhang, Linlin; Skinner, Melanie
Cc: Hughes, DavidH
Subject: RE: LDA Board Paper - Westside Decommissioning [SEC=UNCLASSIFIED]

Hi all,

Our figures – I am reviewing now.

Regards

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Zhang, Linlin
Sent: Thursday, 2 February 2017 10:08 AM
To: Skinner, Melanie
Cc: Hughes, DavidH; Smith, Brendon

From: Skinner, Melanie
Sent: Friday, 3 February 2017 1:27 PM
To: Holt, Nicholas; Smith, Brendon
Cc: Horley, Jan; Hughes, DavidH
Subject: Westside Village QTB - costs
Attachments: 10. City to the Lake - Westside Village.docx

Hiya

We have been asked to provide a QTB on the costs to close Westside. I have updated the Westside QTB to explain that decommissioning costs will be determined through an open approach to market. I have also updated the figures to be consistent with the latest finance report.

Attached is the revised QTB for your clearance.

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

QUESTION TIME BRIEF
Sitting period beginning ~~13 December 2016~~14 February 2017

SUBJECT: **CITY TO THE LAKE**

ISSUE: Westside Village

KEY MESSAGES:

- On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017.
- The decision to close the site before winter was made in consultation with traders after the National Capital Authority (NCA~~'s~~) limited works approval for the site to a maximum of one year. ~~The LDA had applied for a two and a half year works approval.~~
- ~~The Venue and Event Manager made a decision to leave when its agreement ended on 1 January 2017. There are no plans to engage a new Venue and Event Manager for the short term the village will remain open.~~
- The government decided to move to a 'peppercorn lease' ~~charge only nominal rent~~ for the container village's final four months at West Basin. Vendors are required to pay their usual rent up until the end of their current lease on 31 December 2016~~7~~. ~~This is appropriate, as~~
- ~~The Venue and Event Manager made a decision to leave when their agreement ended on 1 January 2017. There are no plans to engage a new Venue and Event Manager for the short term.~~
- ~~As the government will not be engaging in any extra promotion during Westside's final few months, it is appropriate that the remaining vendors are only charged peppercorn rent for this period.~~
- ~~Keeping the village open until the end of autumn will give the vendors some time to make their post Westside plans. Some vendors have already secured leases outside of the village.~~
- ~~The ACT Government took over operation of Westside in August 2015 after its private operator withdrew.~~
- ~~The government had hoped to keep the site open until mid 2019, but the limited works approval from the NCA means the site must be restored to its previous condition by 19 November 2017.~~
- The LDA is currently investigating decommissioning and deconstruction options. Costs will be determined following an open approach to the market.
- An internal expression of interest process is also underway to see if any other ACT Government Directorate could use all or part of the structure at another

Nicholas Holt, Director, Urban Projects
Phone Number: 6207 9646

Updated: **17 January 2017~~23 November 2016~~**

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location. Funding would need to be identified by the new owner for relocation and installation costs.

~~likely to run an open Expression of OIInterest process for removal of Westside village in mid 2017.~~

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- ~~The National Capital Authority (NCA) has extended the Works Approval for Westside Village until 19 November 2017.~~
  - ~~The ACT Government had applied in August 2016 for a 2.5 year extension until April 2019.~~
  - ~~The NCA announced its decision via a media release on 17 November 2016.~~
  - ~~The Land Development Agency (LDA) was not advised of the decision prior to the public announcement and therefore had not engaged with stakeholders, such as the Westside vendors, prior to the announcement.~~
    - ~~The vendors are disappointed and frustrated with the process and have voiced their opinions through the media.~~
  - ~~The village will need to be removed and the site remediated prior to the Works Approval expiring. This is expected to take a number of months. The village was designed so it could be relocated.~~
  - ~~The LDA and ACT Property Group (ACTPG) will work with the vendors on an approach for the next 12 months. The Chief Executive of the LDA, Mr David Dawes, had an initial meeting with vendors on 24 November 2016.~~
  - ~~It has been agreed with vendors that the operating at Westside village will cease on 30 April 2017, prior to the slower winter months. As an incentive to continue trading, the LDA has decided to waive lease costs from January 2017 until operations cease.~~
  - ~~The LDA is likely to run an open EOI process for removal of Westside village in mid 2017.~~
- The LDA will ~~now~~ consider how continued activation of West Basin can be achieved to complement the boardwalk and Point Park construction that is underway.

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- ~~11 businesses are currently operating under license at Westside Village. Six have rent owing in arrears. A previous Westside tenant also has rent owing.~~
- ~~Vendor container agreements are current until 1 January 2017 and will need to be renegotiated for the remaining life of the village. A significant number of vendors will need to remain on site to ensure the venue remains an attractive and viable precinct.~~

Nicholas Holt, Director, Urban Projects
Phone Number: 6207 9646 **Updated: 17 January 2017~~23 November 2016~~**

BACKGROUND INFORMATION

- Westside is a temporary village located on the shore of West Basin in Lake Burley Griffin. It is an urban play space for the community to come together, celebrate and enjoy the central parts of the National Capital. It hosts cafes, a roof-top and courtside bar, and private and public events.
- Westside caters for varying age groups demonstrated by the large range of visitors both locally and nationally.
- Westside aims to enliven the lake area and promote the space for future development as an extension of the city centre. The village has achieved significant activation of the area and has been enjoyed by thousands of people each week.
- On 25 June 2016, Westside Village (Cox Architecture) was awarded the Sustainable Architecture award at the Australian Institute of Architects' 2016 ACT Architecture Awards. The award recognises projects that excel as architecture and also display innovation and excellence in terms of environmental sustainability.
- Westside first opened on 6 March 2015.
- On 11 August 2015, Stromlo Stomping Grounds, who wasere originally awarded the contract to construct and operate Westside, surrendered the site back to the LDA.
- The LDA appointed ACT Property Group (ACTPG) to manage Westside, including all tenancies, operations, security and event promotion.
- ACTPG has been working with vendors to ensure they comply with construction, planning, business and health requirements.
- In March 2016, Event and Venue Manager, Sch 2 s2.2(a) was appointed to manage Westside and curate events.
- The LDA has invested $1.6612 million on West Basin early activation:
  - $1.19 27 million on the construction works
  - $0.422 39 million on site maintenance and repairs, engagement of a venue manager and funding community events and activities.
- On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017.
- The decision to close the site before winter was made in consultation with traders after the National Capital Authority's (NCA's) decision to limit works approval for the site to a maximum of one year. The LDA had applied for a two-and-a-half-year works approval.
- The government had hoped to keep the site open until mid-2019, but the limited works approval from the NCA means the site must be restored to its previous condition by 19 November 2017.
- Keeping the village open until the end of autumn will give the vendors some time to make their post-Westside plans. Some vendors have already secured leases outside of the village.
- The Venue and Event Manager made a decision to leave when its agreement ended on 1 January 2017. There are no plans to engage a new Venue and Event Manager for the short term the village will remain open.

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~~On 25 June 2016, Westside Village (Cox Architecture) was awarded the Sustainable Architecture award at the Australian Institute of Architects' 2016 ACT Architecture Awards. The award recognises projects that excel as architecture and also display innovation and excellence in terms of environmental sustainability.~~

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From: Zhang, Linlin
Sent: Friday, 3 February 2017 2:16 PM
To: Skinner, Melanie; Holt, Nicholas
Cc: Hughes, DavidH; Horley, Jan; Smith, Brendon
Subject: RE: LDA Board paper - Westside Village Update [SEC=UNCLASSIFIED]

Hi all,

I have just heard back from Steven, and he would be able to send us the transactions from ACT Property Group first thing Monday morning.

Regards,
Linlin

From: Skinner, Melanie
Sent: Friday, 3 February 2017 2:08 PM
To: Holt, Nicholas
Cc: Hughes, DavidH; Horley, Jan; Smith, Brendon; Zhang, Linlin
Subject: LDA Board paper - Westside Village Update

Hi Nick

The draft paper for the LDA Board, providing an update on Westside Village including the proposed approach to decommission the site, is available here for your review.

We are still working though the finances, as ACT Property Group's records don't reconcile with our accounts. Linlin is working with Steven Busfield from ACT Property Group's finance area to try and resolve this.

In the meantime, can you please review the paper?

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Smith, Brendon
Sent: Tuesday, 14 February 2017 10:01 AM
To: Busfield, Steven
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]
Attachments: 201702 - DOC - LDA Board - Westside Decommissioning.doc

Hi Steve, how soon could we invoice the LDA for the $121,192? Brendon

---

From: Gordon, Garry
Sent: Monday, 13 February 2017 9:10 AM
To: Bailey, Daniel; Smith, Brendon
Cc: Wales, PhillipB
Subject: RE: Westside Board paper [SEC=UNCLASSIFIED]

Brendon

Does the financial summary and commentary line up with your information?

Also there is a comment about ACTPG not invoicing $121,192 so could we get that invoiced ASAP and amend the brief.

The brief doesn't mention how the tenant fitout impacts on the decommissioning. Is there a slightly more complex scenario where the on-ground containers could be offered for sale to the operator subject to the payment of all rent to 31 Dec 16? That sale could be for a token amount say $100 and the operator is responsible for the removal costs?

Your thoughts please.

Thanks

Garry

From: Bailey, Daniel
Sent: Monday, 13 February 2017 8:32 AM
To: Smith, Brendon; Gordon, Garry
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]

Brendon & Garry,

Are you happy with this paper? Looks OK from my perspective.

Regards
Daniel

From: Skinner, Melanie
Sent: Monday, 13 February 2017 8:23 AM
To: Bailey, Daniel
Cc: Smith, Brendon
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]

Hi Daniel – please see attached a paper updating the LDA Board on Westside for your approval too.

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Hughes, DavidH
Sent: Monday, 13 February 2017 8:07 AM
To: Skinner, Melanie
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]

FYI.

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Holt, Nicholas
Sent: Friday, 10 February 2017 1:23 PM
To: Lopa, Liz
Cc: Coyles, Laurel; Crowe, Lindsay; Hughes, DavidH
Subject: Westside Board paper

Hi Liz,

Please see attached Westside Board paper for your review and clearance.

Regards,

Nicholas Holt - Director Urban Projects
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 7, TransACT House, 470 Northbourne Avenue Dickson ACT 2602
T: 02 6207 9646 | F: 02 6207 6110 | email: nicholas.holt@act.gov.au | W: www.lda.act.gov.au

COMMERCIAL IN CONFIDENCE

1xx.xx WESTSIDE VILLAGE DECOMMISSIONING

Land Development Agency
CANBERRA FIRST

Purpose

To update the LDA Board (the Board) on measures being implemented to close and decommission Westside Village (Westside).

Background

Ownership of Westside transferred to the Land Development Agency (LDA) in September 2015. ACT Property Group (ACTPG) manages and maintains the site for the LDA under a Memorandum of Understanding (MoU).

On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017. The decision to close the site before winter was made in consultation with traders after the National Capital Authority limited works approval for the site to 19 November 2017. The LDA had applied for a 2.5 year works approval.

There are currently six vendors operating at Westside. Existing tenants are on month to month agreements, and may vacate prior to 30 April 2017.

Issues

Financial implications

Operational costs

The LDA Board has provided all funding for Westside as part of the early activation of West Basin. To date, the Board has approved $1,909,723 for Westside (Attachment A, table 1).

At 31 January 2017, expenditure against Westside totalled $1,655,772 (Attachment A, table 2). An additional $121,192 has been expended but not invoiced by ACT Property Group (Attachment A, table 3).

It is estimated it will cost a further $130,800 to run Westside until the closure date of 30 April (Attachment A, table 4), including a contingency of 20 percent. An allowance has also been included within this for the village to be 'mothballed' up until the latest possible decommissioning date of 19 November, but it is expected that decommissioning will occur sooner.

Subject to to receipt of all rent payments (discussed below) it is forecast that t~~T~~here is sufficient remaining approved budget to meet these~~is~~ known and forecast operational costs.

Rental receipts

As the venue and event manager concluded at the end of 2016, and the LDA will not engage in any extra promotion, the government decided to move to a 'peppercorn lease' for the container village's final four months at West Basin.

Vendors are still required to pay their agreed rent up until the end of 31 December 2016. Seven vendors however have rent owing, totalling arrears of $81,450. ACT Property Group will endeavour to recoup these costs, but it is considered ~~unlikely~~ a high risk that this rent will ~~be paid~~not be paid. If

all or part of the rent is not recovered the above estimate of operational costs will worsen as ACT Property Group invoice the LDA for running costs that exceed revenue received.

Decommissioning Strategy

The last day of trade for Westside will be Sunday 30 April 2017. Vendors on the ground floor of the village have been provided two weeks to remove their containers from the site. Vendors within the vertical village will be reliant on the ACT Government's decommissioning timeline.

Disposal policy

In accordance with the ACT Government Disposal of Assets policy it is deemed that the items are no longer required for their original purpose. They will also occupy significant storage space and are not expected to be reused within the foreseeable future. It is therefore appropriate that the assets are disposed.

An internal expression of interest process is ~~also~~ underway through ACT Property Group to see if any other ACT Government Directorate could use all or part of the structure at another location. Funding would need to be identified by the new owner for relocation and installation costs as these would not be covered by the LDA. There has been limited interest expressed to date.

A valuation will be sought for Westside assets, however because of the potential value of the structure and its components and for probity reasons, an open tender process for removal of the assets is warranted.

Due diligence to support the decommissioning strategy is underway, with $15,000 being allocated from the remaining approved Board budget for:

- Structural Advice
- Surveyor
- ACTEW/Icon Fees
- Site Auditor

Disposal costs

While the Westside assets have potentially significant value, the disposal process may not generate a return for the LDA or even be cost neutral. There is substantial work associated with safely disassembling, loading, and transporting the structure ~~which cannot necessarily be repurposed~~.

If the market can't realise the intrinsic value (and therefore essentially scraps the structure), there will likely be a cost to the LDA associated with the disposal. This will only become clear following an open approach to the market, at which time we will further advise the board of any financial implications.

Implementing an open expression of interest process for contractors to decommission the site however, provides the best opportunity for the LDA to minimise its costs associated with the disposal, or generate a return.

Recommendation

That the Board:

- **Note** there is sufficient Board approved funding to maintain Westside until the works approval expires on 19 November 2017 (subject to rental arrears of $81,450 being re-couped).
- ~~Agree to~~Note that an open approach to the market seeking contractors to decommission Westside village will be undertaken.
- **Note** that additional funds are likely to be required to decommission Westside and make-good the site, as required by the NCA works approval. The board will be advised of any

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financial implications following market interest being ascertained through the open market approach. If all or part of the rental arrears are not re-couped by this time the financial implication of this will be advised at the same time.

Liz Lopa
Executive Director, Urban Renewal

Daniel Bailey
Executive Director, Sales, Marketing and Property Management

Attachment A

Table 1. West Basin Activation Budget (ex GST)

August 2013	$5 million board allocation for the City to the Lake project	$1,302,383
December 2015	Undertake required works to address compliance, regulatory, safety and capacity issues	$250,000
March 2016	To further improve safety, security and works approval compliance	$246,700
March 2016	To fund the venue manager's activation program until 31 December 2016	$110,640
		$1,909,723

Table 2. Westside Expenditure as at 31 January 2017 (excludes GST)

	Planning and Design	$85,010
	Project Management	$85,742
	Construction	$1,095,061
	Land Maintenance	$280,985
	Miscellaneous and Admin Cost	$5,564
	Selling and Marketing	$103,410
		$1,655,772

Table 3. Operating result as at 31 January 2017 (excludes GST)

	2015-16 deficit	$91,294
	2016-17 deficit	$18,872
	Unpaid invoices	$11,026
		$121,192

Table 4. Operating expenses until 19 November 2017 (excludes GST)

	Make good on hired assets	$5,000
	Bonds	$11,000
	Due diligence for decommissioning strategy	$15,000
	Operating costs (1 January to 30 April 2017)	$64,000
	Residual monthly costs during decommissioning (1 May to 19 November 2017)	$14,000
	Contigency (20 per cent)	$21,800
		$130,800

From: Smith, Brendon
Sent: Tuesday, 14 February 2017 11:08 AM
To: Skinner, Melanie
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]

Will discuss...

From: Smith, Brendon
Sent: Tuesday, 14 February 2017 11:06 AM
To: Gordon, Garry
Cc: Wales, PhillipB; Bailey, Daniel; Busfield, Steven
Subject: RE: Westside Board paper [SEC=UNCLASSIFIED]

Hi Garry,

Yes, I have been working with the LDA on this one – I will, however, clarify that our estimate on running costs has already taken into account the likely scenario of rent arrears not being paid. (but we are still chasing them)

I shall chat with Mel/David and request the amendment about the invoice – I have asked Steve to invoice the LDA today.

Vendors operating 'on-ground' of the vertical village already have rights to purchase these containers. I can suggest an amendment to the paper at decommissioning strategy such as "Vendors within the vertical village have varying agreements with the Territory. The One food van already own their container, whilst The Fish Can, Miss Vans and the Bars all own their fit-out and have an option to purchase these containers. Availability of the containers will be reliant on the ACT Government's decommissioning timeline"

Regards
Brendon
54673

From: Gordon, Garry
Sent: Monday, 13 February 2017 9:10 AM
To: Bailey, Daniel; Smith, Brendon
Cc: Wales, PhillipB
Subject: RE: Westside Board paper [SEC=UNCLASSIFIED]

Brendon

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Also there is a comment about ACTPG not invoicing $121,192 so could we get that invoiced ASAP and amend the brief.

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Your thoughts please.

Thanks

From:	Davis, Kelly
To:	Smith, Brendon
Subject:	FW: Westside Board paper [SEC=UNCLASSIFIED]
Date:	Tuesday, 14 February 2017 3:52:19 PM
Attachments:	image001.gif image002.gif 201702 - DOC - LDA Board - Westside Decommissioning.doc

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From: Davis, Kelly **On Behalf Of** Gordon, Garry
Sent: Tuesday, 14 February 2017 3:49 PM
To: Smith, Brendan
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]

From: Wales, PhillipB
Sent: Tuesday, 14 February 2017 12:13 PM
To: Gordon, Garry
Cc: Davis, Kelly
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]

Garry

LDA board paper for your clearance (I have made amendments).

Once we have the clearance we will forward to the LDA cc Daniel.

Regards

Phil

Philip Wales, Senior Manager
Phone +61 2 620 77214 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Smith, Brendon
Sent: Tuesday, 14 February 2017 12:06 PM
To: Wales, PhillipB
Subject: RE: Westside Board paper [SEC=UNCLASSIFIED]

Phil, I have amended the paper as per below and have discussed with Mel – Steve has since invoiced the LDA, for approval...Brendon 54673

From: Smith, Brendon
Sent: Tuesday, 14 February 2017 11:06 AM
To: Gordon, Garry
Cc: Wales, PhillipB; Bailey, Daniel; Busfield, Steven
Subject: RE: Westside Board paper [SEC=UNCLASSIFIED]

COMMERCIAL IN CONFIDENCE

1xx.xx WESTSIDE VILLAGE DECOMMISSIONING

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The LDA Board has provided all funding for Westside as part of the early activation of West Basin. To date, the Board has approved $1,909,723 for Westside (Attachment A, table 1).

At ~~31 January~~14 February 2017, expenditure against Westside totalled $1,~~655~~776 ~~772~~964 (Attachment A, table 2). ~~An additional $121,192 has been expended but not invoiced by ACT Property Group (Attachment A, table 3).~~

It is estimated it will cost a further $130,800 to run Westside until the closure date of 30 April (Attachment A, table 43), including a contingency of 20 percent. An allowance has also been included within this for the village to be 'mothballed' up until the latest possible decommissioning date of 19 November, but it is expected that decommissioning will occur sooner.

Subject to to receipt of all rent payments (discussed below) it is forecast that t~~T~~here is sufficient remaining approved budget to meet these~~is~~ known and forecast operational costs.

Rental receipts

As the venue and event manager concluded at the end of 2016, and the LDA will not engage in any extra promotion, the government decided to move to a 'peppercorn lease' for the container village's final four months at West Basin.

Vendors are still required to pay their agreed rent up until the end of 31 December 2016. Seven vendors however have rent owing, totalling arrears of $81,450. ACT Property Group will endeavour to recoup these costs, but it is considered ~~unlikely~~ a high risk that this rent will ~~be paid~~not be paid. If

all or part of the rent is not recovered the above estimate of operational costs will worsen as ACT Property Group invoice the LDA for running costs that exceed revenue received.

Decommissioning Strategy

The last day of trade for Westside will be Sunday 30 April 2017. Vendors on the ground floor of the village have been provided two weeks to remove their containers from the site. Vendors within the vertical village have varying agreements with the Territory. The One food van already own their container whilst The Fish Can, Miss Vans and the Bars all own their fit-out and have an option to purchase these containers. Availability of the containerswill be reliant on the ACT Government's decommissioning timeline.

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Disposal policy

In accordance with the ACT Government Disposal of Assets policy it is deemed that the items are no longer required for their original purpose. They will also occupy significant storage space and are not expected to be reused within the foreseeable future. It is therefore appropriate that the assets are disposed.

An internal expression of interest process is ~~also~~ underway through ACT Property Group to see if any other ACT Government Directorate could use all or part of the structure at another location. Funding would need to be identified by the new owner for relocation and installation costs as these would not be covered by the LDA. There has been limited interest expressed to date.

A valuation will be sought for Westside assets, however because of the potential value of the structure and its components and for probity reasons, an open tender process for removal of the assets is warranted.

Due diligence to support the decommissioning strategy is underway, with $15,000 being allocated from the remaining approved Board budget for:

- Structural Advice
- Surveyor
- ACTEW/Icon Fees
- Site Auditor

Disposal costs

While the Westside assets have potentially significant value, the disposal process may not generate a return for the LDA or even be cost neutral. There is substantial work associated with safely disassembling, loading, and transporting the structure ~~which cannot necessarily be repurposed~~.

If the market can't realise the intrinsic value (and therefore essentially scraps the structure), there will likely be a cost to the LDA associated with the disposal. This will only become clear following an open approach to the market, at which time we will further advise the board of any financial implications.

Implementing an open expression of interest process for contractors to decommission the site however, provides the best opportunity for the LDA to minimise its costs associated with the disposal, or generate a return.

Recommendation

That the Board:

- **Note** there is sufficient Board approved funding to maintain Westside until the works approval expires on 19 November 2017 ~~(subject to rental arrears of $81,450 being re-couped)~~.

- ~~Agree to~~Note that an open approach to the market seeking contractors to decommission Westside village will be undertaken.
- **Note** that additional funds are likely to be required to decommission Westside and make-good the site, as required by the NCA works approval. The board will be advised of any financial implications following market interest being ascertained through the open market approach. If all or part of the rental arrears are not re-couped by this time the financial implication of this will be advised at the same time.

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Liz Lopa
Executive Director, Urban Renewal

Daniel Bailey
Executive Director, Sales, Marketing and Property Management

Attachment A

Table 1. West Basin Activation Budget (ex GST)

August 2013	$5 million board allocation for the City to the Lake project	$1,302,383
December 2015	Undertake required works to address compliance, regulatory, safety and capacity issues	$250,000
March 2016	To further improve safety, security and works approval compliance	$246,700
March 2016	To fund the venue manager's activation program until 31 December 2016	$110,640
		$1,909,723

Table 2. Westside Expenditure as at 31 January 2017 (excludes GST)

ACTPG operating deficit	$121 192
Planning and Design	$85,010
Project Management	$85,742
Construction	$1,095,061
Land Maintenance	$280,985
Miscellaneous and Admin Cost	$5,564
Selling and Marketing	$103,410
	$1,~~655~~776,~~772~~964

~~Table 3. Operating result as at 31 January 2017 (excludes GST)~~

~~2015-16 deficit~~	~~$91,294~~
~~2016-17 deficit~~	~~$18,872~~
~~Unpaid invoices~~	~~$11,026~~
	~~$121,192~~

Table ~~3.~~4 Operating expenses until 19 November 2017 (excludes GST)

Make good on hired assets	$5,000
Bonds	$11,000
Due diligence for decommissioning strategy	$15,000
Operating costs (1 January to 30 April 2017)	$64,000
Residual monthly costs during decommissioning (1 May to 19 November 2017)	$14,000
Contigency (20 per cent)	$21,800
	$130,800

From: Smith, Brendon
Sent: Tuesday, 14 February 2017 3:56 PM
To: Bailey, Daniel
Cc: Skinner, Melanie
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]
Attachments: 201702 - DOC - LDA Board - Westside Decommissioning.doc

Daniel,

ACTPG amendments attached.

Mel – happy to discuss.

Regards
Brendon
54673

From: Wales, PhillipB
Sent: Tuesday, 14 February 2017 3:02 PM
To: Smith, Brendon
Subject: FW: Westside Board paper [SEC=UNCLASSIFIED]

Nice work Brendon

Please provide to Daniel

Philip Wales, Senior Manager
Phone +61 2 620 77214 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Gordon, Garry
Sent: Tuesday, 14 February 2017 1:33 PM
To: Wales, PhillipB
Cc: Davis, Kelly; Smith, Brendon
Subject: Re: Westside Board paper [SEC=UNCLASSIFIED]

Phillip

Excellent and great value add from Brendon.

Ready for issue back to Daniel.

Regards

Garry

Sent from my iPhone

From: Smith, Brendon
Sent: Tuesday, 14 February 2017 7:44 PM
To: Sch 2
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Hi Sch 2

The vendors have 2 x weeks from 30 April 2017 to remove containers. Once this occurs, the structure is expected to be taken down soon after. Not sure just yet how long this will take, we should have more info soon.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Sch 2 s2.2(a)(ii)
Sent: Monday, 13 February 2017 11:03 AM
To: Smith, Brendon
Subject: Re: Westside Update [SEC=UNCLASSIFIED]

Hi Brendon,

Sincerest apologies for not getting back to you in regards to the below email. Yes, it was always my intention to keep the container.

Have you received any updates as to when the LDA has planned to take down the main structure?

Thanks,

Sch 2 s2.2(a)(ii)

This message and any attachment are confidential. If you are not the intended recipient, please telephone or email the sender and delete the message and any attachment from your system. If you are not the intended recipient you must not copy this message or attachment or disclose the contents to any other person.

On 17 Jan. 2017, at 4:16 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

Hi Sch 2,

I understand that you have paid a $5,000 bond. The Vendor has the option to swap the current container for a like for like container, or forgo the bond and own the container outright.

Please confirm your preference.

Regards
Brendon
6205 4673

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 4:06 PM
To: Sch 2 s2.2(a)(ii) [redacted]
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Good afternoon everyone,

Free Standing Containers

For Vendors staying on until 30 April 2017, please be advised that the Territory requires vacant possession of the site by no later than 14 May 2017. This will allow Vendors 2 x weeks to disconnect and cap any services and remove their containers from site. It is critical that we meet this deadline so it does not interfere with removal of the Vertical Village. Please note that no businesses are permitted to operate beyond 30 April 2017.

Vertical Village

For Vendors located within the Vertical Village, I will contact each of you individually to discuss options concerning the container.

Please contact me should you require further information or wish to discuss.

Regards
Brendon
6205 4673

Out of Scope [redacted]

From: Skinner, Melanie
Sent: Wednesday, 15 February 2017 8:25 AM
To: Lovell, Margaret
Cc: Bradley, Kellie; Bailey, Daniel; Lopa, Liz; Holt, Nicholas; Hughes, DavidH; Smith, Brendon
Subject: RE: Urgent [SEC=UNCLASSIFIED]
Attachments: 201702 - DOC - LDA Board - Westside Decommissioning (4).doc

Hi Margaret

ACT Property Group made a few minor changes to the Westside board paper – see attached. The paper has been updated now that an invoice for property management services has been issued. They also clarified ownership of the containers within the vertical village. I would appreciate your guidance on whether this needs to be cleared again by Neil Bulless?

Many thanks

Melanie Skinner | Senior Communications Manager, City to the Lake
Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Hughes, DavidH
Sent: Tuesday, 14 February 2017 7:37 AM
To: Bailey, Daniel
Cc: Lovell, Margaret; Bradley, Kellie; Skinner, Melanie
Subject: RE: Urgent [SEC=UNCLASSIFIED]

Daniel,

I think the issue is that if you are viewing in track changes it bumps the final section a page further forward. If you turn tracking off or keep scrolling down, you will get to the recommendations.

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Bailey, Daniel
Sent: Monday, 13 February 2017 4:43 PM
To: Hughes, DavidH
Cc: Lovell, Margaret; Bradley, Kellie
Subject: FW: Urgent [SEC=UNCLASSIFIED]

Hi Dave,

I think your area drafted this paper can you please put in a recommendation.

Thanks
Daniel

From: Bradley, Kellie
Sent: Monday, 13 February 2017 2:10 PM
To: Bailey, Daniel
Subject: Urgent [SEC=UNCLASSIFIED]

Just in case you're checking your emails while you're bored in this meeting. Could you please advise on Margaret's below email. Thanks!

Kind Regards
Kellie Bradley
Executive Assistant to Daniel Bailey | Executive Director - Sales, Marketing and Property Management
T: 02 6205 9678 | **E:** Kellie.Bradley@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Ground Floor TransACT House | 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 |
www.lda.act.gov.au

From: Lovell, Margaret
Sent: Monday, 13 February 2017 2:08 PM
To: Bradley, Kellie
Subject: FW: 162.2.2 Westside Decommissioning [SEC=UNCLASSIFIED]

From: Lovell, Margaret
Sent: Monday, 13 February 2017 2:08 PM
To: Bailey, Daniel
Cc: 'kelly.bradley@act.gov.au'
Subject: 162.2.2 Westside Decommissioning [SEC=UNCLASSIFIED]

Hi Kelly

Pl flick to Daniel – the agenda calls for a Board decision but the recommendation in this paper does not seek a decision. So – we either need to change the recommendation, or change the agenda. Pl advise.

Cheers
Marg

COMMERCIAL IN CONFIDENCE

1xx.xx WESTSIDE VILLAGE DECOMMISSIONING

Land Development Agency
CANBERRA FIRST

Purpose

To update the LDA Board (the Board) on measures being implemented to close and decommission Westside Village (Westside).

Background

Ownership of Westside transferred to the Land Development Agency (LDA) in September 2015. ACT Property Group (ACTPG) manages and maintains the site for the LDA under a Memorandum of Understanding (MoU).

On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017. The decision to close the site before winter was made in consultation with traders after the National Capital Authority limited works approval for the site to 19 November 2017. The LDA had applied for a 2.5 year works approval.

There are currently six vendors operating at Westside. Existing tenants are on month to month agreements, and may vacate prior to 30 April 2017.

Issues

Financial implications

Operational costs

The LDA Board has provided all funding for Westside as part of the early activation of West Basin. To date, the Board has approved $1,909,723 for Westside (Attachment A, table 1).

At ~~31 January~~14 February 2017, expenditure against Westside totalled $1,~~655~~776 ~~772~~964 (Attachment A, table 2). ~~An additional $121,192 has been expended but not invoiced by ACT Property Group (Attachment A, table 3).~~

It is estimated it will cost a further $130,800 to run Westside until the closure date of 30 April (Attachment A, table ~~4~~3), including a contingency of 20 percent. An allowance has also been included within this for the village to be 'mothballed' up until the latest possible decommissioning date of 19 November, but it is expected that decommissioning will occur sooner.

Subject to to receipt of all rent payments (discussed below), it is forecast that there is sufficient remaining approved budget to meet these known and forecast operational costs.

Rental receipts

As the venue and event manager concluded at the end of 2016, and the LDA will not engage in any extra promotion, the government decided to move to a 'peppercorn lease' for the container village's final four months at West Basin.

Vendors are still required to pay their agreed rent up until the end of 31 December 2016. Seven vendors however have rent owing, totalling arrears of $81,450. ACT Property Group will endeavour to recoup these costs, but it is considered a high risk that this rent will not be paid. If all or part of

the rent is not recovered the above estimate of operational costs will worsen as ACT Property Group invoice the LDA for running costs that exceed revenue received.

Decommissioning Strategy

The last day of trade for Westside will be Sunday 30 April 2017. Vendors on the ground floor of the village have been provided two weeks to remove their containers from the site. Vendors within the vertical village have varying agreements with the Territory. The One food van ~~already~~ own their container whilst The Fish Can Miss Vans and the Bars all own their fit-out and have an option to purchase these containers. Availability of the containers~~will be~~ is reliant on the ACT Government's decommissioning timeline.

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Disposal policy

In accordance with the ACT Government Disposal of Assets policy it is deemed that the items are no longer required for their original purpose. They will also occupy significant storage space and are not expected to be reused within the foreseeable future. It is therefore appropriate that the assets are disposed.

An internal expression of interest process is underway through ACT Property Group to see if any other ACT Government Directorate could use all or part of the structure at another location. Funding would need to be identified by the new owner for relocation and installation costs as these would not be covered by the LDA. There has been limited interest expressed to date.

A valuation will be sought for Westside assets, however because of the potential value of the structure and its components and for probity reasons, an open tender process for removal of the assets is warranted.

Due diligence to support the decommissioning strategy is underway, with $15,000 being allocated from the remaining approved Board budget for:

- Structural Advice
- Surveyor
- ACTEW/Icon Fees
- Site Auditor

Disposal costs

While the Westside assets have potentially significant value, the disposal process may not generate a return for the LDA or even be cost neutral. There is substantial work associated with safely disassembling, loading, and transporting the structure.

If the market can't realise the intrinsic value (and therefore essentially scraps the structure), there will likely be a cost to the LDA associated with the disposal. This will only become clear following an open approach to the market, at which time we will further advise the board of any financial implications.

Implementing an open expression of interest process for contractors to decommission the site however, provides the best opportunity for the LDA to minimise its costs associated with the disposal, or generate a return.

Recommendation

That the Board:

- **Note** there is sufficient Board approved funding to maintain Westside until the works approval expires on 19 November 2017 ~~(subject to rental arrears of $81,450 being re-couped)~~.

- **Note** that an open approach to the market seeking contractors to decommission Westside village will be undertaken.
- **Note** that additional funds are likely to be required to decommission Westside and make-good the site, as required by the NCA works approval. The board will be advised of any financial implications following market interest being ascertained through the open market approach. If all or part of the rental arrears ~~are~~is not re-couped by this time, the financial implication of this will be advised at the same time.

Liz Lopa
Executive Director, Urban Renewal

Daniel Bailey
Executive Director, Sales, Marketing and Property Management

Attachment A

Table 1. West Basin Activation Budget (ex GST)

August 2013	$5 million board allocation for the City to the Lake project	$1,302,383
December 2015	Undertake required works to address compliance, regulatory, safety and capacity issues	$250,000
March 2016	To further improve safety, security and works approval compliance	$246,700
March 2016	To fund the venue manager's activation program until 31 December 2016	$110,640
		$1,909,723

Table 2. Westside Expenditure as at 31 January 2017 (excludes GST)

ACTPG operating deficit	$121 192
Planning and Design	$85,010
Project Management	$85,742
Construction	$1,095,061
Land Maintenance	$280,985
Miscellaneous and Admin Cost	$5,564
Selling and Marketing	$103,410
	$1,~~655~~776,~~772~~964

~~**Table 3. Operating result as at 31 January 2017 (excludes GST)**~~

~~2015-16 deficit~~	~~$91,294~~
~~2016-17 deficit~~	~~$18,872~~
~~Unpaid invoices~~	~~$11,026~~
	~~$121,192~~

Table ~~3~~4 Operating expenses until 19 November 2017 (excludes GST)

Make good on hired assets	$5,000
Bonds	$11,000
Due diligence for decommissioning strategy	$15,000
Operating costs (1 January to 30 April 2017)	$64,000
Residual monthly costs during decommissioning (1 May to 19 November 2017)	$14,000
Contigency (20 per cent)	$21,800
	$130,800

From: Hill, Ian
Sent: Thursday, 16 February 2017 10:00 PM
To: Stankevicius, Adam; Ireland, Dianne
Cc: Verden, Jo; Priest, Jenny; Kelley, Rebecca; Tyler, Sam
Subject: Fwd: EDD/CM meeting action list - 13 February [DLM=Sensitive]
Attachments: ACTION LIST - CM and EDD briefing - 13 February.docx; ATT00001.htm

Just so you all have line of sight. Our action items outlined.

Cheers
Ian

Ian Hill
Executive Director
VisitCanberra | Cultural Canberra | Active Canberra

Begin forwarded message:

From: "Morgan, Anneliese" <Anneliese.Morgan@act.gov.au>
Date: 16 February 2017 at 6:54:24 PM AEDT
To: "Dawes, David" <David.Dawes@act.gov.au>, "Hill, Ian" <Ian.Hill@act.gov.au>, "Cox, Ian" <Ian.Cox@act.gov.au>, "Bailey, Daniel" <Daniel.Bailey@act.gov.au>
Cc: "Pirani, Yuka" <Yuka.Pirani@act.gov.au>, "Maher, Ellis" <Ellis.Maher@act.gov.au>, "Clarke, Liz" <Liz.Clarke@act.gov.au>, MACC <MACC@act.gov.au>
Subject: EDD/CM meeting action list - 13 February [DLM=Sensitive]

Hi all,

Please see attached action list from the CM/EDD meeting on 13 February. Please let me know if any action item has been captured differently to what you thought so we can discuss and I can update the action list.

Separately, MACC will send out an email for the status of each action item to be updated prior to the next meeting – if you are super keen to update the status, that version is saved in the next meeting's folder here <file:///\\act.gov.au\EDD\LAPS\EDD_Final%20Briefs%20and%20Ministerials\Ministers'%20Meetings\2016-2020\2016-2017%20Barr\4.%206%20March%202017> .

Cheers,

Anneliese

Anneliese Morgan | Directorate Liaison Officer - Economic Development | (02) 62054643

Office of the Chief Minister - Minister for Economic Development, Minister for Tourism and Major Events

Office of Minister Fitzharris - Minister for Higher Education, Training and Research

Office of Minister Ramsay - Minister for the Arts and Community Events

Chief Minister, Treasury and Economic Development Directorate | ACT Government

PO Box 1020 Canberra City ACT 2601 |www.act.gov.au <http://www.act.gov.au/>

ACT Government
Chief Minister, Treasury and Economic Development

SENSITIVE

ACTION ITEMS

Meeting with Minister for Economic Development, Tourism and Major Events

Out of Scope

[redacted]

Out of Scope

[redacted]

Monday 5 December –Martin Greenwood + Kathy Leigh, David Dawes, Jonathan Kobus, Leanne Power, DLO			
ADDED DURING MEETING	Westside (DD)	**ACTION: LIZ LOPA - Investigate if vendors could move to ANU Union Park and let Adviser know this year.**	**??? Liz Lopa to ring Martin Greenwood to discuss and liaise**

			with ANU

From: Smith, Brendon
Sent: Friday, 24 February 2017 10:38 AM
To: Wolf, Felicity
Cc: Doherty, David
Subject: FW: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Hi Felicity,

Need your help with this, can you please chat with our property managers to obtain at least 1 x 'property related' email contact, per directorate?

We need to send a brief email out seeking expressions of interest 'within government' for the Westside Vertical Village, under the terms mentioned below. Suggest we give them 2 x weeks and attach a photo.

Regards
Brendon
54673

Brendon f**rom:** Skinner, Melanie
Sent: Monday, 20 February 2017 12:04 PM
To: Gordon, Garry; Bailey, Daniel; Smith, Brendon; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA
Cc: Hughes, DavidH; Stroud, Joanne; Overton, Mark
Subject: FOR ACTION: Westside Containers EOI

Good Afternoon

Late last year, ACT Property Group sought expressions of interest from within the ACT Government to use all, or part of Westside vertical village after it closes at the end of April. I understand there has been interest from:

- Stromlo Forest Park (top section of the tower)
- Kingston Foreshore Arts Precinct (ACT Property Group to prepare options)
- LDA Sales and Marketing team (2x20ft and 2x40ft containers)

The LDA is currently preparing documentation for an open approach to the market to decommission the site. By close of business **Thursday, 6 April 2017**, we require written confirmation from interested Directorates if they will use all, or part of Westside. Funding for relocation and installation costs will need to be identified by the new owner by this time, as these costs will not be covered by the LDA.

Thursday, 6 April 2017 is also the final date for vendors with an option to purchase their containers to advise us of their intentions.

Earlier notice would of course be appreciated to assist in our planning.

We are required after this date to finalise tender documents for release the following week, and this will otherwise provide full salvage rights to the structure and containers.

Thanks

Melanie Skinner | Senior Communications Manager, City to the Lake
Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au

Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Wolf, Felicity
Sent: Friday, 3 March 2017 10:07 AM
To: Smith, Brendon
Subject: can you please review and offer feedback - WESTSIDE VERTICAL VILLAGE [SEC=UNCLASSIFIED]

Good Morning All

If you are not the right person within your Directorate to recieve or action this information please pass it on or let me kown the correct contact. Thank you

ACT Property Group are seeking Expressions Of Interest (EOI) within Goverment for the Westside Vertical Village

By close of business **Friday, 24 March 2017**, ACTPG require written EOI from interested Directorates for the use of all, or part of the Westside Vertical Village.
Funding for relocation and installation costs will need to be identified by the new owner, as these costs will not be covered by the LDA.

LDA are currently preparing documentation for an open approach to the market to decommission the Westside Village site in April 2017.

Friday, 24 March 2017 is also the final date for vendors with an option to purchase their containers to advise us of their intentions.

All Expressions of Interest can be sent to .....???

Felicity Wolf
6205 9506 ph | 6213 0735 fx | felicity.wolf@act.gov.au |
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate| **ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From:	Wolf, Felicity
To:	Wolf, Felicity
Cc:	Smith, Brendon
Bcc:	Cayirylys, Glen; Kidman, Fiona; Drory, Antje; McPhee, Ian; Morgan, Sam (Health); Hart, Rick (EPD); Duckworth, Ian; Lawrence, Michael; Doherty, David; Newham, Ken
Subject:	EOI for Westside Vertical Village Containers [SEC=UNCLASSIFIED]
Date:	Friday, 3 March 2017 10:40:00 AM
Attachments:	image004.jpg image006.jpg image007.jpg image012.png

Good Morning All

If you are not the right person with in your Directorate to recieve or action this information please pass it on, or let me kown the correct contact. Thank you

ACT Property Group are seeking Expressions Of Interest (EOI) within Goverment for the Westside Vertical Village

By close of business **Friday, 17 March 2017**, ACTPG require written EOI from interested Directorates for the use of all, or part of the Westside Vertical Village.
Funding for relocation and installation costs will need to be identified by the new owner, as these costs will not be covered by the LDA.

LDA are currently preparing documentation for an open approach to the market to decommission the Westside Village site in April 2017.

Aviary Rooftop

Courtside 08

Westside Acton Park

All Expressions of Interest can be sent to brendon.smith@act.gov.au by Friday, 17 March 2017

From: Stannard, Geoff
Sent: Monday, 6 March 2017 6:57 PM
To: Smith, Brendon
Cc: Hart, Rick (EPD); Spencer, Gary; actpg
Subject: Westside Containers [SEC=UNCLASSIFIED]
Attachments: FW: EOI for Westside Vertical Village Containers [SEC=UNCLASSIFIED]

Hi Brendon

As discussed earlier today, it would be appreciated if you could reserve 2 containers (both 20 foot long) for the Environment, Planning and Sustainable Development Directorate. Our preference is for standard containers without the sides cut out or any other modifications. We are looking to locate the containers at the Lyneham Depot, Wattle Street.

Please don't hesitate to contact me should you need further details.

If you could also advise when they will be available, Price (ie they are free to directorates) and any documentation that we need to complete our end, and confirm that we will be responsible for relocation, that would be greatly appreciated.

Thanks again

Geoff Stannard I Senior Manager, Governance
Phone: +61 2 6207 7472 Email: geoff.stannard@act.gov.au
Mob: 0481 002 423
Governance Team I Environment, Planning and Sustainable Development Directorate I ACT Government
Level 3, Dame Pattie Menzies House I GPO Box 158 Canberra ACT 2601 I www.act.gov.au

From: Hart, Rick (EPD)
Sent: Friday, 3 March 2017 12:50 PM
To: Stannard, Geoff
Subject: FW: EOI for Westside Vertical Village Containers [SEC=UNCLASSIFIED]

Maybe we could use this at Lyneham !!!!

Rick Hart
Facilities Manager
Environment, Planning and Sustainable Development Directorate

Dame Pattie Menzies
Dickson
02 62079126
Mob 0466393804

From: Wolf, Felicity
Sent: Friday, 3 March 2017 10:40 AM
To: Wolf, Felicity
Cc: Smith, Brendon
Subject: EOI for Westside Vertical Village Containers [SEC=UNCLASSIFIED]

Good Morning All

If you are not the right person with in your Directorate to recieve or action this information please pass it on, or let me kown the correct contact. Thank you

ACT Property Group are seeking Expressions Of Interest (EOI) within Goverment for the Westside Vertical Village

By close of business **Friday, 17 March 2017**, ACTPG require written EOI from interested Directorates for the use of all, or part of the Westside Vertical Village.
Funding for relocation and installation costs will need to be identified by the new owner, as these costs will not be covered by the LDA.

LDA are currently preparing documentation for an open approach to the market to decommission the Westside Village site in April 2017.

From: Smith, Brendon
Sent: Tuesday, 7 March 2017 11:03 AM
To: Stannard, Geoff
Cc: Hart, Rick (EPD); Spencer, Gary; actpg
Subject: RE: Westside Containers [SEC=UNCLASSIFIED]

Hi Geoff,

Thank you and noted. Availability will depend on the EOI process, e.g, if the entire structure was required, this would take preference.

Containers will be provided free of charge with accepting Directorate responsible for move costs.

The Village closes 30 April 2017 and decommissioning is expected to commence several weeks after.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Stannard, Geoff
Sent: Monday, 6 March 2017 6:57 PM
To: Smith, Brendon
Cc: Hart, Rick (EPD); Spencer, Gary; actpg
Subject: Westside Containers [SEC=UNCLASSIFIED]

Hi Brendon

As discussed earlier today, it would be appreciated if you could reserve 2 containers (both 20 foot long) for the Environment, Planning and Sustainable Development Directorate. Our preference is for standard containers without the sides cut out or any other modifications. We are looking to locate the containers at the Lyneham Depot, Wattle Street.

Please don't hesitate to contact me should you need further details.

If you could also advise when they will be available, Price (ie they are free to directorates) and any documentation that we need to complete our end, and confirm that we will be responsible for relocation, that would be greatly appreciated.

Thanks again

Geoff Stannard I Senior Manager, Governance
Phone: +61 2 6207 7472 Email: geoff.stannard@act.gov.au
Mob: 0481 002 423
Governance Team I Environment, Planning and Sustainable Development Directorate I ACT Government
Level 3, Dame Pattie Menzies House I GPO Box 158 Canberra ACT 2601 I www.act.gov.au

From: Smith, Brendon
Sent: Tuesday, 7 March 2017 12:12 PM
To: Hughes, DavidH; Stroud, Joanne
Cc: Overton, Mark; Skinner, Melanie
Subject: RE: Access Canberra DA Meeting [SEC=UNCLASSIFIED]
Attachments: RE: Westside Update [SEC=UNCLASSIFIED]

David/Jo,

Copy of email sent to Vendors attached.

Please note that ACTPG are managing the return of any leased assets such as toilets, shipping containers and scissor lift. If there is a need for any of these items to stay beyond 30 April 2017 please advise.

I note that removal of the scissor lift may be a joint effort - I am not yet sure if this will require removal of the surrounding wall prior.

Feel free to contact me with any queries on these matters.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Hughes, DavidH
Sent: Monday, 6 March 2017 3:54 PM
To: Stroud, Joanne; Smith, Brendon
Cc: Overton, Mark; Skinner, Melanie
Subject: RE: Access Canberra DA Meeting [SEC=UNCLASSIFIED]

Thanks Jo,

That makes sense. If you have sufficient funding in the $15k already allocated for due diligence, that could be used for the certifier. If not, let me know.

I'm asking the board at its March meeting for $50k for a PM to manage the work, and an estimated $100k for the demo contractor.

Brendon, can you please confirm the items highlighted.

From: Stroud, Joanne
Sent: Monday, 6 March 2017 2:59 PM
To: Hughes, DavidH

Cc: Overton, Mark
Subject: Access Canberra DA Meeting [SEC=UNCLASSIFIED]

Hi David,

Mark Overton and Myself met with Marko Zarak and David Middlemiss from Access Canberra today to discuss Westside Village Demolition DA and Building Approval.

The following was discussed:

- We will need to engage an ACT Government approved building certifier (there are apparently only 2). The building certifier will assist us in developing documentation for the demolition. We will need to engage this certifier directly and the scope made clear that it is a full demolition.
- Access Canberra's opinion is that the materials that make up Westside Village have been modified to such an extent that they should/can be classified as second hand building materials. We need to state this in any demolition/sales documentation to limit liability on the LDA.
- We will need to disclose to any future purchaser or (ACT Government agency) that wishes to purchase the main structure, that they will require a separate BA and DA including all relevant site specific engineering reports i.e.: they can't just pick it up and drop it onto another site without a whole new certification and approvals process being undertaken.
- We will need to engage a licence builder who has a demolition licence.
- We have made a building file search application with Access Canberra and expect to pick up the full set of building plans from Mitchell in 2 days time. This cost $75. We will use the LDA credit card to pay for the plans.
- We need to make in any sales/RFT/EOI documentation that it is undisputedly clear that all liability for the demolition works and the resultant materials rests with the end user/purchaser.
- We need to inform all the stall holders that they will be disconnected from services on (can you please provide us with the date and also the letter previously sent to stall holders notifying them of their lease expiring).
- We checked with ZNX about records for their assets on the site, they have informed us that there was nothing. Marko and David have now informed us today that there is underground gas supply to the main structure and individual containers that is fed from Bottle Supply attached to the main structure. This is important information that we were unaware of and will need to be included in the RFT Documentation.
- The scissor lift needs to be carefully assessed to determine whether any modifications have been made prior to on selling or returning (if leased).

Please note that the LDA sales and marketing team who have requested to purchase two shipping containers need to know that they require a DA on any proposed use on unleased territory land should it plan to stay there for longer than 2 months. If it is only a temporary structure for 2 months they will still need to obtain a permit from Access Canberra.

Cheers
Jo

Joanne Stroud | Urban Projects
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate
Level 7 TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
☎ 02 6207 1676 | www.lda.act.gov.au

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ACT
Government
Economic Development
Land
Development
Agency
CANBERRA FIRST
www.lda.act.gov.au

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 4:06 PM
To: Sch 2 s2.2(a)(ii) [redacted]
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Good afternoon everyone,

Free Standing Containers

For Vendors staying on until 30 April 2017, please be advised that the Territory requires vacant possession of the site by no later than 14 May 2017. This will allow Vendors 2 x weeks to disconnect and cap any services and remove their containers from site. It is critical that we meet this deadline so it does not interfere with removal of the Vertical Village. Please note that no businesses are permitted to operate beyond 30 April 2017.

Vertical Village

For Vendors located within the Vertical Village, I will contact each of you individually to discuss options concerning the container.

Please contact me should you require further information or wish to discuss.

Regards
Brendon
6205 4673

Out of Scope [redacted]

From: Smith, Brendon
Sent: Tuesday, 7 March 2017 1:16 PM
To: Overton, Mark
Cc: Xiao, Judy; Stroud, Joanne; Hughes, DavidH; Skinner, Melanie
Subject: RE: Westside DA [SEC=UNCLASSIFIED]
Attachments: Westside Container Layout and Ownership January 2017.doc

Mark,

Contact details for Westside Vendors are as follows:

The Aviary Bar and Courtside Bar – Sch 2 s2.2(a)(ii)
Habibiz - Sch 2 s2.2(a)(ii)
Limey's Gelato and Damn Fine Roasters – Sch 2 s2.2(a)(ii)
Lolo and Lola - Sch 2 s2.2(a)(ii)
Homegrown Me – Sch 2 s2.2(a)(ii)
The One – Sch 2 s2.2(a)(ii)
Fish Can – Sch 2 s2.2(a)(ii)
Miss Vans - Sch 2 s2.2(a)(ii)

I note that all Vendors have been asked to disconnect and cap any services by 14 May 2017.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Skinner, Melanie
Sent: Friday, 3 March 2017 1:50 PM
To: Smith, Brendon
Cc: Xiao, Judy; Stroud, Joanne; Overton, Mark; Hughes, DavidH
Subject: RE: Westside DA [SEC=UNCLASSIFIED]

Hi Brendon – could you please provide contact details for Westside vendors to Mark Overton (see below)?

From: Overton, Mark
Sent: Friday, 3 March 2017 1:49 PM
To: Hughes, DavidH; Skinner, Melanie
Cc: Xiao, Judy; Stroud, Joanne
Subject: RE: Westside DA [SEC=UNCLASSIFIED]

Can we also get the contact details of the individual leaseholders/licence holders so that we can contact them and give them instructions on how to get their services disconnected. That is based on the assumption that they made individual applications, if not we will look after it. Also, do you want the pole mounted lights (the blacks ones that are on the perimeter of the site) decommissioned? There are one or 2 on the carpark which I think will need to stay but the others could come down or at least de-energised.

Thanks

Mark

From: Hughes, DavidH
Sent: Friday, 3 March 2017 12:39 PM
To: Skinner, Melanie; Rea, Peter
Cc: Xiao, Judy; Overton, Mark; Stroud, Joanne
Subject: FW: Westside DA [SEC=UNCLASSIFIED]

Peter, Mel,

Can someone remind me why we are managing maintenance for some areas of West Basin, and whether there is a need or reason for us to continue with the Westside possession?

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Overton, Mark
Sent: Friday, 3 March 2017 12:04 PM
To: Hughes, DavidH; Stroud, Joanne
Subject: RE: Westside DA [SEC=UNCLASSIFIED]

Good morning David

Are we handing the site back to the territory or retaining custodianship?

Mark

From: Hughes, DavidH
Sent: Wednesday, 1 March 2017 11:17 AM
To: Overton, Mark; Stroud, Joanne
Subject: Westside DA

Hi Guys,

If you hadn't already accounted for this, you will need to engage with Marko Zarak from Access Canberra in relation to the process for obtaining a DA for the demolition, in addition to the Works Approval by the NCA.

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Tuesday, 14 March 2017 9:32 AM
To: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Village infrastructure [SEC=UNCLASSIFIED]

Thursday or Friday afternoon?

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Sch 2 s2.2(a)(ii)
Sent: Tuesday, 14 March 2017 6:53 AM
To: Smith, Brendon
Subject: Re: Westside Village infrastructure

Hi Brendon

Just following up on my text message yesterday - unfortunately I need to reschedule the site visit this morning?

What other options this or next week might suit you?

Regards

Sch 2 s2.2(a)(ii)

On 8 Mar 2017, at 3:28 pm, Sch 2 s2.2(a)(ii) wrote:

> Hi Brendon,
>
> We have a project Out of Scope .
>
> Would it be possible to meet to understand what pieces of the village are re-usable and what the costs would be to get them?
>
> Regards
>
> Sch 2 s2.2(a)(ii)

From: Smith, Brendon
Sent: Wednesday, 15 March 2017 3:17 PM
To: Sch 2 s2.2(a)
Subject: RE: Westside containers [SEC=UNCLASSIFIED]

H Sch 2 ,

Your interest in the shipping containers are noted.

Please note, however, that there is currently an Expression of Interest process occurring within government for the Vertical village and associated containers. All other containers are owned directly by Westside Vendors.

Therefore, at this point in time, it is considered unlikely that anything will be available, but I will contact you should this change.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 15 March 2017 1:31 PM
To: Shaw, Tania
Cc: S ; Smith, Brendon
Subject: RE: Westside containers

Thanks Tania.
I look forward to hearing from you Brendon.

Cheers,
Sch

Sch 2 s2.2(a)(ii)

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From: Shaw, Tania [mailto:Tania.Shaw@act.gov.au]
Sent: Wednesday, 15 March 2017 12:06 PM
To: Sch 2 s2.2(a)(ii)
Cc: Smith, Brendon <Brendon.Smith@act.gov.au>
Subject: Re: Westside containers

Hi Sch 2

Brendon Smith in our office is working with the LDA on Westside and will be able to advise you on this. I have cc'd him in

Regards
Tania

On 15 Mar. 2017, at 11:10 am, Sch 2 s2.2(a)(ii) wrote:

> Hi Tania,
> Hope you're well.
> Just wondering if you know if the shipping containers from Westside are still around? We were wondering if there might be any that could be donated/ purchased for one of the non-for-profit organisations Out of Scope .
>
> Cheers,
> Sch

Sch 2 s2.2(a)(ii)

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From: Smith, Brendon
Sent: Wednesday, 15 March 2017 5:12 PM
To: Skinner, Melanie
Subject: FW: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]
Attachments: RE: Westside containers [SEC=UNCLASSIFIED]; Re: Westside Village infrastructure

Mel,

We are not pursuing the Kingston Foreshore Arts Precinct.

Attached are 2 x emails on some EOI's outside of Government - let us know how to handle.

I had booked to show Sch 2 s2.2(a)(ii) the village, but they had to cancel.

Regards'
Brendon
54673

From: Smith, Brendon
Sent: Wednesday, 15 March 2017 4:59 PM
To: Skinner, Melanie
Cc: Hughes, DavidH; Stroud, Joanne; Overton, Mark; Gordon, Garry; Bailey, Daniel; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA
Subject: RE: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Hi Melanie,

Thank you. In addition to Stromlo/LDA mentioned below. I have received one EOI within Government. This is EPSD requesting 2 x 20ft containers.

I have also received a few queries outside of government, I shall pass this on for info.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

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From: Skinner, Melanie
Sent: Wednesday, 15 March 2017 10:02 AM
To: Gordon, Garry; Bailey, Daniel; Smith, Brendon; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA
Cc: Hughes, DavidH; Stroud, Joanne; Overton, Mark
Subject: RE: FOR ACTION: Westside Containers EOI

Hi all.

Just a reminder that we will require written confirmation before **Thursday, 6 April 2017** if there is any interest from directorates to use all, or part of Westside. After this date, we will be finalising tender documents for salvage rights to the structure and containers.

Cheers
Melanie

From: Skinner, Melanie
Sent: Monday, 20 February 2017 12:04 PM
To: Gordon, Garry; Bailey, Daniel; Smith, Brendon; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA
Cc: Hughes, DavidH; Stroud, Joanne; Overton, Mark
Subject: FOR ACTION: Westside Containers EOI

Good Afternoon

Late last year, ACT Property Group sought expressions of interest from within the ACT Government to use all, or part of Westside vertical village after it closes at the end of April. I understand there has been interest from:

- Stromlo Forest Park (top section of the tower)
- Kingston Foreshore Arts Precinct (ACT Property Group to prepare options)
- LDA Sales and Marketing team (2x20ft and 2x40ft containers)

The LDA is currently preparing documentation for an open approach to the market to decommission the site. By close of business **Thursday, 6 April 2017**, we require written confirmation from interested Directorates if they will use all, or part of Westside. Funding for relocation and installation costs will need to be identified by the new owner by this time, as these costs will not be covered by the LDA.

Thursday, 6 April 2017 is also the final date for vendors with an option to purchase their containers to advise us of their intentions.

Earlier notice would of course be appreciated to assist in our planning.

We are required after this date to finalise tender documents for release the following week, and this will otherwise provide full salvage rights to the structure and containers.

Thanks

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Sch 2
To: Smith, Brendon
Subject: Re: Westside Village infrastructure
Date: Tuesday, 14 March 2017 6:53:19 AM
Attachments: image001.jpg
image001.jpg

Hi Brendon

Just following up on my text message yesterday - unfortunately I need to reschedule the site visit this morning?

What other options this or next week might suit you?

Regards

Sch 2 s2.2(a)(ii)

On 8 Mar 2017, at 3:28 pm, Sch 2 s2.2(a)(ii) wrote:

> Hi Brendon,
>
> We have a project Out of Scope
>
> Would it be possible to meet to understand what pieces of the village are re-usable and what the costs would be to get them?
>
> Regards
>
> Sch 2 s2.2(a)(ii)

From: Smith, Brendon
Sent: Thursday, 16 March 2017 11:15 AM
To: Wales, PhillipB; Doherty, David
Subject: FW: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]
Attachments: LDA Board - Westside funding request.docx

Just for info...

From: Skinner, Melanie
Sent: Thursday, 16 March 2017 10:57 AM
To: Smith, Brendon
Subject: FW: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Hi Brendon

I have noted EPSD's request for 2 X 20ft containers. Has EPSD confirmed they can fund the relocation costs?

Attached is a draft board paper outlining the decommission options being considered for Westside. The recommendation is to conduct an open expression of interest process for contractors to decommission the site. The board is meeting on 30 March 2017.

Mel

From: Smith, Brendon
Sent: Wednesday, 15 March 2017 4:59 PM
To: Skinner, Melanie
Cc: Hughes, DavidH; Stroud, Joanne; Overton, Mark; Gordon, Garry; Bailey, Daniel; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA
Subject: RE: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Hi Melanie,

Thank you. In addition to Stromlo/LDA mentioned below. I have received one EOI within Government. This is EPSD requesting 2 x 20ft containers.

I have also received a few queries outside of government, I shall pass this on for info.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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From: Skinner, Melanie
Sent: Wednesday, 15 March 2017 10:02 AM
To: Gordon, Garry; Bailey, Daniel; Smith, Brendon; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA

Meeting of 30 March 2017

xx. Westside Village decommissioning funding request

Land Development Agency
CANBERRA FIRST

Purpose

To recommend a strategy for the decommissioning Westside Village and seek funding to implement this.

Background

Ownership of Westside Village transferred to the Land Development Agency (LDA) in September 2015. ACT Property Group (ACTPG) manages and maintains the site for the LDA under a Memorandum of Understanding.

On 21 December 2016, the ACT Government announced Westside would cease trading at the end of April 2017. The decision to close the site before winter was made in consultation with traders after the National Capital Authority (NCA) limited works approval for the site to 19 November 2017. The LDA had applied for a 2.5 year works approval.

The value of Westside Village being carried on the LDA's books is $895,000.

Issues

Asset disposal policy

In accordance with the ACT Government assets disposal policy, it has been deemed that the Westside Village assets are no longer required for their original purpose. They will also occupy significant storage space and are not expected to be reused within the foreseeable future. It is therefore appropriate that the LDA dispose of the Westside assets.

Disposal options considered

With regard to the Government's asset disposal policy, a number of disposal options have been considered for the Westside assets.

1. An **internal Government expression of interest** (EOI) process has been conducted through ACTPG to see if any other ACT Government directorate could use all or part of the vertical structure at another location.

   Funding would need to be identified by the new owner for relocation and installation costs, as these would not be covered by the LDA.

   There has been limited interest expressed to date (although there is some interest in several individual shipping containers). Written confirmation has been requested from interested directorates by close of business on 6 April 2017.

   This option is not recommended unless interested directorates have an ability to fund the transport and establishment, or storage of the structure.

2. **Donation of the structure to a community or not-for-profit organisation.** Donation of ACT Government property is only permitted in special circumstances.

Donating the structure to a community organisation or not-for-profit may meet this threshold. An open EOI process could be undertaken to ascertain if there is interest from such organisations. While this approach may attract re-purposing options, there are some risks:

a. If more than one organisation is interested, it may be difficult to decide between them, and thereby tacitly acknowledge the more worthy cause.

b. The LDA would be required to manage (and likely pay) for the dismantling and transport to ensure it complies with the Works Approval, is done safely, manages risk, and that the contractor otherwise meets LDA requirements.

c. A community or not-for-profit is unlikely to have the resources to establish the structure once delivered, and may seek further assistance from the ACT Government to effect the re-purposing.

d. This process is unlikely to meet the required deadline for removal of the structure by 19 November 2017 given the complexity of engaging with interested organisations and then running and managing a procurement process for the decommissioning.

This option is not recommended unless there is a strong desire to ensure the asset has the best chance of being re-purposed.

3. **Open tender for de-commissioning contractors**. Implementing an open expression of interest process for contractors to decommission the site, provides the best opportunity for the LDA to minimise its costs associated with the disposal, or generate a return.

   While the Westside assets are valued at $895,000, the disposal process may not generate a return for the LDA or even be cost neutral. There is substantial work associated with obtaining Works Approval and safely disassembling, loading, and transporting the structure.

   If the market can't realise the intrinsic value (and therefore essentially scraps the structure), there will likely be a cost to the LDA associated with the disposal. This will only become clear following an open approach to the market.

   This option will however deliver timely, legally binding bids from appropriately qualified contractors; who will obtain NCA Works Approval and remove the structure by 19 November 2017.

   The key risk associated with this option is the LDA may effectively realise no financial or social return (including re-purposing options) associated with the decommissioning of a structure currently valued at $895,000.

   This option is recommended. To proceed, it is proposed the LDA:

   - engage an experienced project manager to develop procurement documentation for salvage contractors and administer the decommissioning works (estimated $50,000)
   - procure via open tender a salvage contractor to decommission Westside (estimated $100,000).

   A further allocation of LDA board funding ~~would be~~is required to facilitate this work, as existing Westside funds are forecast to be fully committed in running costs

through to the date of closure. A detailed reconciliation of Westside funding and expenditure was provided to the board at its February meeting.

Recommendations

That the Board:

- **note** Westside Village must be dismantled, removed, and the site made good by 19 November 2017;
- **endorse** the recommended decommissioning methodology that would see an open tender process for appropriately qualified contractors to decommission the village (with the possibility of some containers being transferred within ACT Government); and
- ~~**endorse** seeking the LDA Board's agreement~~**approve** a funding ~~to an~~ allocation of up to $150,000 ~~for~~ to provide for anticpated~~the~~ decommissioning costs.

David Hughes

Development Director, City to the Lake

8 March 2017

From: Skinner, Melanie
Sent: Thursday, 16 March 2017 11:24 AM
To: Smith, Brendon
Subject: FW: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

For your info...

From: Clarke, Liz
Sent: Thursday, 16 March 2017 11:16 AM
To: Skinner, Melanie
Cc: Bailey, Daniel; Florence, Rod
Subject: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Hi Melanie
Venues Canberra (Stromlo Forest Park) is interested, however we have no funding for this.
We therefore will have to decline.
Regards liz.

Liz Clarke FAICD | Director - Venues Canberra
Phone +61 2 6207 2294 | Mobile 0414 944 107

Exhibition Park in Canberra | GIO Stadium Canberra | Manuka Oval | National Arboretum Canberra | Stromlo Forest Park
Chief Minister, Treasury & Economic Development Directorate | ACT Government
www.exhibitionparkincanberra.com.au | www.giostadiumcanberra.com.au | www.manukaoval.com.au | http://www.nationalarboretum.act.gov.au | www.stromloforestpark.com.au

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From: Skinner, Melanie
Sent: Wednesday, 15 March 2017 10:02 AM
To: Gordon, Garry; Bailey, Daniel; Smith, Brendon; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA
Cc: Hughes, DavidH; Stroud, Joanne; Overton, Mark
Subject: RE: FOR ACTION: Westside Containers EOI

Hi all.

Just a reminder that we will require written confirmation before **Thursday, 6 April 2017** if there is any interest from directorates to use all, or part of Westside. After this date, we will be finalising tender documents for salvage rights to the structure and containers.

Cheers
Melanie

From: Skinner, Melanie
Sent: Monday, 20 February 2017 12:04 PM
To: Gordon, Garry; Bailey, Daniel; Smith, Brendon; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA
Cc: Hughes, DavidH; Stroud, Joanne; Overton, Mark
Subject: FOR ACTION: Westside Containers EOI

From: Ryan, KellyL
Sent: Thursday, 16 March 2017 2:08 PM
To: Ryan, KellyL
Cc: Skinner, Melanie; citytothelake; Smith, Brendon
Subject: Shipping Containers Enquiry [SEC=UNCLASSIFIED]

Good afternoon Mel & Brendon,

I just received a call from Sch 2 s2.2(a)(ii) who is interested in purchasing 2 – 4 forty foot containers when Westside is decommissioned. I mentioned the strategy for decommissioning Westside and distributing the assets has not yet been finalised but we would let him know when a decision is made.

Sch 2 s2.2(a)(ii)

Regards,

Kelly Ryan | **Team Administrator**
City to the Lake | Land Development Agency | ACT Government
Phone: 02 6207 8972
Email: KellyL.Ryan@act.gov.au
Level 6 TransACT House, 470 Northbourne Ave, Dickson | GPO Box 158 Canberra ACT 2601

http://www.lda.act.gov.au/citytothelake

QUESTION TIME BRIEF
Sitting period beginning 21 March 2017

SUBJECT: **CITY TO THE LAKE**

ISSUE: Westside Village

KEY MESSAGES:

- On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017.
- The decision to close the site before winter was made in consultation with traders after the National Capital Authority (NCA) limited works approval for the site to a maximum of one year.
- The Government decided to move to a 'peppercorn lease' for the container village's final four months at West Basin. Vendors are required to pay their usual rent up until the end of their current lease on 31 December 2016.
- The LDA is currently investigating decommissioning and deconstruction options.
- Vendors are being managed closely by ACT Property Group, as preparations commence for the closure of Westside on Sunday, 30 April 2017.
- The LDA will consider how continued activation of West Basin can be achieved to complement the boardwalk and Point Park construction that is underway.

BACKGROUND INFORMATION

- Westside is a temporary village located on the shore of West Basin in Lake Burley Griffin. It is an urban play space for the community to come together, celebrate and enjoy the central parts of the National Capital. It hosts cafes, a roof-top and courtside bar, and private and public events.
- Westside caters for varying age groups demonstrated by the large range of visitors both locally and nationally.
- Westside aims to enliven the lake area and promote the space for future development as an extension of the city centre. The village has achieved significant activation of the area and has been enjoyed by thousands of people each week.
- On 25 June 2016, Westside Village (Cox Architecture) was awarded the Sustainable Architecture award at the Australian Institute of Architects' 2016 ACT Architecture Awards. The award recognises projects that excel as architecture and also display innovation and excellence in terms of environmental sustainability.
- Westside first opened on 6 March 2015.

Nicholas Holt, Director, Urban Projects
Phone Number: 6207 9646 **Updated: 3 March 2017**

- On 11 August 2015, Stromlo Stomping Grounds, who was originally awarded the contract to construct and operate Westside, surrendered the site back to the LDA.
- The LDA appointed ACT Property Group (ACTPG) to manage Westside, including all tenancies, operations, security and event promotion.
- ACTPG has been working with vendors to ensure they comply with construction, planning, business and health requirements.
- In March 2016, Event and Venue Manager, Sch 2 s2.2(a)(xi) was appointed to manage Westside and curate events.
- The LDA has invested $1.78 million on West Basin early activation:
    - $1.19 million on the construction works
    - $0.59 million on site maintenance and repairs, engagement of a venue manager and funding community events and activities.
- On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017.
- The decision to close the site before winter was made in consultation with traders after the NCA's decision to limit works approval for the site to a maximum of one year. The LDA had applied for a two-and-a-half-year works approval.
- The Government had hoped to keep the site open until mid-2019, but the limited works approval from the NCA means the site must be restored to its previous condition by 19 November 2017.
- Keeping the village open until the end of autumn will give the vendors some time to make their post-Westside plans. Some vendors have already secured leases outside of the village.
- The Venue and Event Manager made a decision to leave when its agreement ended on 1 January 2017. There are no plans to engage a new Venue and Event Manager for the short term the village will remain open.
- There are six vendors currently operating at Westside:
    - The Aviary Bar
    - Courtside Bar
    - Habibiz
    - Limey's Gelato
    - Damn Fine Roasters
    - Homegrown Me
- A number of vendors, such as Daana and Miss Van's Vietnamese, have successfully used Westside Village to kick start their business and expand to permanent locations. Westside Village will be featured in a television show being produced by Southern Cross Ten, entitled "Pushing the Boundaries". ACT Government Architect, Catherine Townsend interviewed the architect of Westside on Thursday, 26 January 2017. Stock footage has been provided to the producers showing the site activated at major events such as Art Not Apart. The show is likely to air in mid-2017.
- Win News ran a story on 28 February 2017 which made a number of factually incorrect statements including:
    - The Government made a commercial decision to shut Westside to develop the land (the Village is shutting down as the NCA would not permit a further extension of operation); and

- The Government did not keep its commitments to proprietors (the Government did honour its commitments, but it could not be responsible for the promises made by the previous operator, some of which were inconsistent with the NCA Works Approval).

- The LDA sought a retraction of these comments, but this wasn't forthcoming.

From: Skinner, Melanie
Sent: Monday, 27 March 2017 10:34 AM
To: Hughes, DavidH; Smith, Brendon; Stroud, Joanne; Overton, Mark; Smith, Lara
Subject: Westside Non-Fixtures

Hi all.

With Westside closing at the end of next month, I thought it was worth making a note of who owns what at Westside in relation to the non-fixtures.

- The **basketball hoops** and **soccer nets** are owned by the ACT Government. They will be retained at the site after Westside closes to encourage ongoing activity and to engage the community along the waterfront, consistent with the broader City to the Lake's urban play concept. It would be good to protect these during deconstruction to ensure they are undamaged. I'm not sure if they can be removed easily, but given there will be a lot of activity happening on the site, it may be worth placing a sign on the hoops advising they are not to be removed.

- The **fit out in the vertical village** is owned by the Aviary Bar. This includes the seating, tables and lighting. Any interested parties in the vertical village need to be advised that it does not include the fit out of the bar, including furniture.

- The **gazebos** are owned by individual traders.

- The **lift and toilets** are leased.

Let this group know if there are any other items at Westside where it is unclear on who owns the items or who is responsible for removing the items. We will need to communicate this as early as possible to stakeholders involved.

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Smith, Brendon
Sent: Monday, 27 March 2017 6:55 PM
To: Hughes, DavidH
Subject: FW: Westside DA [SEC=UNCLASSIFIED]
Attachments: Westside Container Layout and Ownership January 2017.doc

David, this is accurate

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

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From: Smith, Brendon
Sent: Tuesday, 7 March 2017 1:16 PM
To: Overton, Mark
Cc: Xiao, Judy; Stroud, Joanne; Hughes, DavidH; Skinner, Melanie
Subject: RE: Westside DA [SEC=UNCLASSIFIED]

Mark,

Contact details for Westside Vendors are as follows:

The Aviary Bar and Courtside Bar – Sch 2 s2.2(a)(ii)
Habibiz - Sch 2 s2.2(a)(ii)
Limey's Gelato and Damn Fine Roasters – Sch 2 s2.2(a)(ii)
Lolo and Lola - Karen Michelle Cudia - Sch 2 s2.2(a)
Homegrown Me – Sch 2 s2.2(a)(ii)
The One – Sch 2 s2.2(a)(ii)
Fish Can – Sch 2 s2.2(a)(ii)
Miss Vans - Sch 2 s2.2(a)(ii)

I note that all Vendors have been asked to disconnect and cap any services by 14 May 2017.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Skinner, Melanie
Sent: Friday, 3 March 2017 1:50 PM
To: Smith, Brendon
Cc: Xiao, Judy; Stroud, Joanne; Overton, Mark; Hughes, DavidH
Subject: RE: Westside DA [SEC=UNCLASSIFIED]

From: Smith, Brendon
Sent: Wednesday, 29 March 2017 12:18 PM
To: Gordon, Garry; Wales, PhillipB
Subject: FW: Westside decommissioning - storage option [SEC=UNCLASSIFIED]

Importance: High

fyi

From: Hughes, DavidH
Sent: Wednesday, 29 March 2017 11:39 AM
To: Bailey, Daniel
Cc: Smith, Brendon; Holt, Nicholas; Lopa, Liz; Skinner, Melanie
Subject: Westside decommissioning - storage option [SEC=UNCLASSIFIED]
Importance: High

Daniel,

In relation to Westside, the emerging preferred option is to put the structure in storage until we identify and have funding for suitable re-use opportunities. David D suggested I think a Fyshwik site? Most of the containers we should be able to be re-used within government. Do we have room there?

He wants me to brief the board tomorrow.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Wednesday, 29 March 2017 2:35 PM
To: Gordon, Garry; Wales, PhillipB
Cc: Bailey, Daniel
Subject: RE: Westside decommissioning - storage option [SEC=UNCLASSIFIED]
Attachments: 20170329_133347.jpg

Hi all, I assume DD means our Fyshwick site at 255CA, lots of room here amongst the other shipping containers (photo attached). A plan B could be Newcastle house store yard at Kingston...Brendon 54673

From: Hughes, DavidH
Sent: Wednesday, 29 March 2017 11:39 AM
To: Bailey, Daniel
Cc: Smith, Brendon; Holt, Nicholas; Lopa, Liz; Skinner, Melanie
Subject: Westside decommissioning - storage option [SEC=UNCLASSIFIED]
Importance: High

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David Hughes

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GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

TRITON

From: Bailey, Daniel
Sent: Wednesday, 29 March 2017 4:09 PM
To: Smith, Brendon; Gordon, Garry; Wales, PhillipB
Subject: RE: Westside decommissioning - storage option [SEC=UNCLASSIFIED]

Thanks Brendon, I will speak with Dave and let him know that there are options.

Regards
Daniel

From: Smith, Brendon
Sent: Wednesday, 29 March 2017 2:35 PM
To: Gordon, Garry; Wales, PhillipB
Cc: Bailey, Daniel
Subject: RE: Westside decommissioning - storage option [SEC=UNCLASSIFIED]

Hi all, I assume DD means our Fyshwick site at 255CA, lots of room here amongst the other shipping containers (photo attached). A plan B could be Newcastle house store yard at Kingston...Brendon 54673

From: Hughes, DavidH
Sent: Wednesday, 29 March 2017 11:39 AM
To: Bailey, Daniel
Cc: Smith, Brendon; Holt, Nicholas; Lopa, Liz; Skinner, Melanie
Subject: Westside decommissioning - storage option [SEC=UNCLASSIFIED]
Importance: High

Daniel,

In relation to Westside, the emerging preferred option is to put the structure in storage until we identify and have funding for suitable re-use opportunities. David D suggested I think a Fyshwik site? Most of the containers we should be able to be re-used within government. Do we have room there?

He wants me to brief the board tomorrow.

Regards,

David Hughes

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TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Monday, 3 April 2017 1:39 PM
To: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Hi Sch 2 ,

Ok, thank you. I understand for talking with Sch 2 s2.2(a)(ii) that he is also staying on.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

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From: Sch 2 s2.2(a)(ii)
Sent: Monday, 3 April 2017 9:52 AM
To: Smith, Brendon
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Hi Brendon

Just confirming I will be staying on until 30 April 2017. I know the rest of the vendors have ceased trading but I just wanted to let you know I'm still there but I'll be shifting the container either the week ending the 30 April or the week after.

Thanks
Sch 2 s2.2(a)(ii)

Sent from Mail for Windows 10

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 4:06 PM
To: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Good afternoon everyone,

Free Standing Containers

For Vendors staying on until 30 April 2017, please be advised that the Territory requires vacant possession of the site by no later than 14 May 2017. This will allow Vendors 2 x weeks to disconnect and cap any services and remove their containers from site. It is critical that we meet this deadline so it does not interfere with removal of the Vertical Village. Please note that no businesses are permitted to operate beyond 30 April 2017.

Vertical Village

From: Skinner, Melanie
Sent: Monday, 3 April 2017 1:41 PM
To: Smith, Brendon
Subject: RE: Westside Traders [SEC=UNCLASSIFIED]

Thanks Brendon.

From: Smith, Brendon
Sent: Monday, 3 April 2017 12:15 PM
To: Skinner, Melanie
Cc: Smith, Lara
Subject: RE: Westside Traders [SEC=UNCLASSIFIED]

Hi Melanie,

Following the weekend and effective today, we are down to 2 x vendors and 3 x businesses at Westside(Coffee shop, Gelato Shop and South African Food remain) ....Brendon 54673

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

---

From: Skinner, Melanie
Sent: Monday, 3 April 2017 10:07 AM
To: Smith, Brendon
Cc: Smith, Lara
Subject: Westside Traders

Hi Brendon

Following media reports over the weekend, could you please confirm there are no traders operating at Westside now? We will need to update the Chief Minister's talkback brief by midday today.

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake
Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Hughes, DavidH
Sent: Thursday, 6 April 2017 11:06 AM
To: Smith, Brendon
Subject: FW: Urgent for clearance - Westside disposal CM brief. [SEC=UNCLASSIFIED]
Attachments: Westside disposal CM brief.doc

FYI>

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Hughes, DavidH
Sent: Thursday, 6 April 2017 9:06 AM
To: Holt, Nicholas
Cc: Bailey, Daniel; Wilson, Chris; Lopa, Liz; Skinner, Melanie
Subject: Urgent for clearance - Westside disposal CM brief. [SEC=UNCLASSIFIED]

Nick,

I've done a first draft of the brief.

In terms of recommendations, I left it open with a series of recommendations the agreement to any of which depends on the Government's priority.

For your clearance.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Dawes, David
Sent: Thursday, 6 April 2017 7:44 AM
To: Hughes, DavidH
Cc: Bailey, Daniel; Smith, Brendon; Bulless, Neil; Wilson, Chris
Subject: Re: Sch 2 s2.2(a)(ii) [SEC=UNCLASSIFIED]

Hi David

We need to put a brief up to CM and Minister Gentleman with the options we have discussed. I think it appropriate we offer first right to people who have fitted out the containers.

DD

David Dawes| Director-General, Economic Development | Chief Executive Officer, Land Development Agency
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Phone 02 6207 3331 | Fax 02 6205 0386 | david.dawes@act.gov.au
Level 7 TransACT House, 470 Northbourne Ave, Dickson | GPO Box 158 Canberra ACT 2601

On 6 Apr 2017, at 7:40 am, Hughes, DavidH <DavidH.Hughes@act.gov.au> wrote:

> No worries, happy to discuss container options if that is part of the conversation – although, I'm still waiting to hear back from DD on the Chief's view of what we do with the village assets we own.
>
> Regards,
>
> David Hughes
>
> **Development Director - City to the Lake**
> **Phone: 02 6205 6744 | Mobile: 0427 616 477**
> **Land Development Agency** | Chief Minister, Treasury and Economic Development Directorate | ACT Government
> TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
> GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social: <image001.gif> <image002.gif>
>
> ---
>
> **From:** Bailey, Daniel
> **Sent:** Wednesday, 5 April 2017 3:29 PM
> **To:** Hughes, DavidH; Smith, Brendon
> **Cc:** Dawes, David
> **Subject:** RE: Sch 2 s2.2(a)(ii) [SEC=UNCLASSIFIED]
>
> Hi David and Brendon,
>
> I called Sch up as per David Dawes request, he wanted to inform us that someone from the Canberra Cavaliers came to have a look at the containers to see if they could use them at their site. Not sure who instructed them
>
> The response letter he received from the Chief Minister stated that if he wanted to continue after 30 April come and speak with them. He read out the section of the letter to me. Can you both meet with Sch to let him know about future options and what the disposal process for the bikes will be.
>
> Thanks
> Daniel
>
> ---
>
> **From:** Dawes, David
> **Sent:** Wednesday, 5 April 2017 9:02 AM
> **To:** Bailey, Daniel
> **Subject:** Fwd: Sch 2 s2.2(a)(ii)
>
> Hi Daniel

Could you give Sch 2 a call.

I will send him an email to that effect.

Regards DD.

David Dawes| Director-General, Economic Development | Chief Executive Officer, Land Development Agency
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Phone 02 6207 3331 | Fax 02 6205 0386 | david.dawes@act.gov.au
Level 7 TransACT House, 470 Northbourne Ave, Dickson | GPO Box 158 Canberra ACT 2601

Begin forwarded message:

From: Sch 2 s2.2(a)(ii)
Date: 3 April 2017 at 8:58:02 am AEST
To: "Dawes, David" <David.dawes@act.gov.au>
Subject: Sch 2 s2.2(a)(ii)

Hi Mr dawes
Is there any chance you given me a call please
Sch 2

ACT Government
Economic Development

Land Development Agency
CANBERRA FIRST

UNCLASSIFIED

To:	Chief Minister	**Tracking No.:**
CC:	Minister Gentleman	
From:	David Dawes	
Date:	6 April 2017	
Subject:	Westside Village (Westside) Decommissioning	
Critical Date:	Monday 1 May 2017	
Critical Reason:	To provide sufficient time to decommission Westside prior to Floriade to increase available parking area.	

- DG .../.../...
- DDG .../.../...
- CFO .../.../...

Purpose
To select a methodology for the decommissioning of Westside Village.

Recommendations
That you:

1. Note the information contained in this brief;

Noted / Please Discuss

2. Agree that if the priority is to minimise cost to the ACT associated with Westside decommissioning, that an open expression of interest be conducted for contractors to remove the structure at an estimated cost of $200,000; **or**

Agreed / Not Agreed / Please Discuss

3. Agree that if the priority is to see the structure re-purposed, that the LDA manage the transport and establishment of the vertical structure at Westside Village at an estimated cost of $800,000; **or**

Agreed / Not Agreed / Please Discuss

4. Agree that if the priority is to see the structure re-purposed by the ACT, for other yet unidentified options, that the LDA manage the transport of the structure to the LDA's yard at Fyshwick for storage, at an estimated cost of $250,000;

Agreed / Not Agreed / Please Discuss

Choose an item. MLA ……..... ...../...../.....

Minister's Office Feedback

Background

1. Ownership of Westside transferred to the Land Development Agency (LDA) in September 2015. ACT Property Group (ACTPG) manages and maintains the site for the LDA under a Memorandum of Understanding.
2. On 21 December 2016, the ACT Government announced Westside would cease trading at the end of April 2017. The decision to close the site before winter was made in consultation with traders after the National Capital Authority (NCA) limited works approval for the site to 19 November 2017. The LDA had applied for a 2.5 year works approval.
3. Westside Village must be removed and the site restored by 19 November 2017, when the NCA works approval expires.
4. The ACT owns the vertical structure, and 14 of the containers. All vendors own the fit-outs within the containers, and where the ACT owns the containers that vendors have fitted out, the vendors have first right of refusal to purchase those containers. It is expected all vendors will exercise their right to purchase the container where this option is relevant. Effectively the ACT owns the vertical structure and empty containers.
5. Westside was publicly promoted as a temporary and transportable structure. The ACT also invested close to $2m in establishing and operating the venue; and the asset is currently being carried on the LDA's books with a value of $895,000. Accordingly, there could be a public perception that the asset should be re-used.

Issues

6. A range of disposal options have been considered, and these are set out below:

    a. **An internal Government expression of interest (EOI)** process has been conducted through ACTPG to see if any other ACT Government directorate could use all or part of the vertical structure at another location.

    In relation to the vertical structure, Venues ACT has expressed an interest in establishing the roof-top podium at Stromlo Forest Park (Stromlo) at ground level, however it has advised it doesn't have funding to realise this.

    There has been a high degree of interest expressed in the empty containers, both within ACT government and the community sector. It is expected all empty containers owned by the ACT can be re-purposed.

    Retention of the asset by Government offers the lowest risk and best opportunity to adaptively re-use the asset for the benefit of Canberrans.

However, it will result in a cost to the LDA.

A cost planner has examined the cost of relocating the roof-top podium to the nominated Stromlo site and determined the cost of this is approximately $800,000. This is relatively high as the structure is elaborate in its architectural and engineering design. An alternate option that considered relocating half of the podium would cost $650,000.

This option is recommended if there is a strong desire to see the structure re-purposed.

b. **Donation of the structure to a community or not-for-profit organisation**. Donation of ACT Government property is only permitted in special circumstances. Donating the structure to a community or not-for-profit organisation may meet this threshold. An open EOI process could be undertaken to ascertain if there is interest from such organisations. While this approach may attract re-purposing options, there are some risks:

- If more than one organisation is interested, it may be difficult to decide between them, and thereby tacitly acknowledge the more worthy cause.
- A community organisation is unlikely to have the capacity to pay the relocation costs of around $800,000. There may be an expectation that the ACT would meet this cost. This figure also assumes relatively minor site establishment costs and basic service connections. A community organisation may further seek further assistance to establish the structure and adapt it to their desired use.
- The LDA would be required to manage the dismantling and transport to ensure it complies with the Works Approval, is done safely, manages risk, and that the contractor otherwise meets LDA requirements.
- This process is unlikely to meet the required deadline for removal of the structure by 19 November 2017 given the complexity of engaging with interested organisations and then running and managing a procurement process for the decommissioning.

This option is not recommended for the vertical structure – although it is noted some containers could be gifted to community or not for profit organizations.

c. **Open EOI/tender for de-commissioning contractors**. Implementing an open expression of interest process for contractors to decommission the site, provides the best opportunity for the ACT to minimise its costs associated with the disposal, or generate a return.

Evaluation of submissions received in this context, could include a criterion that seeks options for adaptive re-use to the benefit of Canberrans. However, it is noted that the cost of re-purposing the vertical structure is likely to be prohibitive to the private sector; particularly when acknowledging similar functionality could be built for less than the cost of disassembling, transporting and re-establishing the existing structure.

There is some risk associated with such a process, primarily around prioritising community re-use:

- The ACT is likely to face an increased cost if community re-use is prioritised.
- Once the successful organisation has removed the structure from site, the timeframe in, and the duration over, which adaptive re-use occurs may be difficult to enforce.
- To strong a focus on adaptive re-use may result in little interest from pure demolition contractors, which may be the only option if appropriate re-use opportunities are not identified.

The cost to simply demolish the structure is estimated to be $200,000. This is after the scrap value of steel is accounted for.

This option is recommended if there is a strong desire to minimise cost to the ACT Government in decommissioning Westside. If community re-use is included as a criterion for evaluation of submissions, it is not proposed this would be highly weighted if cost minimisation is preferred.

d. **Disassemble the structure and store**. While Stromlo Forest Park has expressed interest in the structure, the ACT Government may in time identify alternate re-use opportunities for the vertical structure. Accordingly the structure could be disassembled and stored for future re-use, when the most appropriate opportunity is identified. The cost to implement this option is approximately $250,000.

Financial Implications

7. Options costed, including professional and management fees are:
   a. Scrap the structure - $200,000.
   b. Disassemble the structure and store for future re-use - $250,000.
   c. Relocate 50% of the roof-top podium and re-use empty containers - $650,000.
   d. Relocate 100% of the roof-top podium and re-use empty containers - $800,000.

Consultation

Internal

8. ACTPG has been consulted in the development of this brief.

Cross Directorate

9. N/A.

Benefits/Sensitivities

10. If the structure is not re-used it is likely to attract adverse attention. If it is re-used, the cost associated with facilitating this is also likely to attract adverse attention.
11. Even if the structure is scrapped, it is still likely to be at a cost of some $200,000 to the ACT.

Media Implications

12. Westside Village has attracted extensive media attention.
13. Regardless of the disposal option, further media attention is expected. The Canberra Times has recently sought advice as to the proposed future for Westside, and has been

interested in the cost to establish and operate the venue to date. Accordingly it is expected there will be interest in the cost associated with relocating or scrapping the structure.

Signatory Name: Phone:

Action Officer: Phone:

Attachments

Delete if not required

Attachment	**Title**
Attachment A	
Attachment B	
Attachment C	

From: Smith, Brendon
Sent: Thursday, 6 April 2017 11:08 AM
To: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Importance: High

Hi All,

To assist us with planning and disassembly of the vertical village, I require a response of your intentions by COB today.

Are you going to retain the container in accordance with the option in the licence?

Kind Regards
Brendon
6205 4673

From: Smith, Brendon
Sent: Wednesday, 18 January 2017 9:26 AM
To: Sch 2
Cc: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Hi Sch

Yes, you have the option to forgo the container and have the bond allocated to your account. The bond would be used to offset any rental arrears or make good should there be any.

Cut out and frames fitted costs to containers are a fit-out related and non refundable.

Regards
Brendon
54673

From: Sch 2 s2.2(a)(ii)
Sent: Tuesday, 17 January 2017 8:45 PM
To: Smith, Brendon
Cc: Sch 2 s2.2(a)(ii)
Subject: Re: Westside Update [SEC=UNCLASSIFIED]

Hello Brendan,

The two options that you represented are the same arent they?

Do you mean forgo the container and get our bond back?

Also web paid $5800 not $3000. The extra 2800 is for the deposit fir the cut out, it was advised by R&R that this amount will be returned to us.

Regards,
Sch 2

From: Smith, Brendon
Sent: Thursday, 6 April 2017 1:09 PM
To: Gumley, Clair
Subject: RE: Westside Acton Park - Bins [SEC=UNCLASSIFIED]

Great – thank you

From: Gumley, Clair
Sent: Thursday, 6 April 2017 10:16 AM
To: Smith, Brendon
Subject: FW: Westside Acton Park - Bins [SEC=UNCLASSIFIED]

FYI - see below email regarding removal of bins at Westside

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 621 30700 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
Portfolio Management | ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
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www.economicdevelopment.act.gov.au | www.act.gov.au

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T: 6213 0700 | E: actpg@act.gov.au

ACT Government
Chief Minister, Treasury and Economic Development

From: Sch 2 s2.2(a)(ii) [redacted]
Sent: Wednesday, 5 April 2017 7:21 AM
To: Gumley, Clair
Cc: S [redacted]
Subject: FW: Westside Acton Park - Bins [SEC=UNCLASSIFIED]

Hi Clair,

They will be removed by Sunday.

We are just trying to work it in the schedule.

Kind Regards

Sch 2 [redacted]
Commercial Manager ACT

REMONDIS Australia Pty Ltd
Waste Solutions

12a Alderson Place, Hume ACT 2620, Australia

PO Box 9, Fyshwick ACT 2609, Australia
Phone: Sch 2 s2.2(a)(ii) Mobile: Sch 2 s2.2(a)(ii)
National Service Line: 13 73 73
Fax: +61 (0) 2 6232 7733
www.remondis.com.au
Sch 2 s2.2(a)(ii)

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From: Sch 2
Sent: Tuesday, 4 April 2017 6:44 PM
To: Sch 2 s2.2(a)(ii)
Subject: Fwd: Westside Acton Park - Bins [SEC=UNCLASSIFIED]

Dear Gents,
Please see below for your attention.
Regards
Sch 2

Sent from my Samsung device

-------- Original message --------
From: "Gumley, Clair" <Clair.Gumley@act.gov.au>
Date: 04/04/2017 18:26 (GMT+10:00)
To: canbera@remondis.com.au
Cc: Sch 2 s2.2(a)(ii)
Subject: Westside Acton Park - Bins [SEC=UNCLASSIFIED]

Good afternoon Sch 2

Could I please arrange to have *some* of the garbage bins and skips removed from **Westside Acton Park**.

At this stage we would like three of the larger skip bins removed as they are no longer required as the Westside Precinct has almost completely closed for business. Please leave one of the red lid skip bins for use until all vendors have vacated the site.

Please also remove all the smaller wheelie bins except for two co-mingle recycling wheelie bins.

We will keep you advised on future date for removal of all the remaining bins.

A meeting on site may be required to discuss the strategy around how to move them out, there may be some other temporary fencing prohibiting removal.

Please contact me to arrange a suitable time to meet.

Kind regards,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 621 30700 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au

Portfolio Management | ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

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From: Smith, Brendon
Sent: Thursday, 6 April 2017 11:09 AM
To: Sch 2
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Hi Sch 2,

To assist us with planning and disassembly of the vertical village, I require a response of your intentions by COB today.

Are you going to retain the container in accordance with the option in the licence?

Kind Regards
Brendon
6205 4673

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 4:16 PM
To: Sch 2
Subject: FW: Westside Update [SEC=UNCLASSIFIED]

Hi Sch 2,

I understand that you have paid a $5,000 bond. The Vendor has the option to swap the current container for a like for like container, or forgo the bond and own the container outright.

Please confirm your preference.

Regards
Brendon
6205 4673

From: Smith, Brendon
Sent: Tuesday, 17 January 2017 4:06 PM
To: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Update [SEC=UNCLASSIFIED]

Good afternoon everyone,

Free Standing Containers

For Vendors staying on until 30 April 2017, please be advised that the Territory requires vacant possession of the site by no later than 14 May 2017. This will allow Vendors 2 x weeks to disconnect and cap any services and remove their containers from site. It is critical that we meet this deadline so it does not interfere with removal of the Vertical Village. Please note that no businesses are permitted to operate beyond 30 April 2017.

Vertical Village

For Vendors located within the Vertical Village, I will contact each of you individually to discuss options concerning the container.

From: Dolejsi, Simon
Sent: Thursday, 6 April 2017 11:47 AM
To: Smith, Brendon
Cc: Amodio, Daniel; Beljic, Miloje; Lashkari, Mohammadali
Subject: Westside Village [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Hi Brendon,

Thanks for showing us around Westside Village on Tuesday.

Following further discussions, could Active Canberra put in a request for the following:

- 1 x 40 foot storage container
- Up to 4 x 20 foot storage containers

In addition, if any of the tenants choose not to take up the option of purchasing any of the customised containers, we would welcome the opportunity to look at these.

We may also be interested in any furniture and fittings (i.e. speakers) which remain following the departure of all the tenants.

Let me know if you require any further details at this stage.

Regards,

Simon

Simon Dolejsi
Community Projects Manager - Sport and Recreation Facilities |Active Canberra
providing sport and recreation services
Enterprise Canberra | Chief Minister, Treasury and Economic Development | **ACT Government**
Level 2, Canberra Nara Centre, 1 Constitution Ave, Canberra City | PO Box 147 Civic Square ACT 2608 |
www.act.gov.au

Phone 02 6207 2077| Fax 02 6207 2071

From: Smith, Brendon
Sent: Thursday, 6 April 2017 1:18 PM
To: Canberra Containers
Cc: Gumley, Clair
Subject: Westside - Hire Containers [SEC=UNCLASSIFIED]

Sch ,

I will shortly confirm when we will need the Westside Hire containers removed.

Can you please remind me of our options here?

I understand we can either purchase the containers or provide a make good on them. Are you able to provide a make good settlement figure?

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
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www.economicdevelopment.act.gov.au | www.act.gov.au

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From: Skinner, Melanie
Sent: Thursday, 6 April 2017 1:50 PM
To: Hughes, DavidH; Stroud, Joanne; Overton, Mark
Cc: Smith, Brendon
Subject: FW: Westside Hire Containers [SEC=UNCLASSIFIED]

Hi All.

Further to Brendon's email below, could you please advise if there will be any timing issues removing the hired containers at Westside? The NCA has been concerned in the past with the view from Commonwealth Avenue, particularly in relation to the street art on the tower structure. Some of these containers obscure that view, however I wouldn't think this would cause a problem with the NCA in the short term.

Are there plans to install a construction fence around the site?

Mel

From: Smith, Brendon
Sent: Thursday, 6 April 2017 1:14 PM
To: Skinner, Melanie
Cc: Gumley, Clair
Subject: Westside Hire Containers [SEC=UNCLASSIFIED]

Hi Mel,

Do you have a view on when the Westside Hire containers can be removed? My concern is upsetting the NCA if we remove them too soon.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
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From: Wise, Hamish
Sent: Thursday, 6 April 2017 3:00 PM
To: Smith, Brendon; Gumley, Clair
Subject: RE: Westside - Work plan [SEC=UNCLASSIFIED]

Excellent. I'll shut down the work plan

Hamish Wise | Property Officer

Phone 02 6207 6069 | Fax 02 6213 0735 | hamish.wise@act.gov.au
ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

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---

From: Smith, Brendon
Sent: Thursday, 6 April 2017 2:39 PM
To: Wise, Hamish; Gumley, Clair
Subject: RE: Westside - Work plan [SEC=UNCLASSIFIED]

Site to close – 30 April 2017

From: Wise, Hamish
Sent: Thursday, 6 April 2017 2:30 PM
To: Smith, Brendon; Gumley, Clair
Subject: RE: Westside - Work plan [SEC=UNCLASSIFIED]

What wrong with it?

Hamish Wise | Property Officer

Phone 02 6207 6069 | Fax 02 6213 0735 | hamish.wise@act.gov.au
ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

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---

From: Smith, Brendon
Sent: Thursday, 6 April 2017 10:41 AM
To: Wise, Hamish; Gumley, Clair
Subject: Westside - Work plan [SEC=UNCLASSIFIED]

Hamish/Clair,

We need to look at Westside work plan – we can probably put a stop to most of it.

Regards
Brendon
54673

From: Hughes, DavidH
Sent: Friday, 7 April 2017 10:59 AM
To: Stroud, Joanne; Smith, Brendon; Skinner, Melanie
Cc: Overton, Mark
Subject: RE: Westside - decommissioning timing [SEC=UNCLASSIFIED]

Ok, thanks.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Stroud, Joanne
Sent: Friday, 7 April 2017 10:59 AM
To: Hughes, DavidH; Smith, Brendon; Skinner, Melanie
Cc: Overton, Mark
Subject: RE: Westside - decommissioning timing [SEC=UNCLASSIFIED]

Hi David

After meeting with Weldcraft on site they mentioned that we should actually be allowing a 6 week period for dismantling.

Apologies for not mentioning this earlier.

Cheers,
Jo

Joanne Stroud | Urban Projects
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate
Level 7 TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
☎ 02 6207 1676 | www.lda.act.gov.au

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From: Hughes, DavidH
Sent: Friday, 7 April 2017 10:49 AM
To: Smith, Brendon; Skinner, Melanie

Cc: Stroud, Joanne; Overton, Mark
Subject: RE: Westside - decommissioning timing [SEC=UNCLASSIFIED]

It's hard to say, it relies on someone making a decision on the decommissioning strategy. If the CM advises a preference by 1 May, it would probably take:

- 1 month to draft/approve RFT docs.
- 1 month to tender and assess.
- 1 month Works approval and pre-mobilisation.
- 2-weeks to dismantle.

So with some contingency say late August? Possibly into early Sept.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Friday, 7 April 2017 10:37 AM
To: Skinner, Melanie; Hughes, DavidH
Subject: Westside - decommissioning timing [SEC=UNCLASSIFIED]

Hi Mel/David,

At best guess - when do we think the Vertical Village will come down and vendors have access to the below containers?

I will be calling vendors later today, it would be good to have a 'no promises' indication for them.

Thank you

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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www.economicdevelopment.act.gov.au | www.act.gov.au

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From: Gumley, Clair
Sent: Monday, 10 April 2017 2:10 PM
To: Smith, Brendon
Subject: FW: Westside Acton Park [SEC=UNCLASSIFIED]

Hi Brendon,

As expected the fence is limiting the access for Remondis to remove the bins. I will meet them on-site to discuss removal strategy. Would you like to attend? And any objections to particular fencing being removed to accommodate the truck to access to the bins?

Thanks in advance for your advice,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 621 30700 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
Portfolio Management | ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
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www.economicdevelopment.act.gov.au | www.act.gov.au

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From: Sch 2 s2.2(a)(ii) [redacted]
Sent: Friday, 7 April 2017 6:16 PM
To: Gumley, Clair
Subject: West side Acton Park

Good evening Clair,

My Driver has attempted to remove the bins at west side park this afternoon. He has been unable to do this due to the amount of fencing and cars.

I will give you a call on Monday to resolve this issue and arrange collection with you.

Kind Regards,

Sch 2 [redacted]

Operations Supervisor, Hume ACT

REMONDIS Australia Pty Ltd

12A Alderson Place, Hume ACT 2620 // P.O. Box 9 // Fyshwick ACT 2609 // Australia
T: Sch 2 s2.2(a) [redacted] // M: Sch 2 s2.2(a) [redacted]

National Service Line: 13 73 73
Sch 2 s2.2(a)(ii) // www.remondis.com.au

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From: Smith, Brendon
Sent: Thursday, 13 April 2017 10:33 AM
To: Gumley, Clair
Subject: FW: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Hi Clair, please arrange for the colour bond fence at Westside to be removed. We will need to store the fence panels as some artists are interested in keeping these works, perhaps there is somewhere here we can temporary store them?..Brendon

---

From: Smith, Brendon
Sent: Wednesday, 12 April 2017 6:10 PM
To: Hughes, DavidH
Cc: Gumley, Clair; Skinner, Melanie
Subject: RE: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Thank you - noted

From: Hughes, DavidH
Sent: Wednesday, 12 April 2017 2:10 PM
To: Smith, Brendon; Skinner, Melanie
Cc: Gumley, Clair
Subject: RE: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

I'm supportive of anything on hire being returned ASAP.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Wednesday, 12 April 2017 1:12 PM
To: Skinner, Melanie
Cc: Hughes, DavidH; Gumley, Clair
Subject: RE: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Mel,

Update and some questions:

Sch 2 will swap a 'like for like' container – so we can expect another 40ft shipping container
Sch 2 s2.2(a)(ii) have not responded to emails about their intentions - I have left some phone messages. (I may move on to a formal letter, to a registered business address)

- Hire Bins/lifter – we have requested 3 x large bins be removed, 1 to stay for the short term, will occur shortly;
- Hire containers – seeking a cost for make good, and will look to move these soon, perhaps early May.

- Hire lift – will require a crane to remove, advice and quote to follow shortly – Do we require the lift beyond 31 May 2017?
- Hire toilets – we need to remove the painted colour bond fence first, would you like us go provide a cost and get this done?

Regards
Brendon
54673

From: Smith, Brendon
Sent: Thursday, 6 April 2017 1:06 PM
To: Skinner, Melanie
Cc: Hughes, DavidH; Gumley, Clair
Subject: RE: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Hi Mel, technically 'at decommisioning' – so we would have a sound argument and we have acted reasnablly. Nothing to be too concerned about just yet...Brendon 54673

From: Skinner, Melanie
Sent: Thursday, 6 April 2017 10:41 AM
To: Smith, Brendon
Cc: Hughes, DavidH; Gumley, Clair
Subject: RE: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Thanks Brendon. Legally then, when do the vendors need to make this decision?

The vendors have known since late December that Westside was to close at the end of April. We also provided nearly seven weeks notice to advise if they wanted to purchase their containers. Given they are on month to month agreements, I would be surprised if that is not considered sufficient time.

From: Smith, Brendon
Sent: Thursday, 6 April 2017 10:26 AM
To: Skinner, Melanie
Cc: Hughes, DavidH; Gumley, Clair
Subject: RE: FOR ACTION: Westside Containers EOI [SEC=UNCLASSIFIED]

Hello Melanie,

Thank you – I shall send another email out to them today seeking their intentions urgently by COB today. Technically, from a legal perspective, I'm not sure if we can enforce this date, but see how we go.

FYI – we are currently working on removal of:

- Hire Bins/lifter;
- Hire containers;
- Hire – lift;
- Hire - toilets

Regards
Brendon
54673

From: Skinner, Melanie
Sent: Thursday, 6 April 2017 10:16 AM
To: Smith, Brendon
Cc: Hughes, DavidH
Subject: RE: FOR ACTION: Westside Containers EOI

Hi Brendon

Just a reminder that we will require written confirmation by close of business tonight if vendors with an option to purchase their containers are going to take up this offer.

Cheers
Melanie

From: Skinner, Melanie
Sent: Monday, 20 February 2017 12:04 PM
To: Gordon, Garry; Bailey, Daniel; Smith, Brendon; Wales, PhillipB; Shaw, Tania; Brown, Mike; Matthewson, Mike; Leyton, Paul; Gleeson, Jody; Anderson, MelissaA
Cc: Hughes, DavidH; Stroud, Joanne; Overton, Mark
Subject: FOR ACTION: Westside Containers EOI

Good Afternoon

Late last year, ACT Property Group sought expressions of interest from within the ACT Government to use all, or part of Westside vertical village after it closes at the end of April. I understand there has been interest from:

- Stromlo Forest Park (top section of the tower)
- Kingston Foreshore Arts Precinct (ACT Property Group to prepare options)
- LDA Sales and Marketing team (2x20ft and 2x40ft containers)

The LDA is currently preparing documentation for an open approach to the market to decommission the site. By close of business **Thursday, 6 April 2017**, we require written confirmation from interested Directorates if they will use all, or part of Westside. Funding for relocation and installation costs will need to be identified by the new owner by this time, as these costs will not be covered by the LDA.

Thursday, 6 April 2017 is also the final date for vendors with an option to purchase their containers to advise us of their intentions.

Earlier notice would of course be appreciated to assist in our planning.

We are required after this date to finalise tender documents for release the following week, and this will otherwise provide full salvage rights to the structure and containers.

Thanks

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Smith, Brendon
Sent: Wednesday, 19 April 2017 2:49 PM
To: Sch 2 s2.2(a)(ii)
Cc: Gumley, Clair
Subject: RE: Westside fence collection [SEC=UNCLASSIFIED]

Hi Sch ,

Noted – we shall contact you once the fence has been dismantled.

I note that other artists have expressed an interest.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
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From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 19 April 2017 9:52 AM
To: Smith, Brendon
Subject: Westside fence collection

Hi Brendan

Sch 2 s2.2(a)(ii) gave me your details regarding the fence with my artwork on it. I am interested in taking the whole fence if no other artist want there panels etc. If you can get back to me with more info would be good. I can collect it when its dismantled, i mainly just want the rails and the sheeting, I can take it all. I have a ute and trailer, so if it is left in a pile somewhere close would be great. I can collect it this weekend, or whenever its down.

Thanks

Sch 2 s2.2(a)(ii)

From: Wales, PhillipB
Sent: Friday, 21 April 2017 4:25 PM
To: Smith, Brendon
Subject: FW: Lyneham Depot - Plans for additional two 20 foot containers [SEC=UNCLASSIFIED]
Attachments: 20170413172243917.pdf

Philip Wales, Senior Manager
Phone +61 2 620 77214 | Fax +61 2 6213 0734 Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

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-----Original Message-----
From: Stannard, Geoff
Sent: Thursday, 13 April 2017 4:36 PM
To: actpg; Purseglove, Jennifer
Cc: Wales, PhillipB; Spencer, Gary; Hart, Rick (EPD)
Subject: Lyneham Depot - Plans for additional two 20 foot containers [SEC=UNCLASSIFIED]

Jennifer

When we met a few weeks ago, I mentioned that we had requested two 20 foot containers that were offered free to directorates from the Westside Pop-Up Village, which is being dismantled by TCCS.

I undertook to provide you with plans as to where we propose to place the two containers - which is indicated in the attached document.

We are yet to get confirmation as to the containers - we'll advise you if and when this is confirmed.

Regards

Geoff Stannard I Senior Manager, Governance
Phone: +61 2 6207 7472 Email: geoff.stannard@act.gov.au
Mob: 0481 002 423
Governance Team I Environment, Planning and Sustainable Development Directorate I ACT Government Level 3, Dame Pattie Menzies House I GPO Box 158 Canberra ACT 2601 I www.act.gov.au

Office of the Surveyor-General
Environment Planning & Sustainable Development
Ground Floor North
Dame Pattie Menzies House
16 Challis Street Dickson ACT 2602
GPO Box 158 Canberra ACT 2601

ACT Government

Drawn for planning purposes only. Not to be used for anything other than site planning by EPSDD staff. Building locations are approximate only and not surveyed.

EPSDD LYNEHAM DEPOT

PROPOSED CONTAINER STORAGE AREA

0 5 10 15m
SCALE: 1:200 @ A2

DRAWN:	E. DARKE
SCALE:	1:200 @ A2
DATE:	13-04-2017
REF:	V3

From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 26 April 2017 4:30 PM
To: Smith, Brendon
Subject: Access to container

Hi Brendon,

Do you have any updates as to when I'll be able to take my container away from Westside?

Thanks,

Sch 2

> On 7 Apr 2017, at 10:48 am, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:
>
> Sure, sounds fine, thank you
>
>
> -----Original Message-----
> From: Sch 2 s2.2(a)(ii)
> Sent: Friday, 7 April 2017 10:45 AM
> To: Smith, Brendon
> Subject: Re: Sch 2 reopening dates [SEC=UNCLASSIFIED]
>
> Hi Brendon,
>
> Thanks for the update.
>
> My apologies, I thought I had confirmed previously. Yes, I intend to keep my container. Regarding the replacement like-for-like container, Sch from Canberra containers is able to provide me a second hand unit, without windows cut out etc. Am I able to have him send you details of a container, and have you OK if it's fine for me to swap that out that get my bond back?
>
> Thanks,
>
> Sch 2
>
>> On 7 Apr 2017, at 10:32 am, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:
>>
>> Hi Sch 2 ,
>>
>> The LDA are hoping to commence ASAP after 30 April 2017 and currently working on the decommissioning strategy. -Will keep you informed.
>>
>> Also - Are you going to retain the container in accordance with the options in the licence? I actually require your formal response today.
>>
>> Thank you
>>
>> Brendon Smith | Manager, Community Leasing Phone +61 2 620 54673 |
>> Fax
>> +61 2 6213 0734 Portfolio Management |ACT Property Group | Chief

>> Minister, Treasury & Economic Development Directorate|ACT Government
>> Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777
>> Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au |
>> www.act.gov.au
>>
>> For repairs and maintenance related matters, please contact the
>> Response Centre: 6213 0700 or actpg@act.gov.au
>>
>>
>> -----Original Message-----
>> From: Sch 2 s2.2(a)(ii)
>> Sent: Friday, 7 April 2017 10:28 AM
>> To: Smith, Brendon
>> Subject: Re: Sch 2 reopening dates [SEC=UNCLASSIFIED]
>>
>> Hi Brendon,
>>
>> Have you had any updates of when the main structure is due to be disassembled….of roughly when I will be able to access my container?
>>
>> Thanks,
>>
>> Sch 2
>>
>>> On 28 Feb 2017, at 2:52 pm, Sch 2 s2.2(a)(ii) wrote:
>>>
>>> Thanks Brendon.
>>>
>>> Regards,
>>>
>>> Sch 2
>>>
>>>> On 28 Feb. 2017, at 2:51 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:
>>>>
>>>> Hi Sch 2
>>>>
>>>> This is approved with same terms/conditions as the standard Westside Container Agreement.
>>>>
>>>> Regards
>>>>
>>>> Brendon Smith | Manager, Community Leasing Phone +61 2 620 54673 |
>>>> Fax +61 2 6213 0734 Portfolio Management |ACT Property Group |
>>>> Chief Minister, Treasury & Economic Development Directorate|ACT
>>>> Government Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO
>>>> Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au |
>>>> www.act.gov.au
>>>>
>>>>
>>>> -----Original Message-----
>>>> From: Sch 2 s2.2(a)(ii)
>>>> Sent: Tuesday, 28 February 2017 2:42 PM
>>>> To: Smith, Brendon
>>>> Subject: Sch 2 reopening dates
>>>>
>>>> Hi Brendon,
>>>>

>>>> Sch 2 s2.2(a)(ii) here, sending from my personal mail as I am having issues with my Sch 2 s2.2(a)(ii) address.
>>>>
>>>> As discussed over the phone today, letting you know that I intend to reopen Sch 2 for the following dates:
>>>>
>>>> Thursday 9 March 2017
>>>> Friday 10 March 2017
>>>> Saturday 11 March 2017
>>>> Sunday 12 March 2017
>>>>
>>>> This will be a last “hurrah” for Sch 2, and an introduction of the new permanent shop that I am opening soon in Braddon.
>>>>
>>>> You have the documents on file already, but confirming that our insurance and health registration are still within date to allow me to trade out of the container.
>>>>
>>>> If you could email me back to confirm an OK, that would be greatly appreciated.
>>>>
>>>> Thanks,
>>>>
>>>> Sch 2
>>>> ----------
>>>> -
>>>> -
>>>> -- 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.
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>> -
>> - 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 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: Smith, Brendon
Sent: Friday, 28 April 2017 9:57 AM
To: Gumley, Clair
Cc: Sch 2 s2.2(a)
Subject: RE: West side village containers [SEC=UNCLASSIFIED]

Clair,

Can you please assist Sch 2 .

Regards

Brendon Smith | Manager, Community Leasing Phone +61 2 620 54673 | Fax +61 2 6213 0734 Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

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-----Original Message-----
From: Sch 2 s2.2(a)(ii)
Sent: Friday, 28 April 2017 6:30 AM
To: Smith, Brendon
Subject: West side village containers

Hi Brendon,

I recently purchased the shipping container previously known as Sch 2 which is currently located at Westside container village. I have organised for the container to be relocated but I do not have a contact for the power to the site. The previous owner has disconnected the container but the electrical cables are still exposed in front of the containers making it dangerous to remove.

Could you please provide me with the details of the person who would be able to ensure the power to the sight is turned off during the relocation of the container.

We are planning on relocating early next week so you're earliest reply would be greatly appreciated. I apologise for the short notice email but I have tried repeatedly to reach you by phone and I have left a number of voice recordings without reply.

Kind Regards

Sch 2 s2.2(a)(ii)

From: Skinner, Melanie
Sent: Friday, 28 April 2017 12:27 PM
To: Smith, Brendon; Stroud, Joanne; Overton, Mark
Cc: Smith, Lara; Hughes, DavidH
Subject: Westside Non-Fixtures

Hi all.

With Westside closing this weekend, I thought it was worth reminding everyone that the basketball hoops and soccer nets need to be retained at the site to encourage ongoing activity along the waterfront. It would be good to protect these items during deconstruction to ensure they are undamaged. I'm not sure if they can be removed easily, but given there will be a lot of activity happening on the site, it may be worth placing a sign on the hoops advising they are not to be removed.

Could a sign also be installed on the site advising Westside is closed, as it is a construction zone? If people are able to use the soccer nets and basketball hoops outside of working hours then it would be worth adding that message too. There is a lot of interest in these facilities, so the sign will save people from calling Chief Minister's talkback or Access Canberra.

Many thanks

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Smith, Brendon
Sent: Friday, 28 April 2017 1:29 PM
To: Gumley, Clair
Cc: Sch 2 s2.2(a)(ii)
Subject: FW: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Clair,

Can you please assist Sch 2 .

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

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---

From: Sch 2 s2.2(a)(ii)
Sent: Thursday, 27 April 2017 8:09 PM
To: Smith, Brendon
Subject: Removal of container - Westside Village

Hi Brendon

Hope you are well.

I'm in the process of organising the removal of my shipping container.

I've organised Capital Cranes to crane the container onto a semi trailer truck.

Would it be possible for the yellow bollards and gazebo to be removed Monday or Tuesday to allow for the crane and truck to be situated as close as possible to the container in order for them to lift it and remove it from the site?
Thanks
Sch 2 s2.2(a)(ii)
Sent from Mail for Windows 10

CITY TO THE LAKE

Strategic Outlook

April 2017

Where the city meets the lake

Our vision for the heart of Canberra

ACT Government
Economic Development
Land Development Agency
CANBERRA FIRST

14.5 Other active projects

14.5.2 Westside Village

Out of Scope

Westside Village will cease operating on 30 April 2017, with the structure to be decommissioned and the site remediated by mid-November 2017.

IMAGE 9: WESTSIDE VILLAGE

Out of Scope

From: Smith, Brendon
Sent: Monday, 1 May 2017 1:03 PM
To: Sch 2
Subject: RE: Westside [SEC=UNCLASSIFIED]

Checking with the LDA, should have update soon

From: Sch 2 s2.2(a)(ii)
Sent: Monday, 1 May 2017 12:04 PM
To: Smith, Brendon
Subject: Westside

Morning Brendon,

I just wanted to see if there was a schedule for when the structure at Westside is coming down.
If so, would you send through some information so we can do some planning.

Have a great week,
Sc

From: Stroud, Joanne
Sent: Monday, 1 May 2017 1:26 PM
To: Hughes, DavidH; Smith, Brendon; Skinner, Melanie
Cc: Overton, Mark; Gumley, Clair
Subject: RE: Westside - decommissioning timing [SEC=UNCLASSIFIED]

Please note that it will take closer to 6 weeks to dismantle rather than the 2 weeks which was previously estimated.

Cheers
Jo

Joanne Stroud | Urban Projects
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate
Level 7 TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
☎ 02 6207 1676 | www.lda.act.gov.au

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From: Hughes, DavidH
Sent: Monday, 1 May 2017 1:14 PM
To: Smith, Brendon; Skinner, Melanie
Cc: Stroud, Joanne; Overton, Mark; Gumley, Clair
Subject: RE: Westside - decommissioning timing [SEC=UNCLASSIFIED]

Yes,

I understand the brief is now with the Chief, so just waiting on someone pulling the trigger on a particular option.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Monday, 1 May 2017 1:11 PM

To: Hughes, DavidH; Skinner, Melanie
Cc: Stroud, Joanne; Overton, Mark; Gumley, Clair
Subject: RE: Westside - decommissioning timing [SEC=UNCLASSIFIED]

David,

Is this still our best guess? – I need to send something out, several asking.

Thank you

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

---

From: Hughes, DavidH
Sent: Friday, 7 April 2017 10:49 AM
To: Smith, Brendon; Skinner, Melanie
Cc: Stroud, Joanne; Overton, Mark
Subject: RE: Westside - decommissioning timing [SEC=UNCLASSIFIED]

It's hard to say, it relies on someone making a decision on the decommissioning strategy. If the CM advises a preference by 1 May, it would probably take:

- 1 month to draft/approve RFT docs.
- 1 month to tender and assess.
- 1 month Works approval and pre-mobilisation.
- 2-weeks to dismantle.

So with some contingency say late August? Possibly into early Sept.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Friday, 7 April 2017 10:37 AM
To: Skinner, Melanie; Hughes, DavidH
Subject: Westside - decommissioning timing [SEC=UNCLASSIFIED]

Hi Mel/David,

At best guess - when do we think the Vertical Village will come down and vendors have access to the below containers?

I will be calling vendors later today, it would be good to have a 'no promises' indication for them.

From: Norbart, Marcel
Sent: Monday, 1 May 2017 4:50 PM
To: Gumley, Clair
Cc: Smith, Brendon
Subject: Shipping Container - Westside Acton Park [SEC=UNOFFICIAL]

Hi Clair,

I have spoken today with Sch 2 s2.2(a)(ii) tenant of the Sch 2 s2.2(a)(ii).

He's keen to purchase/obtain any available shipping container for the purpose of storage from the Westside Acton Park when it's due to be decommissioned.

Some vendors of Westside own their containers and may wish to sell them off and not sure what the Territory plans to do with the containers we own.

Just thought you should know.

Regards,
Marcel.

From: Smith, Brendon
Sent: Tuesday, 2 May 2017 10:36 AM
To: Gumley, Clair
Subject: RE: Westside Project [SEC=UNCLASSIFIED]

Hi Clair,

Please refer to Mel/David within the LDA to respond as they are running with this.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Gumley, Clair
Sent: Tuesday, 2 May 2017 10:34 AM
To: Smith, Brendon
Subject: FW: Westside Project [SEC=UNCLASSIFIED]

Hi Brendon,

Is there a tender for the deconstruction of Westside?

See email below expressing interest.

I just wanted some clarification on the process so I can reply to Sch 2

Kind regards,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 6205 9793 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
Portfolio Management | ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the 24/7 Response Centre
T: 6213 0700 | E: actpg@act.gov.au

ACT Government
Chief Minister, Treasury and Economic Development

From: Sch 2 s2.2(a)(ii)
Sent: Tuesday, 2 May 2017 9:28 AM
To: Gumley, Clair
Cc: Sch 2 s2.2(a)
Subject: Westside Project

Hi Clair,

I was speaking to Sch 2 s2.2(a)(ii) and he passed on you contact details to me.

Sch 2 s2.2(a) is a Queanbeyan based company which specialises in crane and rigging services.

We are interested in suppling services to dismantle the container complex near commonwealth bridge.

If you are interested in catching up for a meeting please let me.

Best regards

Sch 2 s2.2(a)(ii)

From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 3 May 2017 1:50 PM
To: Gumley, Clair
Cc: Smith, Brendon
Subject: RE: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Thanks Clair.

If they can't be removed before Monday, ill need to know before this Friday to reschedule crane and truck hire and avoid incurring costs due to late notice.

Kind regards
Sch 2 s2.2(a)(ii)

Sent from my Samsung GALAXY S5

-------- Original message --------
From: "Gumley, Clair" <Clair.Gumley@act.gov.au>
Date: 3/05/2017 1:36 PM (GMT+10:00)
To: Sch 2 s2.2(a)(ii)
Subject: RE: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Hi Sch 2

Thanks for your email update on plans to remove your container.

I have touched base with LDA and am awaiting advice on the logistics of removal of the concrete bollards.

I will update you as I hear back.

Kind regards,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 6205 9793 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au

Portfolio Management | ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

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www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the 24/7 Response Centre

T: 6213 0700 | E: actpg@act.gov.au

From: Sch 2 s2.2(a)(ii)
Sent: Monday, 1 May 2017 5:25 PM
To: Smith, Brendon; Gumley, Clair
Subject: Re: FW: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Hi Clair and Brendon

Just to let you know my container will be removed on Monday 8 May.

Appreciate if you could organise the gazebo and yellow bollards to be removed before then.

Thanks

Sch 2 s2.2(a)(ii)

Sent from my Samsung GALAXY S5

From: Smith, Brendon
Sent: Wednesday, 3 May 2017 3:05 PM
To: Sch 2 s2.2(a)
Subject: RE: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hi Sch 2 , thank you, noted and agreed. I shall pass your comments onto the LDA and keep you informed...Brendon

From: Sch 2 s2.2(a)(ii)
Sent: Tuesday, 2 May 2017 7:53 PM
To: Smith, Brendon
Subject: Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hi Brendon,

I will forego my $5000 deposit and keep my container as is.

Are we able to push the LDA in any way to have the main structure taken down earlier? Sch 2 s2.2(a)(ii) , a take-down ate of September will affect my chances of selling my container.

Can you please push the LDA as much as you can, or provide me with details for someone who I can contact.

Thankyou,

Sch 2

> On 1 May 2017, at 4:29 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:
>
> Good afternoon all,
>
> Following the official closure of Westside over the weekend, your container agreement has officially ended.
>
> If you have not already done so, please arrange to have any 'free standing' containers disconnected from services, capped and removed from site by COB 14 May 2017. If you require assistance with this, please contact me.
>
> For vendors located within the vertical village, and who have an option to purchase a container, please confirm your intentions by close of business this Wednesday 3 May 2017. Failure to do so will result in the container remaining with the structure. For those of you that have confirmed, I can advise that the Vertical Village is estimated to come down around September 2017. We shall provide any updates on this as they become available from the LDA.
>
> If your account is in arrears, payment is required by 14 May 2017. If you are unable to meet this date, please contact me to discuss a repayment agreement.
>
> Please return the master bi-lock key to our office by COB this week.

From: Hughes, DavidH
Sent: Wednesday, 3 May 2017 3:29 PM
To: Smith, Brendon; Skinner, Melanie
Cc: Gumley, Clair
Subject: RE: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Our estimated program is:

- 1 month to draft/approve tender docs.
- 1 month to tender and assess, sign contracts
- 1 month Works approval and pre-mobilisation.
- 6-weeks to dismantle.

We will compress the program wherever we can, as we are also seeking to remove the village ASAP.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Wednesday, 3 May 2017 3:23 PM
To: Skinner, Melanie; Hughes, DavidH
Cc: Gumley, Clair
Subject: FW: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Mel/David – fyi, I suspect we may receive some more pressure from other vendors on decommission timing...

From: Sch 2 s2.2(a)(ii) [redacted]
Sent: Tuesday, 2 May 2017 7:53 PM
To: Smith, Brendon
Subject: Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hi Brendon,

I will forego my $5000 deposit and keep my container as is.

Are we able to push the LDA in any way to have the main structure taken down earlier? Sch 2 s2.2(a)(ii) [redacted], a take-down ate of September will affect my chances of selling my container.

Can you please push the LDA as much as you can, or provide me with details for someone who I can contact.

Thankyou,

From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 3 May 2017 3:30 PM
To: Smith, Brendon
Subject: Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hi Brendon,

Sch 2 definitely didn't not have the key to the bin lifter.

Best,

Sch 2

On 3 May 2017, at 3:02 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

Hi all – who has the bin lifter key ? – I can collect it...Brendon

From: Smith, Brendon
Sent: Monday, 1 May 2017 4:29 PM
Cc: Gumley, Clair
Subject: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Good afternoon all,

Following the official closure of Westside over the weekend, your container agreement has officially ended.

If you have not already done so, please arrange to have any 'free standing' containers disconnected from services, capped and removed from site by COB 14 May 2017. If you require assistance with this, please contact me.

For vendors located within the vertical village, and who have an option to purchase a container, please confirm your intentions by close of business this Wednesday 3 May 2017. Failure to do so will result in the container remaining with the structure. For those of you that have confirmed, I can advise that the Vertical Village is estimated to come down around September 2017. We shall provide any updates on this as they become available from the LDA.

If your account is in arrears, payment is required by 14 May 2017. If you are unable to meet this date, please contact me to discuss a repayment agreement.

Please return the master bi-lock key to our office by COB this week.

In the meantime, please feel free to contact me should you require further information or wish to discuss.

Kind Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734

From: Smith, Brendon
Sent: Thursday, 4 May 2017 12:55 PM
To: Sch 2
Subject: RE: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hi Sch ,

Thank you, we also need to meet at the bike site – are you free Friday arvo, perhaps around 2pm?

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 3 May 2017 3:05 PM
To: Smith, Brendon
Subject: RE: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hi Brendon
I have a key and few others as well

Sch

From: Smith, Brendon [mailto:Brendon.Smith@act.gov.au]
Sent: Wednesday, 3 May 2017 3:03 PM
To: Gumley, Clair
Subject: RE: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hi all – who has the bin lifter key ? – I can collect it...Brendon

From: Smith, Brendon
Sent: Monday, 1 May 2017 4:29 PM
Cc: Gumley, Clair
Subject: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Good afternoon all,

Following the official closure of Westside over the weekend, your container agreement has officially ended.

If you have not already done so, please arrange to have any 'free standing' containers disconnected from services, capped and removed from site by COB 14 May 2017. If you require assistance with this, please contact me.

For vendors located within the vertical village, and who have an option to purchase a container, please confirm your intentions by close of business this Wednesday 3 May 2017. Failure to do so will result in the container remaining

From: Smith, Brendon
Sent: Tuesday, 9 May 2017 4:30 PM
To: Sch 2 s2.2(a)(ii)
Subject: RE: space required [SEC=UNCLASSIFIED]
Attachments: 20170509173055338.pdf

Sch 2

As discussed, I have circled the containers we hire - $14k the lot, artwork is free.

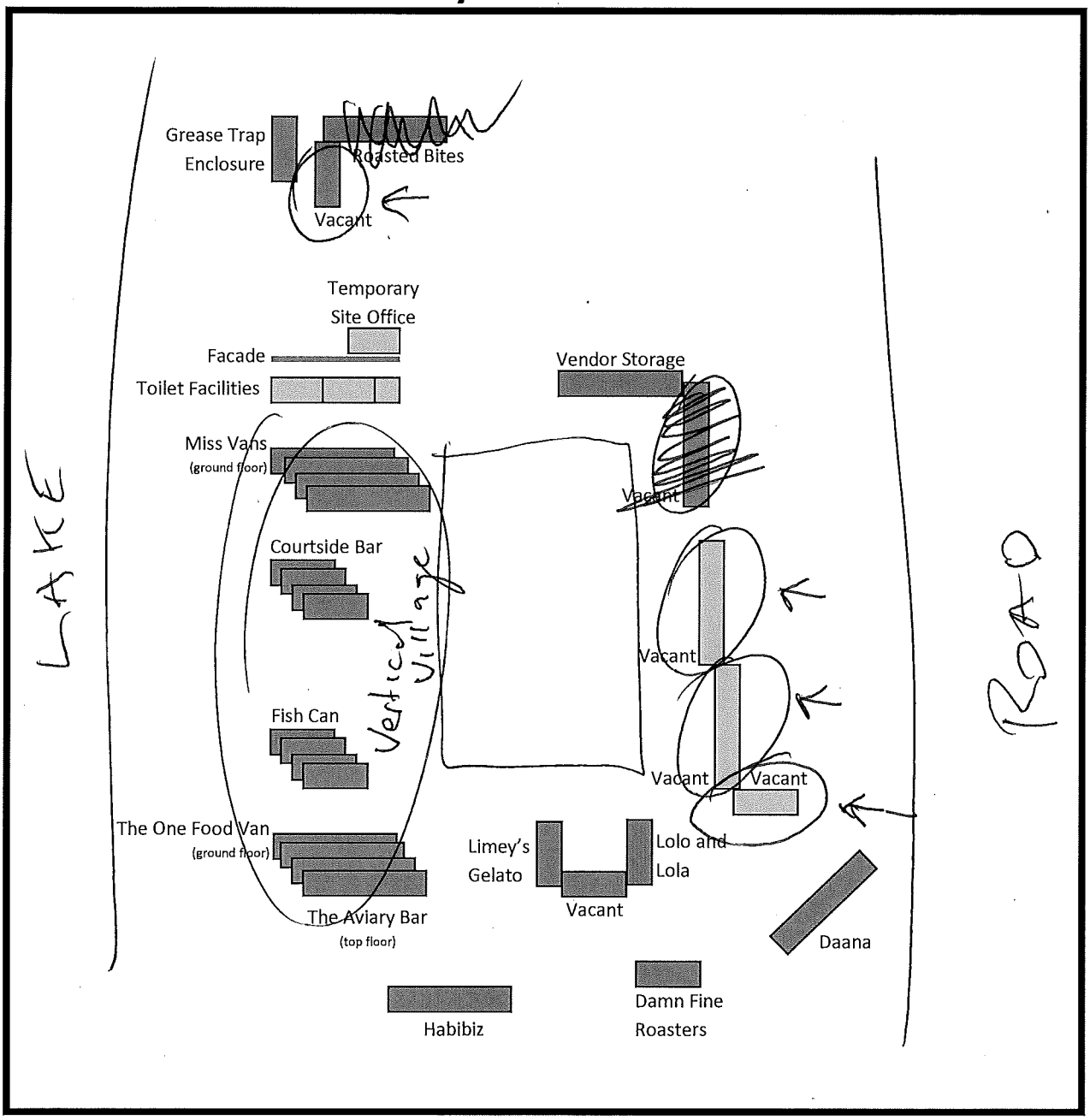
Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

Out of Scope

Westside Container Layout



From: Smith, Brendon
Sent: Tuesday, 9 May 2017 4:40 PM
To: Sch 2 s2.2(a)(ii)
Subject: RE: space required [SEC=UNCLASSIFIED]
Attachments: 25 Facing West.jpg; 26 Facing West.jpg

From: Smith, Brendon
Sent: Tuesday, 9 May 2017 4:30 PM
To: Sch 2 s2.2(a)(ii) '
Subject: RE: space required [SEC=UNCLASSIFIED]

Sch 2

As discussed, I have circled the containers we hire - $14k the lot, artwork is free.

Regards

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Out of Scope

Yang, Francesca

From: Smith, Brendon
Sent: Wednesday, 10 May 2017 11:19 AM
To: Sch 2 s2.2(a)(ii)
Subject: RE: space required [SEC=UNCLASSIFIED]

Hi Sch 2 , I think it's all or nothing, but will check, we will likely pay the make good..brendon

---

From: Sch 2 s2.2(a)(ii)
Sent: Tuesday, 9 May 2017 11:31 PM
To: Smith, Brendon
Subject: RE: space required [SEC=UNCLASSIFIED]

Thanks for the promp response Brendon
The 2 x 40 foot are high cubes

The 2 x 20 foot are standard containers

Agreed the artwork has added some value but not everybody's taste

The condition is not the best and I tend to use containers in better condition
Would you be interested in letting just the 40,s go
Sch 2

From: Smith, Brendon [mailto:Brendon.Smith@act.gov.au]
Sent: Tuesday, 9 May 2017 4:30 PM
To: Sch 2 s2.2(a)(ii)
Subject: RE: space required [SEC=UNCLASSIFIED]

Sch 2 ,

As discussed, I have circled the containers we hire - $14k the lot, artwork is free.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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Out of Scope

From: Smith, Brendon
Sent: Wednesday, 10 May 2017 1:27 PM
To: Skinner, Melanie
Subject: RE: Westside containers - ground floor [SEC=UNCLASSIFIED]

Hi Mel,

Yes, this is the intention for all vendors - will keep you updated should we run into complications.

Regards

Brendon Smith | Manager, Community Leasing Phone +61 2 620 54673 | Fax +61 2 6213 0734 Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

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-----Original Message-----
From: Skinner, Melanie
Sent: Tuesday, 9 May 2017 9:10 AM
To: Smith, Brendon
Subject: Westside containers - ground floor

Hi Brendon

Will all the containers on the ground floor be removed by the end of the week?

Cheers
Mel

Sent from my iPhone

From: Gumley, Clair
Sent: Wednesday, 10 May 2017 4:38 PM
To: Sch 2 s2.2(a)(ii)
Cc: Smith, Brendon
Subject: Westside Acton Park - Bin Lifter Key [SEC=UNCLASSIFIED]

Hi Sch

We have the bin lifter key at our Fyshwick Office – located at 255 Canberra Avenue – if you ask for Brendon Smith he has the key. Maybe call before coming to collect to ensure he is in the office and the key is available.

Please arrange to remove the last of the skip bins on Monday 15th May as we no longer require any bins on-site.

Thanks for all your help,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 6205 9793 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
Portfolio Management | ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
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www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the 24/7 Response Centre
T: 6213 0700 | E: actpg@act.gov.au

From: Gumley, Clair
Sent: Wednesday, 10 May 2017 4:41 PM
To: Hughes, DavidH
Cc: Skinner, Melanie; Smith, Brendon; Lawrence, Margo
Subject: RE: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Hi David,

Quick update:
The cement bollards were removed today to accommodate the removal of several of the freestanding containers.

Kind regards,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 6205 9793 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
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For repairs and maintenance related matters, please contact the 24/7 Response Centre
T: 6213 0700 | E: actpg@act.gov.au

From: Hughes, DavidH
Sent: Wednesday, 3 May 2017 2:35 PM
To: Gumley, Clair
Subject: RE: Removal of container - Westside Village [SEC=UNCLASSIFIED]

If they are not part of the original car-park arrangements we have no ongoing use for them at this time. To minimise cost though they could just be safely set aside in an out of the way area, and when we engage the decommissioning contractor they could salvage them or dispose of them at that time.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Gumley, Clair
Sent: Wednesday, 3 May 2017 2:11 PM
To: Hughes, DavidH
Subject: RE: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Thanks for your prompt reply David,

I will liaise with the tenant and their contractor to confirm best way for removal of their container.

Just to confirm you do not wish to keep these bollards and have them moved elsewhere?

Kind regards,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 6205 9793 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
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T: 6213 0700 | E: actpg@act.gov.au

ACT Government
Chief Minister, Treasury and Economic Development

From: Hughes, DavidH
Sent: Wednesday, 3 May 2017 1:39 PM
To: Gumley, Clair; Skinner, Melanie
Cc: Smith, Brendon
Subject: RE: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Records of who installed what is sketchy at best. If it is really essential that these are gone now, and not just a preference of the crane operator who could work around things with a bit of common sense, if ACTPG can organise for them to be removed we can take it out of existing Westside funding.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Gumley, Clair
Sent: Wednesday, 3 May 2017 1:34 PM
To: Skinner, Melanie; Hughes, DavidH
Cc: Smith, Brendon
Subject: RE: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Hi David and Melanie,

I am assisting Brendon Smith with the logistics of the Westside Acton Park Vertical Village finalisation of tenancy.

Could you please advise how we can go about removal of the concrete bollards located in the car park (these are the ones spray painted yellow next to the Damn Fine Roasters container). I have been advised these were put in place by LDA.

Happy to assist with coordinating the removal, I would just like some information on who they belong to and where they are required to be moved to please.

As per below email, one of the tenants plans to remove their container next week 8th May – however, these yellow concrete bollards are obstructing the space where the container will be moved through.

Thanks for your help,

Clair Gumley | Senior Property Manager | Central Portfolio

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For repairs and maintenance related matters, please contact the 24/7 Response Centre
T: 6213 0700 | E: actpg@act.gov.au

ACT Government
Chief Minister, Treasury and Economic Development

From: Sch 2 s2.2(a)(ii)
Sent: Monday, 1 May 2017 5:25 PM
To: Smith, Brendon; Gumley, Clair
Subject: Re: FW: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Hi Clair and Brendon

Just to let you know my container will be removed on Monday 8 May.

Appreciate if you could organise the gazebo and yellow bollards to be removed before then.

Thanks
Sch 2

Sent from my Samsung GALAXY S5

-------- Original message --------
From: "Smith, Brendon" <Brendon.Smith@act.gov.au>
Date: 28/04/2017 1:29 PM (GMT+10:00)
To: "Gumley, Clair" <Clair.Gumley@act.gov.au>
Cc: Sch 2 s2.2(a)(ii)
Subject: FW: Removal of container - Westside Village [SEC=UNCLASSIFIED]

Clair,

From: Smith, Brendon
Sent: Monday, 15 May 2017 12:38 PM
To: Wales, PhillipB
Subject: FW: Westside [SEC=UNCLASSIFIED]
Attachments: RE: Westside fee proposal [SEC=UNCLASSIFIED]

fyi

From: Hughes, DavidH
Sent: Monday, 15 May 2017 12:36 PM
To: Overton, Mark; Stroud, Joanne
Cc: Skinner, Melanie; Horley, Jan; Smith, Brendon
Subject: FW: Westside [SEC=UNCLASSIFIED]

Mark, Jo,

The Chief has signed off on relocating the Westside roof top podium to Stromlo Forest Park. We now need to prepare a board paper for funding of up to $813k to cover the cost.

You can commence your planning/activities though in this regard. Attached is the cost estimate – we're looking at option C.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Horley, Jan
Sent: Monday, 15 May 2017 12:27 PM
To: Hughes, DavidH
Subject: Westside

Nick popped down

The CM agreed with Option A. He'll marked as agreed on the signed brief.
His main questions were around the Stromlo site, where they were in their planning, would they need a DA, etc

In addition to the LDA Board paper, Neil has asked for a brief to the CM detailing how the LDA funding would transfer to the CRA come 1 July.
We'll need to discuss with Bruce.

Jan Horley
Senior Manager | Governance and Policy | City to the Lake
(02) 620 54258 | Jan.Horley@act.gov.au
Land Development Agency | Chief Minister, Treasury & Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave, Dickson | GPO Box 158 Canberra ACT 2601

Please note, my office days are Monday, Tuesday and Wednesday.

From: Sch 2 s2.2(a)(ii)
Sent: Monday, 27 March 2017 3:15 PM
To: Hughes, DavidH
Cc: Stroud, Joanne; Skinner, Melanie; Overton, Mark
Subject: RE: Westside fee proposal [SEC=UNCLASSIFIED]
Attachments: 16103-03 Westside Deconstruction 27-03-17.pdf

Hi David,

Attached is the final set of estimates, same numbers but now with the front pages. Any questions, please revert.

Kind regards,

Sch 2
Director

Rider Levett Bucknall
PO Box 7035
16 Bentham Street
Yarralumla ACT 2600 Australia
Phone: +61 2 6281 5446
Mobile: Sch 2 s2.2(a)(ii)
Fax: +61 2 6281 5378
Email: Sch 2 s2.2(a)(ii)
Web: www.rlb.com

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From: Hughes, DavidH [mailto:DavidH.Hughes@act.gov.au]
Sent: Monday, 20 March 2017 3:10 PM
To: Sch 2 s2.2(a)(ii)
Cc: Stroud, Joanne <Joanne.Stroud@act.gov.au>; Skinner, Melanie <Melanie.Skinner@act.gov.au>; Overton, Mark <Mark.Overton@act.gov.au>
Subject: Westside fee proposal [SEC=UNCLASSIFIED]
Importance: High

Sch 2

You may be familiar with the Westside container village. This structure was designed such that it could be transported and re-used elsewhere.

I need to run some numbers on the expected cost to:

- Scrap the structure and make the site good (outlined separately as we will restore the site under any option).
- Dismantle the structure, with the intention of re-using the rooftop podium, effectively comprising parts of the structural steel, floor and roof (the structure would not be used as an elevated podium as it currently is and would be closer to ground level).
- The cost to transport the structure and off-load in a set down area; and
- The cost to undertake minimal re-establishment works including: minor civil works, install new footings, reassemble the floor and roof, and necessary works to achieve CoO i.e ramps, stairs etc. The site is out at Mount Stromlo Forest Park.

Jo will set up a drop box with some architectural and structural info.

If needed, we could have a quick meeting on site, possibly with the original architect if needed.

An estimate of fee is requested.

As always this work is relatively urgent.

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
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RLB | Rider Levett Bucknall

WESTSIDE STRUCTURE DECONSTRUCTION

At

WEST BASIN ACT

BUDGET ESTIMATES – 3 OPTIONS

27 March 2017

Prepared for: Land Development Agency
Chief Minister, Treasury & Economic Development Directorate
TransACT House, 470 Northbourne Avenue
Dickson ACT 2601

Prepared by: Rider Levett Bucknall ACT Pty Ltd
16 Bentham Street, Yarralumla ACT 2600
ABN 59 008 622 464
Tel: +61 2 6281 5446
Fax: +61 2 6281 5378
www.rlb.com

Our reference: 16103

RLB | Rider Levett Bucknall

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Rev	Prepared	Approved	Date
0	Sch 2	Sch 2	27-03-2017

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Westside Deconstruction

PROJECT DETAILS

Description

Basis of Estimate

These estimates have been prepared to indicate the capital cost requirements of various options for deconstructing the existing Westside pop-up pavilion at West Basin, ACT.

The three options costed are:

A. Complete deconstruction of the existing structure, removal and then remediation of the site.

B. Complete deconstruction of the existing structure, removal, remediation of the site and partial relocation of the structure to Stromlo Forest Park. The relocation extent will be approximately half the platform area plus the two 40' shipping containers on each end. The platform will be located at ground level.

C. Complete deconstruction of the existing structure, removal, remediation of the site and full relocation of the structure to Stromlo Forest Park. The relocation extent will be the full platform area plus the two 40' shipping containers on each end. The platform will be located at ground level.

The area of the existing platform is approximately 350m^2 GFA.

The costs in this report are based upon the following:-

1. Drawings and other documents as noted under Documents. As no substantive structural drawings are available, all steel masses are estimates mainly based upon an on-site visual inspection to determine steel member section sizes.

2. Deconstruction commencement within 4 months and practical completion within 6 months.

3. Project delivery is assumed as traditional lump sum contract.

Items Specifically Included

Specifically included in this estimate are the following: -

1. Escalation allowances have been included in the rates for both pre-commencement and construction escalation based upon the above program dates for construction.

2. A provision has been included for design and construction contingency that is deemed appropriate for the current stage of the project (10%).

3. Consultant design, cost management and advisory fees are included at deemed percentages applicable for the type of work. Included within this allowance are local planning and approval fees.

4. Mobile crane hiring costs are included separately for both the deconstruction and reconstruction stages. It is assumed a 12ton crane will be sufficient.

5. The costs of removal and dumping of demolished material is included in the removal rates. In addition, allowances are specifically provided the scrapping of structural steel members at current commercial rates. It is noted that these rates are volatile and highly subject to market conditions.

6. It is assumed that the platform structure can be simply halved in length for the smaller partial relocation option. This needs to be investigated with a structural engineer.

7. In order to reconstruct the platform, it is assumed the structure will be built on average 700mm off the ground to enable workers to access the space. Consequently two accessible entry ramps and balustrading are allowed as well as a skirting around the base of the structure to seal off this access space.

8. It is assumed that the steel platform and the two 40' shipping containers are supported on bored piers with concrete pedestals. This structural assumption should be confirmed with a structural engineer.

Westside Deconstruction

PROJECT DETAILS

Description

9. It is assumed that the existing grease trap can be decommissioned, relocated and recommissioned.
10. It is assumed that power and water supplies at Stromlo Forest Park are adequate for the relocated building.
11. Provision is included for new Colorbond corrugated roof sheeting on timber purlins on top of new plywood eaves linings.
12. A provision is included for the fit-out of the two 40' shipping containers, assuming the existing fit-out belongs to the current retailers. The fit-out excludes loose equipment and furniture.
13. Remediation of the existing site includes for the following works:
    a. Demolition of structures and sundry paving, planting and ramps,
    b. Removal to below ground level of steel structure.
    c. Capping off and making safe services.
    d. Providing a layer of decomposed granite as topping to entire area.

Items Specifically Excluded

In compiling this estimate no allowance has been made for the following cost items. Allowances for these items should be added as appropriate to establish the total project cost:

a) Removal of existing foundations or services below ground level.
b) Removal of shipping containers other than those specifically integrated with the structure.
c) Removal of other pop-up structures such as fencing, shading, etc.
d) Loose furniture removal.
e) Supply of new loose furniture and equipment and ITC.
f) After-hours work.
g) Client costs.
h) Legal costs.
i) Finance and interest charges.
j) Goods and Services Tax.

Documents

A. Architectural sketch drawings for West Side Action Park produced by Cox Architecture as follows:
    i. 21-00 dated 27-04-15
    ii. 21-00 A dated 15-04-15
    iii. 21-01 B dated 15-04-15
    iv. 21-02 dated 15-04-15
    v. Materials Schedule

Westside Deconstruction

PROJECT DETAILS

Description

vi. 21-03 dated 29-03-15

vii. 30-00 dated 29-03-15

viii. 30-01 dated 29-03-15

B. Three Structure isometric perspectives

C. Three photos of the platform and roof structure.

D. Potential platform location at Stromlo Forest Park

Westside Deconstruction
Demolish, Remove and Remediate

SUMMARY

Rates Current At March 2017

Location		Total Cost
A DECONSTRUCTION		**135,970**
B PREPARATION		
C RE-ASSEMBLY		
D REMEDIATION		**16,500**
E SCRAPPING		**-15,400**
	ESTIMATED NET COST	**$137,070**
MARGINS & ADJUSTMENTS		
Preliminaries and Supervision - deconstruction	5 %	$7,000
Preliminaries and Supervision - re-construction		$0
Mobile cranes - deconstruction		$16,000
Mobile cranes - re-construction		$0
Margin and overheads	4 %	$5,930
Escalation - included		Incl.
Consultant fees - deconstruction	2 %	$3,000
Consultant fees - re-construction		$0
Contingencies - deconstruction	5 %	$8,000
Contingencies - re-construction		$0
	ESTIMATED TOTAL COST	**$177,000**

Westside Deconstruction

Demolish, Remove and Remediate

WORK TYPE DETAILS

A DECONSTRUCTION Rates Current At March 2017

	Description	Unit	Qty	Rate	Total
	Alterations and Renovations				
1	Remove weld mesh to stairs	m²	118.0	20.00	2,360
2	Remove balustrades to stairs	m	42.0	45.00	1,890
3	Remove stair treads	m	102.0	60.00	6,120
4	Remove stair structure	kg	5,981.0	0.80	4,790
5	Remove facade FRP grating panels	m²	135.0	15.04	2,030
6	Remove floor panels - plywood covering	m²	342.0	10.00	3,420
7	Remove floor panels - grid structure	m²	342.0	20.00	6,840
8	Remove electrical lighting	m²	342.0	5.00	1,710
9	Remove electrical power	m²	342.0	10.00	3,420
10	Remove sundry fixtures to deck	m²	342.0	5.00	1,710
11	Remove plywood roofing	m²	628.0	15.00	9,420
13	Remove gutters	m	104.0	10.00	1,040
14	Remove metal flashings	m	248.0	10.00	2,480
15	Remove plywood internal vertical linings	m²	70.0	15.00	1,050
16	Remove flooring to landings	m²	23.0	20.00	460
17	Remove vertical cladding to landings	m²	28.0	25.00	700
18	Remove blockwork walls	m²	23.0	45.22	1,040
19	Disassemble roof structural steelwork - per wing (approx 1.7t each)	No	16.0	1,340.00	21,440
20	Remove lift doors	No	2.0	150.00	300
21	Remove roller plastic blinds	m²	68.0	10.00	680
22	Remove show lighting system	Item			1,500
23	Remove concrete paving	m²	215.0	20.00	4,300
24	Disassemble platform structural steelwork	kg	19,578.0	0.80	15,670
25	Disassemble platform support column structural steelwork	kg	13,683.0	0.80	10,950
26	Disconnect roof structural steelwork - single wing	kg	1,675.0		Incl.
27	Disassemble facade / roof support structural steelwork	kg	8,457.0	0.80	6,770
28	Remove 20' shipping container	No	6.0	500.00	3,000
29	Remove 40' shipping container	No	8.0	750.00	6,000
30	Disconnect services to shipping container	No	6.0	800.00	4,800
31	Strip out shipping container	m²	144.0	40.00	5,760
32	Remove steel surround base to top 40' shipping container	m	58.0	40.00	2,320
34	Sundry removals at ground level	Item			2,000
39	Remove footings and piers etc	Item			Excl.
76	Cost of dumping materials not used other than steelwork off-set by cheaper rate not removing for re-use	Item			Incl.
	Alterations and Renovations				***$135,970***
	DECONSTRUCTION				***$135,970***

Westside Deconstruction

Demolish, Remove and Remediate

WORK TYPE DETAILS

D REMEDIATION Rates Current At March 2017

Description	Unit	Qty	Rate	Total
Alterations and Renovations				
33 Excavate, disconnect and remove grease trap and backfill	No	1.0	1,500.00	1,500
Alterations and Renovations				***$1,500***
Roads, Footpaths and Paved Areas				
35 Decomposed granite layer 100mm thick	m²	613.0	15.01	9,200
Roads, Footpaths and Paved Areas				***$9,200***
External Sewer Drainage				
36 Disconnect, seal off and make safe sewer drains	Item			2,000
External Sewer Drainage				***$2,000***
External Water Supply				
37 Disconnect and seal off water supply	Item			800
External Water Supply				***$800***
External Electric Light and Power				
38 Disconnect and and make safe electrical supply including removing meter	Item			3,000
External Electric Light and Power				***$3,000***
REMEDIATION				***$16,500***

Westside Deconstruction

Demolish, Remove and Remediate

WORK TYPE DETAILS

E SCRAPPING Rates Current At March 2017

Description		Unit	Qty	Rate	Total
Alterations and Renovations					
68	Scrap weld mesh to stairs	m²	118.0	-0.17	-20
69	Scrap balustrades to stairs	m	42.0	-1.19	-50
70	Scrap stair treads	m	102.0	-4.02	-410
71	Scrap stair structure	kg	5,981.0	-0.20	-1,200
72	Scrap platform support column structural steelwork	kg	13,683.0	-0.20	-2,740
73	Scrap steelwork to ground floor building platform	kg	19,578.0	-0.20	-3,920
74	Scrap roof structural steelwork	kg	26,800.0	-0.20	-5,360
75	Scrap steelwork facade / roof support steelwork	kg	8,457.0	-0.20	-1,700
	Alterations and Renovations				***-$15,400***
	SCRAPPING				***-$15,400***

Westside Deconstruction
Relocate - Half Size (Platform approx 17 x 10m)

SUMMARY

Rates Current At March 2017

Location		Total Cost
A DECONSTRUCTION		**160,220**
B PREPARATION		**57,370**
C RE-ASSEMBLY		**246,490**
D REMEDIATION		**16,500**
E SCRAPPING		**-8,950**
	ESTIMATED NET COST	**$471,630**
MARGINS & ADJUSTMENTS		
Preliminaries and Supervision - deconstruction	5 %	$8,000
Preliminaries and Supervision - re-construction	8.5 %	$27,000
Mobile cranes - deconstruction		$16,000
Mobile cranes - re-construction		$6,000
Margin and overheads	4 %	$21,370
Escalation - included		Incl.
Consultant fees - deconstruction	2 %	$4,000
Consultant fees - re-construction	9 %	$33,000
Contingencies - deconstruction	10 %	$20,000
Contingencies - re-construction	10 %	$40,000
	ESTIMATED TOTAL COST	**$647,000**

Westside Deconstruction

Relocate - Half Size (Platform approx 17 x 10m)

WORK TYPE DETAILS

A DECONSTRUCTION Rates Current At March 2017

	Description	Unit	Qty	Rate	Total
	Alterations and Renovations				
1	Remove weld mesh to stairs	m²	118.0	30.00	3,540
2	Remove balustrades to stairs	m	42.0	55.00	2,310
3	Remove stair treads	m	102.0	60.00	6,120
4	Remove stair structure	kg	5,981.0	0.80	4,790
5	Remove facade FRP grating panels	m²	135.0	20.00	2,700
6	Remove floor panels - plywood covering	m²	342.0	15.00	5,130
7	Remove floor panels - grid structure	m²	342.0	30.00	10,260
8	Remove electrical lighting	m²	342.0	15.00	5,130
9	Remove electrical power	m²	342.0	20.00	6,840
10	Remove sundry fixtures to deck	m²	342.0	5.00	1,710
11	Remove plywood roofing	m²	628.0	25.00	15,700
13	Remove gutters	m	104.0	15.00	1,560
14	Remove metal flashings	m	248.0	15.00	3,720
15	Remove plywood internal vertical linings	m²	70.0	15.00	1,050
16	Remove flooring to landings	m²	23.0	30.00	690
17	Remove vertical cladding to landings	m²	28.0	35.00	980
18	Remove blockwork walls	m²	23.0	45.22	1,040
19	Disassemble roof structural steelwork - per wing (approx 1.7t each)	No	16.0	1,340.00	21,440
20	Remove lift doors	No	2.0	300.00	600
21	Remove roller plastic blinds	m²	68.0	10.00	680
22	Remove show lighting system	Item			1,500
23	Remove concrete paving	m²	215.0	20.00	4,300
24	Disassemble platform structural steelwork	kg	19,578.0	0.80	15,670
25	Disassemble platform support column structural steelwork	kg	13,683.0	0.80	10,950
26	Disconnect roof structural steelwork - single wing	kg	1,675.0		Incl.
27	Disassemble facade / roof support structural steelwork	kg	8,457.0	0.80	6,770
28	Remove 20' shipping container	No	6.0	500.00	3,000
29	Remove 40' shipping container	No	8.0	750.00	6,000
30	Disconnect services to shipping container	No	6.0	800.00	4,800
31	Strip out shipping container	m²	144.0	40.00	5,760
32	Remove steel surround base to top 40' shipping container	m	58.0	60.00	3,480
34	Sundry removals at ground level	Item			2,000
39	Remove footings and piers etc	Item			Excl.
76	Cost of dumping materials not used other than steelwork off-set by cheaper rate not removing for re-use	Item			Incl.
	Alterations and Renovations				***$160,220***
	DECONSTRUCTION				***$160,220***

Westside Deconstruction

Relocate - Half Size (Platform approx 17 x 10m)

WORK TYPE DETAILS

B PREPARATION Rates Current At March 2017

Description		Unit	Qty	Rate	Total
Substructure					
40	Bored pier footing	No	40.0	900.00	36,000
41	Ground leveling	m²	337.0	10.00	3,370
42	Concrete column pedestals 400 x 400mm average 700mm high	No	40.0	450.00	18,000
	Substructure				***$57,370***
	PREPARATION				***$57,370***

Westside Deconstruction

Relocate - Half Size (Platform approx 17 x 10m)

WORK TYPE DETAILS

C RE-ASSEMBLY Rates Current At March 2017

Description		Unit	Qty	Rate	Total
Upper Floors					
51	Cartage and erection of existing steelwork to ground floor building platform	kg	11,050.0	1.30	14,370
56	Cartage and refix structural floor panels - grid structure (allow 20% replacement)	m²	171.0	55.03	9,410
	Upper Floors				***$23,780***
Staircases					
43	Timber structure and softwood decking as ramps	m²	34.0	240.00	8,160
44	Softwood balustrading with SS wires	m	26.0	550.00	14,300
	Staircases				***$22,460***
Roof					
53	Cartage and re-assembly of roof structural steelwork - per wing (approx 1.7t each)	No	10.0	2,180.00	21,800
58	New corrugated Colorbond roof sheeting to and including timber purlins	m²	393.0	75.01	29,480
59	Cartage and install existing metal flashings with some new	m	212.0	35.00	7,420
60	Cartage and install existing metal gutters	m	65.0	25.08	1,630
	Roof				***$60,330***
External Walls					
45	Skirting to base of structure to ground level	m²	48.0	150.00	7,200
52	Cartage and erection of existing steelwork facade / roof support steelwork	kg	4,415.0	1.30	5,740
54	Cartage and refix facade FRP grating panels	m²	68.0	45.00	3,060
	External Walls				***$16,000***
Windows					
61	Cartage and fix existing roller plastic blinds	m²	34.0	15.00	510
	Windows				***$510***
Wall Finishes					
67	Cartage and refixing existing plywood internal vertical linings	m²	35.0	25.14	880
	Wall Finishes				***$880***
Floor Finishes					
55	Cartage and refix floor panels - plywood covering	m²	171.0	25.03	4,280
	Floor Finishes				***$4,280***
Ceiling Finishes					
57	New plywood roof lining under sheeting	m²	393.0	65.01	25,550
	Ceiling Finishes				***$25,550***
Sanitary Plumbing					
66	Provision for sanitary plumbing	Item			10,000
	Sanitary Plumbing				***$10,000***
Light and Power					
65	Rewiring and connection to existing fittings for light and power	m²	174.0	50.00	8,700
	Light and Power				***$8,700***

Westside Deconstruction

Relocate - Half Size (Platform approx 17 x 10m)

WORK TYPE DETAILS

C RE-ASSEMBLY (continued) Rates Current At March 2017

Description	Unit	Qty	Rate	Total
Site Preparation				
50 Site clearance	Item			Nil
Site Preparation				***Nil***
Roads, Footpaths and Paved Areas				
62 Provision for concrete footpaths	m²	80.0	85.00	6,800
Roads, Footpaths and Paved Areas				***$6,800***
Outbuildings and Covered Ways				
63 Cartage and positioning of 40' shipping container	No	2.0	2,000.00	4,000
64 Fit-out of 40' shipping container - provision only (no details)	m²	58.0	650.00	37,700
Outbuildings and Covered Ways				***$41,700***
Landscaping and Improvements				
46 Native planting and mulch	Item			7,500
Landscaping and Improvements				***$7,500***
External Sewer Drainage				
49 Install and connect to existing sewer and to building plumbing existing grease trap	Item			8,000
External Sewer Drainage				***$8,000***
External Water Supply				
48 Connection to existing water supply	Item			4,000
External Water Supply				***$4,000***
External Electric Light and Power				
47 Connection to existing electrical supply	Item			6,000
External Electric Light and Power				***$6,000***
RE-ASSEMBLY				***$246,490***

Westside Deconstruction

Relocate - Half Size (Platform approx 17 x 10m)

WORK TYPE DETAILS

D REMEDIATION Rates Current At March 2017

Description	Unit	Qty	Rate	Total
Alterations and Renovations				
33 Excavate, disconnect and remove grease trap and backfill	No	1.0	1,500.00	1,500
Alterations and Renovations				***$1,500***
Roads, Footpaths and Paved Areas				
35 Decomposed granite layer 100mm thick	m²	613.0	15.01	9,200
Roads, Footpaths and Paved Areas				***$9,200***
External Sewer Drainage				
36 Disconnect, seal off and make safe sewer drains	Item			2,000
External Sewer Drainage				***$2,000***
External Water Supply				
37 Disconnect and seal off water supply	Item			800
External Water Supply				***$800***
External Electric Light and Power				
38 Disconnect and and make safe electrical supply including removing meter	Item			3,000
External Electric Light and Power				***$3,000***
REMEDIATION				***$16,500***

Westside Deconstruction

Relocate - Half Size (Platform approx 17 x 10m)

WORK TYPE DETAILS

E SCRAPPING Rates Current At March 2017

Description		Unit	Qty	Rate	Total
Alterations and Renovations					
68	Scrap weld mesh to stairs	m²	118.0	-0.17	-20
69	Scrap balustrades to stairs	m	42.0	-1.19	-50
70	Scrap stair treads	m	102.0	-4.02	-410
71	Scrap stair structure	kg	5,981.0	-0.20	-1,200
72	Scrap platform support column structural steelwork	kg	13,683.0	-0.20	-2,740
73	Scrap steelwork to ground floor building platform	kg	8,529.0	-0.20	-1,710
74	Scrap roof structural steelwork	kg	10,050.0	-0.20	-2,010
75	Scrap steelwork facade / roof support steelwork	kg	4,043.0	-0.20	-810
	Alterations and Renovations				***-$8,950***
	SCRAPPING				***-$8,950***

Westside Deconstruction

Relocate - Full Size (Platform approx 35 x 10m)

SUMMARY

Rates Current At March 2017

Location		Total Cost
A DECONSTRUCTION		**159,060**
B PREPARATION		**76,260**
C RE-ASSEMBLY		**344,910**
D REMEDIATION		**16,500**
E SCRAPPING		**-4,420**
	ESTIMATED NET COST	**$592,310**
MARGINS & ADJUSTMENTS		
Preliminaries and Supervision - deconstruction	5 %	$8,000
Preliminaries and Supervision - re-construction	8.5 %	$37,000
Mobile cranes - deconstruction		$16,000
Mobile cranes - re-construction		$10,000
Margin and overheads	4 %	$26,690
Escalation - included		Incl.
Consultant fees - deconstruction	2 %	$4,000
Consultant fees - re-construction	9 %	$45,000
Contingencies - deconstruction	10 %	$19,000
Contingencies - re-construction	10 %	$55,000
	ESTIMATED TOTAL COST	**$813,000**

Westside Deconstruction

Relocate - Full Size (Platform approx 35 x 10m)

WORK TYPE DETAILS

A DECONSTRUCTION Rates Current At March 2017

	Description	Unit	Qty	Rate	Total
	Alterations and Renovations				
1	Remove weld mesh to stairs	m²	118.0	30.00	3,540
2	Remove balustrades to stairs	m	42.0	55.00	2,310
3	Remove stair treads	m	102.0	60.00	6,120
4	Remove stair structure	kg	5,981.0	0.80	4,790
5	Remove facade FRP grating panels	m²	135.0	20.00	2,700
6	Remove floor panels - plywood covering	m²	342.0	15.00	5,130
7	Remove floor panels - grid structure	m²	342.0	30.00	10,260
8	Remove electrical lighting	m²	342.0	15.00	5,130
9	Remove electrical power	m²	342.0	20.00	6,840
10	Remove sundry fixtures to deck	m²	342.0	5.00	1,710
11	Remove plywood roofing	m²	628.0	25.00	15,700
13	Remove gutters	m	104.0	15.00	1,560
14	Remove metal flashings	m	248.0	15.00	3,720
15	Remove plywood internal vertical linings	m²	70.0	15.00	1,050
16	Remove flooring to landings	m²	23.0	30.00	690
17	Remove vertical cladding to landings	m²	28.0	35.00	980
18	Remove blockwork walls	m²	23.0	45.22	1,040
19	Disassemble roof structural steelwork - per wing (approx 1.7t each)	No	16.0	1,340.00	21,440
20	Remove lift doors	No	2.0	300.00	600
21	Remove roller plastic blinds	m²	68.0	10.00	680
22	Remove show lighting system	Item			1,500
23	Remove concrete paving	m²	215.0	20.00	4,300
24	Disassemble platform structural steelwork	kg	19,578.0	0.80	15,670
25	Disassemble platform support column structural steelwork	kg	13,683.0	0.80	10,950
26	Disconnect roof structural steelwork - single wing	kg	1,675.0		Incl.
27	Disassemble facade / roof support structural steelwork	kg	8,457.0	0.80	6,770
28	Remove 20' shipping container	No	6.0	500.00	3,000
29	Remove 40' shipping container	No	8.0	750.00	6,000
30	Disconnect services to shipping container	No	6.0	800.00	4,800
31	Strip out shipping container	m²	144.0	40.00	5,760
32	Remove steel surround base to top 40' shipping container	m	58.0	40.00	2,320
34	Sundry removals at ground level	Item			2,000
39	Remove footings and piers etc	Item			Excl.
	Alterations and Renovations				***$159,060***
	DECONSTRUCTION				***$159,060***

Westside Deconstruction

Relocate - Full Size (Platform approx 35 x 10m)

WORK TYPE DETAILS

B PREPARATION Rates Current At March 2017

Description		Unit	Qty	Rate	Total
Substructure					
40	Bored pier footing	No	49.0	900.00	44,100
41	Ground leveling	m²	674.0	15.00	10,110
42	Concrete column pedestals 400 x 400mm average 700mm high	No	49.0	450.00	22,050
	Substructure				***$76,260***
	PREPARATION				***$76,260***

Westside Deconstruction

Relocate - Full Size (Platform approx 35 x 10m)

WORK TYPE DETAILS

C RE-ASSEMBLY Rates Current At March 2017

Description	Unit	Qty	Rate	Total
Upper Floors				
51 Cartage and erection of existing steelwork to ground floor building platform	kg	19,578.0	1.30	25,460
56 Cartage and refix structural floor panels - grid structure (allow 20% replacement)	m²	342.0	55.00	18,810
Upper Floors				***$44,270***
Staircases				
43 Timber structure and softwood decking as ramps	m²	34.0	240.00	8,160
44 Softwood balustrading with SS wires	m	26.0	550.00	14,300
Staircases				***$22,460***
Roof				
53 Cartage and re-assembly of roof structural steelwork - per wing (approx 1.7t each)	No	16.0	2,180.00	34,880
58 New corrugated Colorbond roof sheeting to and including timber purlins	m²	628.0	75.00	47,100
59 Cartage and install existing metal flashings with some new	m	248.0	35.00	8,680
60 Cartage and install existing metal gutters	m	104.0	25.00	2,600
Roof				***$93,260***
External Walls				
45 Skirting to base of structure to ground level	m²	73.0	150.00	10,950
52 Cartage and erection of existing steelwork facade / roof support steelwork	kg	8,457.0	1.30	11,000
54 Cartage and refix facade FRP grating panels	m²	135.0	45.04	6,080
External Walls				***$28,030***
Windows				
61 Cartage and fix existing roller plastic blinds	m²	68.0	15.00	1,020
Windows				***$1,020***
Wall Finishes				
67 Cartage and refixing existing plywood internal vertical linings	m²	70.0	25.00	1,750
Wall Finishes				***$1,750***
Floor Finishes				
55 Cartage and refix floor panels - plywood covering	m²	342.0	25.00	8,550
Floor Finishes				***$8,550***
Ceiling Finishes				
57 New plywood roof lining under sheeting	m²	628.0	65.00	40,820
Ceiling Finishes				***$40,820***
Sanitary Plumbing				
66 Provision for sanitary plumbing	Item			10,000
Sanitary Plumbing				***$10,000***
Light and Power				
65 Rewiring and connection to existing fittings for light and power	m²	347.0	50.00	17,350
Light and Power				***$17,350***

Westside Deconstruction

Relocate - Full Size (Platform approx 35 x 10m)

WORK TYPE DETAILS

C RE-ASSEMBLY (continued) Rates Current At March 2017

Description	Unit	Qty	Rate	Total
Site Preparation				
50 Site clearance	Item			Nil
Site Preparation				***Nil***
Roads, Footpaths and Paved Areas				
62 Provision for concrete footpaths	m²	120.0	85.00	10,200
Roads, Footpaths and Paved Areas				***$10,200***
Outbuildings and Covered Ways				
63 Cartage and positioning of 40' shipping container	No	2.0	2,000.00	4,000
64 Fit-out of 40' shipping container - provision only (no details)	m²	58.0	650.00	37,700
Outbuildings and Covered Ways				***$41,700***
Landscaping and Improvements				
46 Native planting and mulch	Item			7,500
Landscaping and Improvements				***$7,500***
External Sewer Drainage				
49 Install and connect to existing sewer and to building plumbing existing grease trap	Item			8,000
External Sewer Drainage				***$8,000***
External Water Supply				
48 Connection to existing water supply	Item			4,000
External Water Supply				***$4,000***
External Electric Light and Power				
47 Connection to existing electrical supply	Item			6,000
External Electric Light and Power				***$6,000***
RE-ASSEMBLY				***$344,910***

Westside Deconstruction

Relocate - Full Size (Platform approx 35 x 10m)

WORK TYPE DETAILS

D REMEDIATION Rates Current At March 2017

Description	Unit	Qty	Rate	Total
Alterations and Renovations				
33 Excavate, disconnect and remove grease trap and backfill	No	1.0	1,500.00	1,500
Alterations and Renovations				***$1,500***
Roads, Footpaths and Paved Areas				
35 Decomposed granite layer 100mm thick	m²	613.0	15.01	9,200
Roads, Footpaths and Paved Areas				***$9,200***
External Sewer Drainage				
36 Disconnect, seal off and make safe sewer drains	Item			2,000
External Sewer Drainage				***$2,000***
External Water Supply				
37 Disconnect and seal off water supply	Item			800
External Water Supply				***$800***
External Electric Light and Power				
38 Disconnect and and make safe electrical supply including removing meter	Item			3,000
External Electric Light and Power				***$3,000***
REMEDIATION				***$16,500***

Westside Deconstruction

Relocate - Full Size (Platform approx 35 x 10m)

WORK TYPE DETAILS

E SCRAPPING Rates Current At March 2017

Description		Unit	Qty	Rate	Total
Alterations and Renovations					
68	Scrap weld mesh to stairs	m²	118.0	-0.17	-20
69	Scrap balustrades to stairs	m	42.0	-1.19	-50
70	Scrap stair treads	m	102.0	-4.02	-410
71	Scrap stair structure	kg	5,981.0	-0.20	-1,200
72	Scrap platform support column structural steelwork	kg	13,683.0	-0.20	-2,740
	Alterations and Renovations				***-$4,420***
	SCRAPPING				***-$4,420***

From:	Hughes, DavidH
To:	Bailey, Daniel
Cc:	Smith, Brendon; Holt, Nicholas; Coyles, Laurel
Subject:	For your urgent review: Westside board paper [SEC=UNCLASSIFIED]
Date:	Tuesday, 16 May 2017 8:36:07 AM
Attachments:	LDA Board - Westside funding request v2_NM.docx image001.gif image002.gif
Importance:	High

Daniel,

Sorry for the urgent request, but the Chief made a decision on the future of Westside and we now need LDA board funding approval at the May meeting to ensure we have it removed in time for Floriade. Are you able to advise if you have any comments on the proposed brief – papers are past due!

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Munyard, Nicole
Sent: Monday, 15 May 2017 4:53 PM
To: Hughes, DavidH
Cc: Lee, Joey; Fitzgerald, Bruce; Amarasiri, Lalanka
Subject: RE: For your input: Westside board paper [SEC=UNCLASSIFIED]

Hi David,

Please find attached your brief where we have added words around the funding.

Wording is:

> The cost of relocating the structure, estimated to be up to $813,000 is to be met by the LDA using savings made in Greenfield estate development costs as captured in the October 2016 and March 2017 Bi-Annual Reviews.

Regards Nicole.

From: Fitzgerald, Bruce
Sent: Monday, 15 May 2017 4:43 PM
To: Munyard, Nicole
Cc: Lee, Joey
Subject: FW: For your input: Westside board paper [SEC=UNCLASSIFIED]
Importance: High

From: Hughes, DavidH
Sent: Monday, 15 May 2017 3:57 PM
To: Fitzgerald, Bruce <Bruce.Fitzgerald@act.gov.au>
Cc: Holt, Nicholas <Nicholas.Holt@act.gov.au>; Horley, Jan <Jan.Horley@act.gov.au>; Skinner, Melanie <Melanie.Skinner@act.gov.au>; Coyles, Laurel <Laurel.Coyles@act.gov.au>
Subject: For your input: Westside board paper [SEC=UNCLASSIFIED]
Importance: High

Bruce,

Westside LDA Board Paper for your financial input as discussed.

Your earliest advice would be greatly appreciated as papers are past due!

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

Meeting of 25 May 2017

165.2.7. Westside Village decommissioning - funding request

Land Development Agency
CANBERRA FIRST

Purpose

To seek funding of up to $813,000 (excluding GST) to facilitate the relocation of the Westside village rooftop podium to Stromlo Forest Park.

Background

Westside Village must be removed and the site restored by 19 November 2017, when the NCA works approval expires. Ideally however, it requires removal by early September to provide additional parking for Floriade visitors.

The Territory owns the vertical structure, and 14 of the containers. All vendors own the fit-outs within the containers, and where the Territory owns the containers that vendors have fitted out, the vendors have first right of refusal to purchase those containers. It is expected all vendors will exercise their right to purchase the container where this option is relevant. Effectively the Territory owns the vertical structure and empty containers.

Westside was publicly promoted as a temporary and transportable structure. The Territory also invested close to $2m in establishing and operating the venue; and the asset is currently being carried on the LDA's books with a value of $895,000.

Issues

A range of costed options to decommission or re-use the Westside structure were examined. These included:

- Re-use of the structure by the government for a purpose currently identified through an internal expression of interest process;
- Store the structure for future use by the government for a purpose beyond that currently identified through the internal expression of interest process;
- Donation of the structure to a community or not-for-profit organisation;
- Open expression of interest for decommissioning contractors who might scrap or reuse the structure elsewhere; or
- Scrap the structure.

The Chief Minister was briefed on the various options considered on 15 May 2017, and agreed to the re-use of the structure by the government (Venues ACT).

This option was identified through an internal government expression of interest process run by ACT Property Group in late 2016, to ascertain interest from other agencies concerning the re-use of the Westside structure or containers. While interest was expressed in a number of containers, Venues ACT was the only organisation that expressed an interest in the vertical structure. Specifically, Venues ACT proposed the establishment of the roof-top podium at ground level at Stromlo Forest Park (Stromlo).

Venues ACT proposes that this space would be used as an undercover area for event gatherings, and may also support a cafe and bike workshop/repair facilities.

The estimated cost to relocate the vertical structure to Stromlo is up to $813,000. This includes:

- Dismantling costs;
- Transport;
- Restablishment of the podium and the two end shipping containers at ground level (on average 700mm off ground), including new footings, access stairs and balustrade, power, water and sanitary plumbing connections, and minor associated footpaths;
- Preliminaries for both sites, fees, margin and supervision;
- Make good of the existing Westside site; and
- Contingency.

Venues ACT does not have funding to facilitate this project, therefore it is to be funded by the LDA.

Financial Implications

The cost of relocating the structure, estimated to be up to $813,000 is to be met by the LDA using savings made in Greenfield estate development costs as captured in the October 2016 and March 2017 Bi-Annual Reviews.

Sensitivities

It is expected that the cost of relocating the structure will attract negative media interest, with the Canberra times having recently shown interest in the future plans for Westside and its associated cost. Not re-using Westside is also likely to attract negative media interest.

Re-use of the structure at Stromlo provides the best ability to re-use the structure for the benefit of Canberrans.

Recommendations

That the Board:

- **Note** the information in this paper; and
- **Agree** to the provision of funding of up to $813,000 (excluding GST) to facilitate the transfer of the Westside village rooftop podium to Stromlo Forest Park.

David Hughes

Development Director, City to the Lake

15 May 2017

From: Bailey, Daniel
To: Hughes, DavidH
Cc: Smith, Brendon; Holt, Nicholas; Coyles, Laurel
Subject: RE: For your urgent review: Westside board paper [SEC=UNCLASSIFIED]
Date: Tuesday, 16 May 2017 9:14:06 AM
Attachments: image001.gif
image002.gif

Hi Dave,

Thanks, I am happy with the funding request.

Regards
Daniel

From: Hughes, DavidH
Sent: Tuesday, 16 May 2017 8:36 AM
To: Bailey, Daniel
Cc: Smith, Brendon; Holt, Nicholas; Coyles, Laurel
Subject: For your urgent review: Westside board paper [SEC=UNCLASSIFIED]
Importance: High

Daniel,

Sorry for the urgent request, but the Chief made a decision on the future of Westside and we now need LDA board funding approval at the May meeting to ensure we have it removed in time for Floriade. Are you able to advise if you have any comments on the proposed brief – papers are past due!

Regards,

David Hughes

Development Director - City to the Lake
Phone: 02 6205 6744 | Mobile: 0427 616 477
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Munyard, Nicole
Sent: Monday, 15 May 2017 4:53 PM
To: Hughes, DavidH
Cc: Lee, Joey; Fitzgerald, Bruce; Amarasiri, Lalanka
Subject: RE: For your input: Westside board paper [SEC=UNCLASSIFIED]

Hi David,

Please find attached your brief where we have added words around the funding.

Wording is:

The cost of relocating the structure, estimated to be up to $813,000 is to be met by

From: Smith, Brendon
Sent: Tuesday, 16 May 2017 12:42 PM
To: Skinner, Melanie
Cc: Hughes, DavidH
Subject: RE: Westside - site cleanliness [SEC=UNCLASSIFIED]

Hi Melanie,

Yes, I noticed this on Friday, this is all being cleaned up and the entire site fenced off.

The bar have asked if the LDA would consider a swap for the upstairs bar and the 40ft storage container.

I thought the LDA was managing and handling the removal of services? Also, the bin enclosure? And grease traps and enclosure?

We also need to remove the hire containers, we really do need to make good on these, we painted them.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
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For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

---

From: Skinner, Melanie
Sent: Tuesday, 16 May 2017 12:25 PM
To: Smith, Brendon
Cc: Hughes, DavidH
Subject: Westside - site cleanliness
Importance: High

Hi Brendon

I visited Westside this morning and can confirm the free standing vendors have removed their containers from the site. The only exception is the storage container used by the bar owners.

The site looks extremely messy though. We have a media event at West Basin on Tuesday 23 May at 12.30pm. The event is unrelated to Westside, however media are likely to take footage of Westside while they are on site.

Can you please arrange for Westside to be thoroughly cleaned before this event please? All furniture, rubbish, milk crates, gazebos etc will need to be removed from the site. The paper cranes on the stairs should also be taken down. It also looks as though services previously connected to containers have been left exposed.

In short, the site needs to look immaculate before the media event please.

Let me know if there are any issues.

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Smith, Brendon
Sent: Tuesday, 16 May 2017 3:54 PM
To: actpg
Subject: Westside - General clean request [SEC=UNCLASSIFIED]

Response Team,

Can you please arrange for a general tidy up of the Westside external areas.

All surplus wooden furniture, general rubbish, milk crates, a few gazebos, etc will need to be removed from the site and taken to the tip.

Also, within the inside staircase, the paper birds on the stairs should also be taken down – perhaps bring scissors or a blade.

My deadline is before 23 May 2017.

Thank you

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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From: Smith, Brendon
Sent: Tuesday, 16 May 2017 4:02 PM
To: Ryan, KellyL
Subject: FW: Westside Village Board Paper [SEC=UNCLASSIFIED]
Attachments: Decommissioning strategy for Westside Vertical Village [SEC=UNCLASSIFIED]

fyi

From: Smith, Brendon
Sent: Monday, 15 May 2017 1:27 PM
To: Skinner, Melanie
Subject: FW: Westside Village Board Paper [SEC=UNCLASSIFIED]

Hi Mel,

I refer the attached and below - update as follows:

All free standing vendors have now vacated and removed containers from site. In relation to options to purchace containers, I note the following:

Sch 2 – agrees to forgo their bond and take ownership of the container.
Sch 2 – downstairs, will not be keeping, upstairs – wants to swap for a like for like 40ft container and leave them both onsite until decomisioning.
Sch 2 – no responce, so asume they forgo the container.

In relation to bonds, I note the following:

Sch 2 $5K Bond – as per above.
Sch 2 $3k Bond – will be used to offset arrears
Sch 2 $3k Bond. – will be used to offset arrears

Regards
Brendon
54673

From: Smith, Brendon
Sent: Wednesday, 1 February 2017 1:19 PM
To: Skinner, Melanie
Subject: RE: Westside Village Board Paper [SEC=UNCLASSIFIED]

Hi Mel,

Sch 2 $5K Bond
s2.2(a)(ii) $3k Bond
k Bond.

Also, note comments in the attached email – where options to purchase containers are applicable, I am seeking a position from each vendor.

Brendon
54673

From: Skinner, Melanie
Sent: Wednesday, 1 February 2017 1:06 PM
To: Smith, Brendon
Subject: RE: Westside Village Board Paper [SEC=UNCLASSIFIED]

Hi Brendon

Could you please let me know how much money is owed in bonds to include in the board paper?

Cheers
Mel

From: Smith, Brendon
Sent: Wednesday, 18 January 2017 10:39 AM
To: Hughes, DavidH
Cc: Skinner, Melanie; Holt, Nicholas; Doherty, David
Subject: RE: Westside Village Board Paper [SEC=UNCLASSIFIED]

Hi David,

Following our meeting yesterday I have requested an update on financials and rental arrears and will provide this as soon as possible. In the meantime, please note my comments below in blue.

As discussed, please advise if the LDA require assistance from ACTPG on the decommissioning of the site.

Regards

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

From: Hughes, DavidH
Sent: Thursday, 12 January 2017 8:25 AM
To: Smith, Brendon
Cc: Skinner, Melanie; Holt, Nicholas
Subject: Westside Village Board Paper [SEC=UNCLASSIFIED]

Good morning Brendon,

I started on Monday and can't recall exactly who I met on the grand tour so apologies if we have already met.

We need to put together a LDA Exec Board for the Feb meeting, concerning additional funding for the Westside Village Jan-30 April, and also brief on a proposed removal strategy. I was going to ask Mel to assist with this when she is back next week. In the meantime, are you able to assist with developing the information we need to support this including:

- Monthly estimated cost for Jan – 30 April (incl. contingency if needed as I only want to go to the board once). – Estimate $16k per month
- Whether you expect any residual monthly costs to be incurred or claims we may owe to tenants in respect of demobilisation, in the period between shut down and when the village is demobilised (I think by end Nov)? – allow $2k per month

- An estimate of current rental arrears, and the likelihood of these being re-couped. – update requested, see arrears at November 16 –payment is not expected
- Any implications we need to consider in the demobilisation in terms of asset ownership (e.g. containers/fit-outs) that may be owned by others. - refer attached email – I have commenced correspondence with all Vendors on this matter. Also, there is make good on the shipping containers we hire 2 x 40ft and 2 x 20ft – allow $3k for this – allow a further $2k for potential make good on toilets and scissor lift.
- Advice as to the earliest date that full possession of site would revert to the LDA (we perhaps need to discuss the timeframe in which we require tenants to remove their assets, assuming this isn't all required to be done by 30 April). – I have asked for all 'stand alone' vendors to have all services disconnected and capped and be out by no later than 14 May 2017.
- Anything else you consider relevant that the Board should be briefed on? – note the bonds, these were never received from Stromlo Stomping Grounds, some are expected to be swapped for the container, some may offset arrears.

If I haven't already met you, it would be great to have a quick catch-up today if you have a few moments as I'm trying to get around and meet people.

Development Director - City to the Lake
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Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Avenue, Dickson ACT 2602
GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au | Social:

From: Smith, Brendon
Sent: Wednesday, 23 November 2016 5:41 PM
To: Skinner, Melanie; Hoffman, Nicole
Cc: Doherty, David
Subject: Decommissioning strategy for Westside Vertical Village [SEC=UNCLASSIFIED]

Good afternoon Melanie and Nicole,

As part of our planning for the decommissioning of Westside, and in particular the Vertical Village, we need to consider the following tenant interests/agreements:

- Sch 2 – The container and fit-out is 100% owned by Sch 2
- Sch 2 – The Vendor has paid a $3,000 bond. The Vendor has the option to purchase the container for $3,000 plus GST or forgo the bond and own the container outright;
- Sch 2 - The Vendor has paid a $5,000 bond. The Vendor has the option to swap the current container for a like for like container, or forgo the bond and own the container outright; and
- Sch 2 – The Vendor has the option to purchase the courtside bar container for $3,000 plus GST and the Aviary Bar container for $5,000 plus GST.

Where a tenant does not take up their option, usual make good applies – e.g tenant to remove fit out and make good any damage.

Please contact me should you require further information or wish to discuss.

Regards

Brendon Smith
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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From: Skinner, Melanie
Sent: Wednesday, 17 May 2017 10:38 AM
To: Smith, Brendon
Subject: RE: Westside Village Board Paper [SEC=UNCLASSIFIED]

Hi Brendon - Let's discuss this in more detail at our meeting tomorrow.

It would be good if you could come to the meeting with more clarification of the bar's request please. Do they want the cut out container on the ground floor that is owned by the government? This is not really a like for like container.

It would be handy if you could bring a single spreadsheet please showing business name, container ownership, rental arrears/credit, applicable bond and any other useful information.

Could you also please advise at the meeting if you have legal advice on using the bond to offset rental arrears?

Many thanks
Mel

From: Smith, Brendon
Sent: Monday, 15 May 2017 1:27 PM
To: Skinner, Melanie
Subject: FW: Westside Village Board Paper [SEC=UNCLASSIFIED]

Hi Mel,

I refer the attached and below - update as follows:

All free standing vendors have now vacated and removed containers from site. In relation to options to purchace containers, I note the following:

Sch 2 – agrees to forgo their bond and take ownership of the container.
Sch 2 – downstairs, will not be keeping, upstairs – wants to swap for a like for like 40ft container and leave them both onsite until decomisioning.
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In relation to bonds, I note the following:

Sch 2 $5K Bond – as per above.
Sch 2 $3k Bond – will be used to offset arrears
Sch 2 $3k Bond. – will be used to offset arrears

Regards
Brendon
54673

From: Smith, Brendon
Sent: Wednesday, 1 February 2017 1:19 PM
To: Skinner, Melanie
Subject: RE: Westside Village Board Paper [SEC=UNCLASSIFIED]

Hi Mel,

From: Smith, Brendon
Sent: Thursday, 18 May 2017 11:23 AM
To: Davis, Kelly
Cc: Skinner, Melanie
Subject: RE: Westside [SEC=UNCLASSIFIED]
Attachments: 26. City to the Lake - Westside Village.docx

Hi Kelly,

Probably good to note that a temporary site fence has been installed around Westside to allow for site remediation to commence.

I understand the Chief has signed off on relocating the Westside roof top podium to Stromlo Forest Park. I suspect this will get a mention.

I have cc'd Mel.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Davis, Kelly
Sent: Wednesday, 17 May 2017 10:28 AM
To: Smith, Brendon
Subject:

Hey Brendon,
It's that time again – I know this is a combine brief but is there anything you would need to update and provide advice on?
Cheers
Kelly

QUESTION TIME BRIEF
Sitting period beginning 9 May 2017

SUBJECT: **CITY TO THE LAKE**

ISSUE: Westside Village

KEY MESSAGES:

- On 21 December 2016, the ACT Government announced Westside Village would cease trading at the end of April 2017.
- The decision to close the site before winter was made in consultation with traders after the National Capital Authority (NCA) limited works approval for the site to a maximum of one year.
- The Land Development Agency (LDA) is currently investigating decommissioning options, including considering how parts, or all of the structure, might be re-used.
- The LDA will consider how continued activation of West Basin can be achieved to complement the boardwalk and Point Park construction that is underway.

BACKGROUND INFORMATION

- Westside was a temporary village located on the shore of West Basin in Lake Burley Griffin. It was an urban play space for the community to come together, celebrate and enjoy the central parts of the National Capital. It hosted cafes, a roof-top and courtside bar, and private and public events.
- Westside catered for varying age groups demonstrated by the large range of visitors both locally and nationally.
- Westside aimed to enliven the lake area and promote the space for future development as an extension of the city centre. The village achieved significant activation of the area and was enjoyed by thousands of people each week. Westside first opened on 6 March 2015.
- On 11 August 2015, Stromlo Stomping Grounds, who was originally awarded the contract to construct and operate Westside, surrendered the site back to the LDA.
- The LDA appointed ACT Property Group (ACTPG) to manage Westside, including all tenancies, operations, security and event promotion.
- The LDA invested $1.96 million on West Basin early activation including construction, operation and maintenance.
- On 21 December 2016, the ACT Government announced that Westside would cease trading at the end of April 2017.

Nicholas Holt, Director, Urban Projects
Phone Number: 6207 9646 **Updated: 19 April 2017**

- The decision to close the site before winter was made in consultation with traders after the NCA's decision to limit works approval for the site to a maximum of one year. The LDA had applied for a two-and-a-half-year works approval.
- The government had hoped to keep the site open until mid-2019, but the limited works approval from the NCA means the site must be restored to its previous condition by 19 November 2017.
- Keeping the village open until the end of autumn was intended to give the vendors some time to make their post-Westside plans. Some vendors have already secured leases outside of the village.
- A number of vendors, such as Daana and Miss Van's Vietnamese, have successfully used Westside Village to kick start their business and expand to permanent locations.
- On 25 June 2016, Westside Village (Cox Architecture) was awarded the Sustainable Architecture award at the Australian Institute of Architects' 2016 ACT Architecture Awards. The award recognises projects that excel as architecture and also display innovation and excellence in terms of environmental sustainability.
- Westside Village will be featured in a television show being produced by Southern Cross Ten, entitled "Pushing the Boundaries". ACT Government Architect, Catherine Townsend interviewed the architect of Westside on Thursday, 26 January 2017. Stock footage has been provided to the producers showing the site activated at major events such as Art Not Apart. The show is likely to air in mid-2017.

From: Sch 2 s2.2(a)(ii)
Sent: Thursday, 18 May 2017 2:58 PM
To: Smith, Brendon
Cc: Gumley, Clair
Subject: Re: Westside Containers [SEC=UNCLASSIFIED]

Hi Brendon,

Thankyou for the update. For the moment, my intention is to have it picked up and sent interstate to a new buyer. I'm unsure of the dates for the moment, but once I receive a firmer schedule from you, I'll provide details for where it will be going.

Thanks,

Sch 2

On 18 May 2017, at 14:44, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Good afternoon all,
>
> You are receiving this email as you have a container located within the Vertical Village at Westside.
>
> Please note that the Territory is attempting to speed up the decommissioning process so that you may access your container earlier than originally anticipated. Depending on advice from engineers and the crane operator, the containers may be available by the end of June. I will firm up the dates as soon as possible, however, it would be appreciated if you could please advise where, within Canberra, you would like the container relocated, as the containers cannot remain onsite after the tower decommissioning process commences.
>
> Please contact me should you require further information.
>
> Regards
>
> Brendon Smith | Manager, Community Leasing
> **Phone +61 2 620 54673** | Fax +61 2 6213 0734
> **Portfolio Management** |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
> Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
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> For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

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From: Smith, Brendon
Sent: Friday, 19 May 2017 11:30 AM
To: Skinner, Melanie
Cc: Hughes, DavidH; Baxter, Rod; Gumley, Clair
Subject: Hire Containers - Westside [SEC=UNCLASSIFIED]

Hi Mel,

The Hire Containers are being removed from Westside shortly after 23 May.

Sch from Canberra Containers mentioned that he would be happy to take the 'cut-out' container away for us during this process.

Are we ok with this?

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Smith, Brendon
Sent: Friday, 19 May 2017 11:36 AM
To: Davis, Kelly; Skinner, Melanie
Cc: ACTPGExecutiveSupport
Subject: RE: Westside [SEC=UNCLASSIFIED]

Fine with me

From: Davis, Kelly
Sent: Friday, 19 May 2017 11:11 AM
To: Smith, Brendon; Skinner, Melanie
Cc: ACTPGExecutiveSupport
Subject: FW: Westside [SEC=UNCLASSIFIED]

Thanks Mel – Brendon are you able to review? Once I receive any updates from you I will swing it past Garry for his clearance.
Cheers
Kelly

From: Skinner, Melanie
Sent: Friday, 19 May 2017 11:09 AM
To: Davis, Kelly <Kelly.Davis@act.gov.au>
Subject: RE: Westside [SEC=UNCLASSIFIED]

Hi Kelly – see attached the Westside QTB and Estimates briefs for your input please. ☺

Cheers
Mel

From: Davis, Kelly
Sent: Friday, 19 May 2017 10:50 AM
To: Skinner, Melanie
Subject: RE: Westside [SEC=UNCLASSIFIED]

You are a champion – thanks.

From: Skinner, Melanie
Sent: Friday, 19 May 2017 10:50 AM
To: Davis, Kelly <Kelly.Davis@act.gov.au>
Subject: RE: Westside [SEC=UNCLASSIFIED]

We are finalising the brief now. I will send it to you shortly.

From: Davis, Kelly
Sent: Friday, 19 May 2017 10:49 AM
To: Skinner, Melanie
Subject: RE: Westside [SEC=UNCLASSIFIED]

Thanks so much Melanie – is there a final doc with this information included that I can pass by my Director as he has dual responsibility on the MACC list?
Cheers

Kelly

From: Skinner, Melanie
Sent: Friday, 19 May 2017 10:47 AM
To: Davis, Kelly <Kelly.Davis@act.gov.au>
Subject: RE: Westside [SEC=UNCLASSIFIED]

Hi Kelly

As requested, here's information on the relocation of Westside.

- In late 2016, an internal expression of interest process was conducted through ACT Property Group to ascertain if any other ACT Government directorate could use all or part of the Vertical Village at another location. Stromlo Forest Park identified an interest in the vertical structure. Various interests were identified in respect of the individual containers.
- The Chief Minister has agreed to relocate the Westside roof-top podium to Stromlo Forest Park. We are awaiting the LDA Board's consideration to fund the relocation costs. They are meeting on Thursday.

- The estimated cost to relocate the Westside roof-top podium to Stromlo Forest Park and make-good the existing site at West Basin is $813,000. This includes all fees, supervision and contingency.

Cheers
Mel

From: Davis, Kelly
Sent: Friday, 19 May 2017 9:46 AM
To: Skinner, Melanie
Subject: RE: Westside [SEC=UNCLASSIFIED]

Hey Melanie,
I am still struggling to obtain access to the appropriate access to the folders – would you be able to attach the final doc and send through to me?
Appreciate your help.
Cheers
Kelly

From: Skinner, Melanie
Sent: Thursday, 18 May 2017 11:48 AM
To: Davis, Kelly <Kelly.Davis@act.gov.au>
Subject: RE: Westside [SEC=UNCLASSIFIED]

Hey Kelly – the Stromlo Forest Park news has been added to the estimates brief already.

\\act.gov.au\EDD\City to the Lake\02. Project Control\2.4 Briefs Minutes Caveats Ministerials\2.4.11 Estimates Briefs\2017

From: Davis, Kelly
Sent: Thursday, 18 May 2017 11:27 AM
To: Smith, Brendon
Cc: Skinner, Melanie
Subject: RE: Westside [SEC=UNCLASSIFIED]

Cheers ☺

From: Smith, Brendon
Sent: Thursday, 18 May 2017 11:23 AM
To: Davis, Kelly
Cc: Skinner, Melanie
Subject: RE: Westside [SEC=UNCLASSIFIED]

Hi Kelly,

Probably good to note that a temporary site fence has been installed around Westside to allow for site remediation to commence.

I understand the Chief has signed off on relocating the Westside roof top podium to Stromlo Forest Park. I suspect this will get a mention.

I have cc'd Mel.

Regards

Brendon Smith | Manager, Community Leasing
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From: Davis, Kelly
Sent: Wednesday, 17 May 2017 10:28 AM
To: Smith, Brendon
Subject:

Hey Brendon,
It's that time again – I know this is a combine brief but is there anything you would need to update and provide advice on?
Cheers
Kelly

From: Smith, Brendon
Sent: Monday, 22 May 2017 12:50 PM
To: Skinner, Melanie
Cc: Gumley, Clair
Subject: RE: Westside Decommissioning Logistics [SEC=UNCLASSIFIED]
Attachments: FW: Westside Containers [SEC=UNCLASSIFIED]

Hi Mel, yea, attached...Brendon 54673

From: Skinner, Melanie
Sent: Monday, 22 May 2017 11:49 AM
To: Smith, Brendon; Gumley, Clair
Subject: RE: Westside Decommissioning Logistics

Hi Brendon – just making sure you have contacted Sch 2 s2.2(a)(ii) .

Could you please flick me an email letting me know?

Cheers
Mel

From: Skinner, Melanie
Sent: Thursday, 18 May 2017 1:59 PM
To: Smith, Brendon; Gumley, Clair
Cc: Hughes, DavidH
Subject: Westside Decommissioning Logistics

Hi Brendon

Further to our meeting this morning, could you please advise Sch 2 s2.2(a)(ii) that the ACT Government has considered their proposal and does not wish to purchase their container? We are trying to speed up the decommissioning process so they can access the container earlier than originally anticipated. Depending on advice from engineers and the crane operator, the containers may be available by the end of June. It would be appreciated if the three vendors impacted by the tower decommissioning could please advise where, within Canberra, they would like their containers to be relocated. These containers cannot remain onsite after the tower decommissioning process starts.

It was also agreed at the meeting, that the bar operator can swap the container at the top of the tower, of which they own the fit out, with an empty container of the same size and condition.

Cheers

Melanie Skinner | Senior Communications Manager, City to the Lake

Phone: (02) 6205 1294 | Email: melanie.skinner@act.gov.au
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government
TransACT House, 470 Northbourne Ave Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.citytolake.com.au

I work in the office from 8am to 2.30pm daily.

From: Smith, Brendon
Sent: Thursday, 18 May 2017 3:25 PM
To: Sch 2
Subject: FW: Westside Containers [SEC=UNCLASSIFIED]

Sch I am advised that the LDA will not be purchasing Sch 2 container. I have also forwarded your proposal to my contacts in Sports....Brendon

---

From: Smith, Brendon
Sent: Thursday, 18 May 2017 2:45 PM
Cc: Gumley, Clair
Subject: Westside Containers [SEC=UNCLASSIFIED]

Good afternoon all,

You are receiving this email as you have a container located within the Vertical Village at Westside.

Please note that the Territory is attempting to speed up the decommissioning process so that you may access your container earlier than originally anticipated. Depending on advice from engineers and the crane operator, the containers may be available by the end of June. I will firm up the dates as soon as possible, however, it would be appreciated if you could please advise where, within Canberra, you would like the container relocated, as the containers cannot remain onsite after the tower decommissioning process commences.

Please contact me should you require further information.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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From: Smith, Brendon
Sent: Tuesday, 23 May 2017 3:36 PM
To: Gumley, Clair
Subject: Fence Panel - Westside [SEC=UNCLASSIFIED]
Attachments: RE: Artwork at Westside [SEC=UNOFFICIAL]; RE: Westside fence collection [SEC=UNCLASSIFIED]

Hello Clair, can you please arrange this....Brendon

From: Smith, Brendon
Sent: Thursday, 13 April 2017 10:39 AM
To: Sch 2
Cc: Gumley, Clair
Subject: RE: Artwork at Westside [SEC=UNOFFICIAL]

Hi Sch

Noted - we will contact you once the fence has been dismantled.

Regards

Brendon Smith | Manager, Community Leasing Phone +61 2 620 54673 | Fax +61 2 6213 0734 Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

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-----Original Message-----
From: Sch 2 s2.2(a)(ii)
Sent: Thursday, 13 April 2017 10:19 AM
To: Smith, Brendon
Subject: Artwork at Westside

Hi Brendon,

My name is Sch 2 I was one of the artists who painted the COLAB wall at Westside, my piece is the furthest to the left and I was hoping to organise a way to retrieve it?
Let me know what is needed so we can sort it out.

Kind regards
Sch

Sent from my iPhone

From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 31 May 2017 5:48 PM
To: Gumley, Clair
Cc: Smith, Brendon
Subject: Re: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]

Perfect!

Thank you Clair.
We'll organise a day and confirm if we need keys.

Have a great week,
Sch 2

Sent from my iPhone

On 31 May 2017, at 5:17 pm, Gumley, Clair <Clair.Gumley@act.gov.au> wrote:

> Hi Sch 2
>
> A time has been set to remove the scissor lift on Wednesday next week at 10am. As there will be traffic management in place to facilitate the removal of the scissor lift, could you please arrange to have the furniture items removed from the bar area upstairs before Tuesday? Alternatively if you cannot do so prior to the scissor lift removal, you will have to manoeuvre the items manually down the stairway, probably not the preferred option for shifting heavy furniture.
> I believe the locks have been changed to access the site so you will need to coordinate with ACTPG for access.
>
> Kind regards,
>
> **Clair Gumley | Senior Property Manager | Central Portfolio**
>
> T: +61 2 6205 9793 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
> **Portfolio Management** | ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
> 255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick ACT 2609 |
> www.economicdevelopment.act.gov.au | www.act.gov.au
>
> **For repairs and maintenance related matters, please contact the 24/7 Response Centre**
> T: 6213 0700 | E: actpg@act.gov.au
>
> **<image001.jpg>**
>
> ---
>
> **From:** Sch 2 s2.2(a)(ii)
> **Sent:** Wednesday, 31 May 2017 3:42 PM
> **To:** Gumley, Clair; Smith, Brendon
> **Subject:** Re: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]
>
> Hi Clair!
>
> I can appreciate that - we just need to organise our time around our work schedules.

I'm sure we can be in early in the week, but if you could confirm a date, that would be awesome.

Thank you,
Sc

From: Gumley, Clair <Clair.Gumley@act.gov.au>
Sent: Wednesday, 31 May 2017 3:37 PM
To: Smith, Brendon; Sch 2 s2.2(a)(ii)
Subject: RE: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]

Hi Brendon, Hi Sch

I am still awaiting a confirmed day, likely within a week, there are several companies needing to coordinate a time so I would like to minimise the disruption to their proposed date. So it will be best to have the furniture moved as a matter of priority please Sc

Kind regards,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 6205 9793 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
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ACT Government
Chief Minister, Treasury and Economic Development

From: Smith, Brendon
Sent: Wednesday, 31 May 2017 3:31 PM
To: Sch 2 ; Gumley, Clair
Subject: RE: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]

Ok, Clair – how long do we have? Can you please facilitate this? Thank you Brendon

---

From: Sch 2 s2.2(a)(ii)
Sent: Wednesday, 31 May 2017 3:10 PM
To: Smith, Brendon
Subject: Re: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]

Hi Brendon!

Yes the furniture is ours.

We are happy to organise time to come and move it.
What day is the elevator being removed?

Thanks for the update,
Sc

From: Smith, Brendon <Brendon.Smith@act.gov.au>
Sent: Wednesday, 31 May 2017 11:45 AM
To: Sch 2
Cc: Gumley, Clair
Subject: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]

Hi Sch

There is wooden furniture upstairs and the lift will be removed shortly. Is this yours? we need to get it down before the lift goes.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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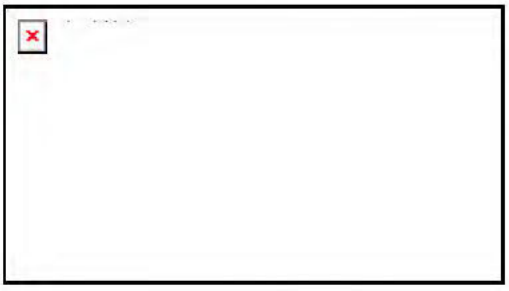

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On 7 July 2014 the Economic Development Directorate became part of Chief Minister, Treasury and Economic Development Directorate (CMTEDD). Economic Development has a ...

| www.act.gov.au

Home - ACT Government Information Portal

www.act.gov.au

NRMA-ACT Road Safety Trust issues final grants Release date: 26 May 2017 Shane Rattenbury, MLA The ACT Government will continue the legacy of the NRMA-ACT Road Safety ...

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disclose its contents to any other person.

From: Sch 2 s2.2(a)(ii)
Sent: Monday, 5 June 2017 10:48 AM
To: Smith, Brendon
Cc: Gumley, Clair
Subject: Re: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]

Morning Brendon!

Sch 2 us a few boys to come and help him this afternoon - they should be fine to gain access and will ensure the gates are locked off again when they are done ☺

Thank you!
Sch 2

Sent from my iPhone

On 2 Jun 2017, at 3:40 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Hi Sch 2
>
> Yes, the fence is still up. Therefore, if you are unable to obtain access, we will arrange to get them down the lift early next week. We will jus t need the keys for the lift.
>
> Regards
>
> Brendon Smith | Manager, Community Leasing
> **Phone +61 2 620 54673** | Fax +61 2 6213 0734
> **Portfolio Management** |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
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>
> ---
>
> **From:** Sch 2 s2.2(a)(ii)
> **Sent:** Thursday, 1 June 2017 3:06 PM
> **To:** Gumley, Clair
> **Cc:** Smith, Brendon
> **Subject:** Re: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]
>
> Hello!
>
> Yes we do ☺
> Is there still fencing up around it downstairs?
>
> Cheers,
> Sch 2
>
> Sent from my iPhone

On 1 Jun 2017, at 3:01 pm, Gumley, Clair <Clair.Gumley@act.gov.au> wrote:

Hi Sch 2

Thanks for your email, and thanks for making time to remove the last of the furniture in the upstairs bar area.

Just confirming you have keys to operate the scissor lift?

Kind regards,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 6205 9793 | F: +61 2 621 30734 | E: clair.gumley@act.gov.au
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<image001.jpg>

From: Sch 2 s2.2(a)(ii)
Sent: Thursday, 1 June 2017 8:09 AM
To: Gumley, Clair
Cc: Smith, Brendon
Subject: Re: Westside - Vertical village Furniture [SEC=UNCLASSIFIED]

Good Morning,

We'll be heading in over the weekend to pick up our remaining furniture and all our pot plants (or the pots more specifically, I'm sure the plants have died)

If we can have access to the lift then we won't need keys to the gates as such. We can get it all down in about 2-3 loads.
Is that still accessible?

Have a great day,
Sch 2

Sent from my iPhone

On 31 May 2017, at 5:17 pm, Gumley, Clair <Clair.Gumley@act.gov.au> wrote:

Hi Sch 2

A time has been set to remove the scissor lift on Wednesday next week at 10am. As there will be traffic management in place to facilitate the removal of the scissor lift, could you please arrange to have the furniture items removed from the bar area upstairs before

From: Sch 2 s2.2(a)(ii)
Sent: Thursday, 8 June 2017 10:28 AM
To: Smith, Brendon
Subject: Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Morning Brendon,

Is there a date set for when the structure will be coming down/when we will have the containers on ground level to move?
We're starting to get anxious as we have interested parties that are requesting dates for their planning.

Thanks,
Sc

From: Smith, Brendon <Brendon.Smith@act.gov.au>
Sent: Tuesday, 30 May 2017 8:57 AM
To: Sch 2
Subject: RE: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hi Sch scheduled for mid/late June, but this depends if the containers can be moved whilst the structure in place, await advice on this...Brendon

---

From: Sch 2 s2.2(a)(ii)
Sent: Tuesday, 30 May 2017 8:12 AM
To: Smith, Brendon
Subject: Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Morning Brendon,

Do we have a solid schedule for the dismantling of the tower? I've seen that containers are starting to be removed.

Thanks,
Sc

Sent from my iPhone

On 18 May 2017, at 11:06 am, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Yes, it can stay onsite - i will advise a time frame, but likely in 1 month
>
> ---
>
> **From:** Sch 2 s2.2(a)(ii)
> **Sent:** Thursday, 18 May 2017 10:58 AM
> **To:** Smith, Brendon
> **Subject:** Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]
>
> Morning Brendon!
>
> And we will be able to leave the swapped 40ft on site until this happens?
> Will we receive a timeline for dismantling when it becomes available?
> It's information that's good for us to know when selling.

Have a great day,
Sc

Sent from my iPhone

On 18 May 2017, at 10:48 am, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Hi Sc,
>
> Yes, the 'swap' is supported. The intention is to start taking down containers by mid June, provided this can occur without effecting the structure.
>
> Regards
>
> Brendon Smith | Manager, Community Leasing
> **Phone +61 2 620 54673** | Fax +61 2 6213 0734
> **Portfolio Management** |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
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>
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>
> ---
>
> **From:** Sch 2 s2.2(a)(ii)
> **Sent:** Thursday, 11 May 2017 6:46 PM
> **To:** Smith, Brendon
> **Subject:** Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]
>
> No worries.
> Thank you.
>
> Sent from my iPhone
>
> On 11 May 2017, at 3:52 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:
>
> > Hi Sc, I will need to refer this to the LDA, I will get back to you...Brendon
> >
> > ---
> >
> > **From:** Sch 2 s2.2(a)(ii)
> > **Sent:** Thursday, 11 May 2017 9:53 AM
> > **To:** Smith, Brendon
> > **Subject:** Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]
> >
> > Morning Brendon,
> >
> > Essentially all I wanted to talk about was that since the structure remains until September and we are unable to then take the top container away until then. As we are looking to exchange the blank 40ft container that we own downstairs (the "Westside" painted on), would we be able to keep that on site until the structure is taken down?
> >
> > Happy to chat on the phone if convenient.
> > Have a great day,

Have a great day,
Sch

Sent from my iPhone

On 8 May 2017, at 4:52 pm, Sch 2 s2.2(a)(ii) wrote:

> Hi Brendon!
>
> Sorry to do this again, my accounts meeting is running a bit over and I won't be able to make today.
> I can just email you with what I wanted to chat about.
> I just prefer these conversations face-to-face, but it can easily be discussed via email.
>
> I'll shoot you an email by COB today.
> Thanks for you time,
> Sch
>
> Sent from my iPhone
>
> On 8 May 2017, at 9:49 am, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:
>
> > Ok, 3pm is fine
> >
> > ---
> >
> > **From:** Sch 2 s2.2(a)(ii)
> > **Sent:** Monday, 8 May 2017 9:39 AM
> > **To:** Smith, Brendon
> > **Subject:** Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]
> >
> > Morning Brendon,
> >
> > How's 3pm suit?
> >
> > Have a great day,
> > Sch
> >
> > Sent from my iPhone
> >
> > On 5 May 2017, at 1:58 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:
> >
> > > Any time after lunch
> > >
> > > Brendon Smith | Manager, Community Leasing
> > > **Phone +61 2 620 54673** | Fax +61 2 6213 0734

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From: Sch 2 s2.2(a)(ii)
Sent: Friday, 5 May 2017 12:49 PM
To: Smith, Brendon
Cc: Gumley, Clair
Subject: Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]

Hello,

Monday is good for me. What time suits you morning or afternoon?

Sch

Sent from my iPhone

On 5 May 2017, at 12:48 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Ok, yes, either day, please confirm
>
> Brendon Smith | Manager, Community Leasing
> **Phone +61 2 620 54673** | Fax +61 2 6213 0734
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>
> ---
>
> **From:** Sch 2 s2.2(a)(ii)
> **Sent:** Friday, 5 May 2017 10:24 AM
> **To:** Smith, Brendon
> **Cc:** Gumley, Clair
> **Subject:** Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]
>
> Morning Brendon!
>
> Unfortunately I've had something urgent come up that I need to take care of.
> Would you be able to meet on Monday or Tuesday next week?
>
> Sch 2

Sent from my iPhone

On 4 May 2017, at 9:34 am, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Ok, 3:30 friday
>
> ---
>
> **From:** Sch 2 s2.2(a)(ii) [redacted]
> **Sent:** Thursday, 4 May 2017 7:18 AM
> **To:** Smith, Brendon
> **Cc:** Gumley, Clair
> **Subject:** Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]
>
> Morning Brendon!
>
> I can do Friday afternoon, how's 3:30?
>
> Cheers,
> Sch 2 [redacted]
>
> Sent from my iPhone
>
> On 3 May 2017, at 3:24 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:
>
> > Yes, im free tomorrow or Friday afternoon
> >
> > ---
> >
> > **From:** Sch 2 s2.2(a)(ii) [redacted]
> > **Sent:** Wednesday, 3 May 2017 3:08 PM
> > **To:** Smith, Brendon
> > **Cc:** Gumley, Clair
> > **Subject:** Re: Westside Closure - Individual Containers and Vertical Village [SEC=UNCLASSIFIED]
> >
> > Hi Brendon,
> >
> > We do not have the key.
> > Also, would we be able to meet with you to discuss our containers?
> >
> > Have a great day,
> > Sch 2 [redacted]
> >
> > Sent from my iPhone
> >
> > On 3 May 2017, at 3:03 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

From: Smith, Brendon
Sent: Friday, 9 June 2017 10:53 AM
To: Baxter, Rod
Subject: FW: Westside DA [SEC=UNCLASSIFIED]
Attachments: Westside Container Layout and Ownership January 2017.doc

Rod,

Current container layout and Vendor contact details.

Regards
Brendon
54673

From: Smith, Brendon
Sent: Tuesday, 7 March 2017 1:16 PM
To: Overton, Mark
Cc: Xiao, Judy; Stroud, Joanne; Hughes, DavidH; Skinner, Melanie
Subject: RE: Westside DA [SEC=UNCLASSIFIED]

Mark,

Contact details for Westside Vendors are as follows:

The Aviary Bar and Courtside Bar – Sch 2 s2.2(a)(ii)
Habibiz - Sch 2 s2.2(a)(ii)
Limey's Gelato and Damn Fine Roasters – Sch 2 s2.2(a)(ii)
Lolo and Lola - Sch 2 s2.2(a)(ii)
Homegrown Me – Sch 2 s2.2(a)(ii)
The One – Sch 2 s2.2(a)(ii)
Fish Can – Sch 2 s2.2(a)(ii)
Miss Vans – Sch 2 s2.2(a)(ii)

I note that all Vendors have been asked to disconnect and cap any services by 14 May 2017.

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734
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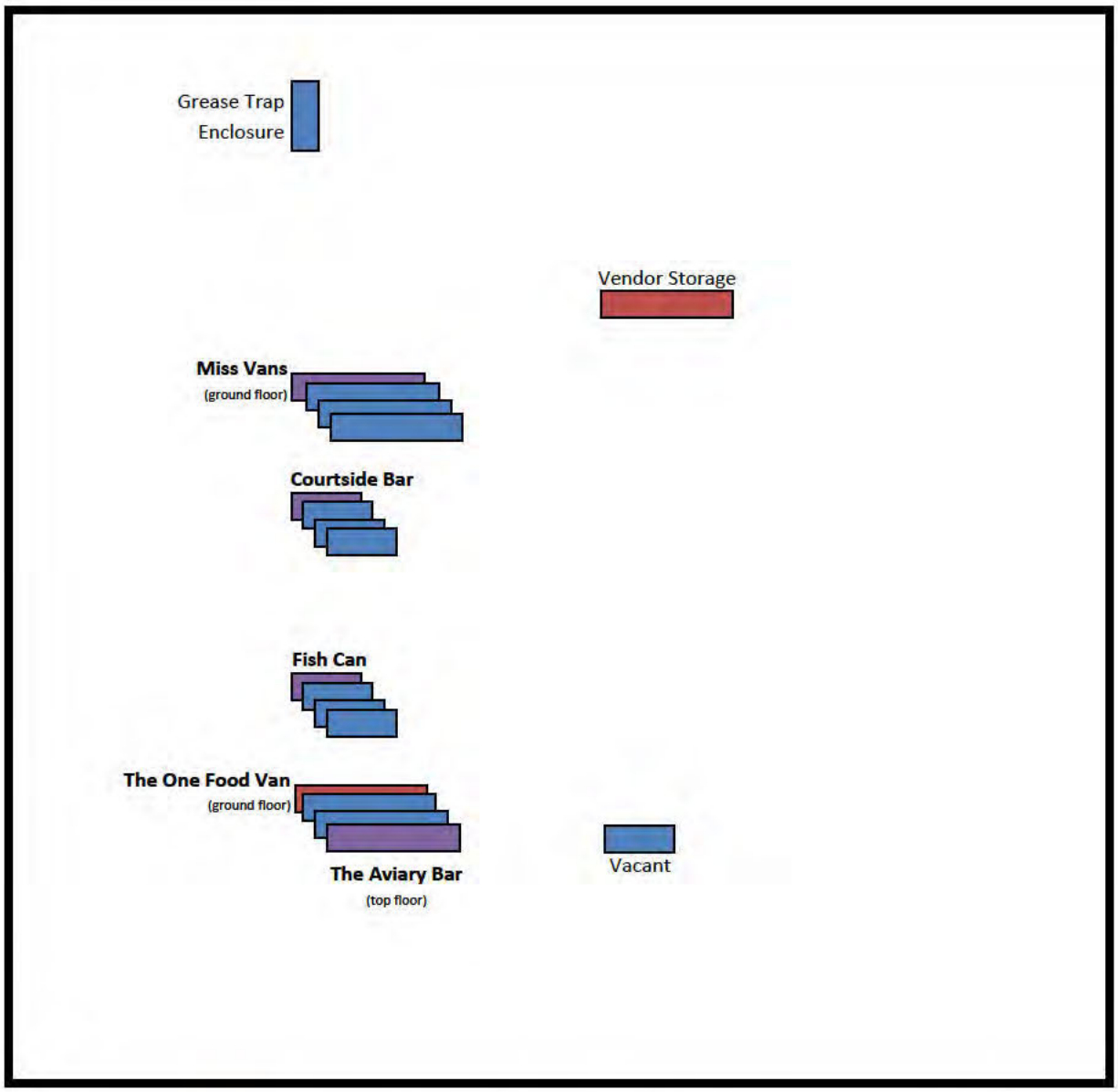
From: Skinner, Melanie
Sent: Friday, 3 March 2017 1:50 PM
To: Smith, Brendon
Cc: Xiao, Judy; Stroud, Joanne; Overton, Mark; Hughes, DavidH
Subject: RE: Westside DA [SEC=UNCLASSIFIED]

Hi Brendon – could you please provide contact details for Westside vendors to Mark Overton (see below)?

Westside Container Layout and Ownership @ 9 June 2017



	Containers owned by Government
	Containers owned by vendor
	Hired by Government
	Containers owned by Government, but fit out owned by vendor (Vendors have option to buy)

From: Smith, Brendon
Sent: Friday, 9 June 2017 2:19 PM
To: Baxter, Rod
Subject: FW: Westside Container Village [SEC=UNCLASSIFIED]

Rod, FYI - former Westside vendor Sch 2 s2.2(a)(ii) has expressed an interest in the grease traps – feel free to pass this on if required...Brendon

From: Sch 2 s2.2(a)(ii)
Sent: Friday, 9 June 2017 1:18 PM
To: Smith, Brendon
Subject: RE: Westside Container Village [SEC=UNCLASSIFIED]

That would be great, thank you!

Sent from my Samsung GALAXY S5

-------- Original message --------
From: "Smith, Brendon" <Brendon.Smith@act.gov.au>
Date: 9/06/2017 10:55 AM (GMT+10:00)
To: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Container Village [SEC=UNCLASSIFIED]

Hi Sch 2

No idea sorry, I can pass on your details to the project manager?

Regards

Brendon Smith | Manager, Community Leasing

Phone +61 2 620 54673 | Fax +61 2 6213 0734

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From: Sch 2 s2.2(a)(ii)
Sent: Thursday, 8 June 2017 8:29 PM
To: Smith, Brendon
Subject: Westside Container Village

Hi Brendon

What's happening with the grease traps that are (were?) at Westside?

Is there any chance on reusing one of them or buying it from ACT Government?

Thanks

Sch 2 s2.2(a)(ii)

Sent from my Samsung GALAXY S5

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From: Smith, Brendon
Sent: Friday, 9 June 2017 2:48 PM
To: Sch 2
Subject: RE: New dates for containers? [SEC=UNCLASSIFIED]

Sch 2

The below email was sent to all on the 18th last month - - we still await advice from engineers and the crane operator, I will update you as soon as I can.

Regards
Brendon

****

Good afternoon all,

You are receiving this email as you have a container located within the Vertical Village at Westside.

Please note that the Territory is attempting to speed up the decommissioning process so that you may access your container earlier than originally anticipated. Depending on advice from engineers and the crane operator, the containers may be available by the end of June. I will firm up the dates as soon as possible, however, it would be appreciated if you could please advise where, within Canberra, you would like the container relocated, as the containers cannot remain onsite after the tower decommissioning process commences.

Please contact me should you require further information.

Regards

Brendon Smith | Manager, Community Leasing Phone +61 2 620 54673 | Fax +61 2 6213 0734 Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 | www.economicdevelopment.act.gov.au | www.act.gov.au

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-----Original Message-----
From: Sch 2 s2.2(a)(ii)
Sent: Thursday, 8 June 2017 4:14 PM
To: Smith, Brendon
Subject: New dates for containers?

Hi Brendon,
We've heard the containers will be available by June/July?

Is this true?
If so can we please get an exact date.
Thanks.
Sch

Sent from my iPad

From: Smith, Brendon
Sent: Friday, 16 June 2017 9:09 AM
To: Baxter, Rod; Hughes, DavidH
Subject: FW: Westside Deconstruction [SEC=UNCLASSIFIED]

Fyi – now they want the courtside bar, this is fine...

From: Sch 2 s2.2(a)(ii)
Sent: Friday, 16 June 2017 8:46 AM
To: Smith, Brendon
Cc: Sch 2 s2.2(a)(ii)
Subject: Re: Westside Deconstruction [SEC=UNCLASSIFIED]

Good Morning Brendon!

Just further to what's below:

1. 40ft Aviary Bar - Yes, swap is still occurring with the "Westside" painted container; and
2. Courtside Bar - We will also be swapping this out with a blank 20ft container.

Can you please confirm this?

Have a great day,
Sch 2

Sent from my iPhone

On 9 Jun 2017, at 3:23 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Afternoon Sch 2
>
> We await professional advice on the structure removal and a confirmed date. The intention is for ASAP and I will contact you as soon as I can provide an update, shouldn't be too far off. Once dates are confirmed, I understand we will be requesting a delivery address within Canberra.
>
> To clarify, I understand we have agreed as follows:
>
> 1. 40ft Aviary Bar - we 'swap' you for the stand alone 40ft storage container with Westside painted on it; and
> 2. Courtside Bar - you have declined the option to purchase this.
>
> Regards
>
> Brendon Smith | Manager, Community Leasing
> Phone +61 2 620 54673 | Fax +61 2 6213 0734
> Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|ACT Government
> Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT

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-----Original Message-----
From: Sch 2 s2.2(a)(ii)
Sent: Friday, 9 June 2017 3:08 PM
To: Smith, Brendon
Cc: Sch 2 s2.2(a)(ii)
Subject: Westside Deconstruction

Afternoon Brendon,

I tried calling a couple of times yesterday but didn't catch you. I wanted to follow up and ask what date the structure will be taken apart and we are able to remove our containers from site.

We need reasonable time to organise ourselves on our end.

I am happy to contact LDA directly if that's required.

Have a great day,
Sch

Sent from my iPhone

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: Smith, Brendon
Sent: Monday, 19 June 2017 10:56 AM
To: Sch 2
Cc: Sch 2 s2.2(a)(ii)
Subject: RE: Westside Deconstruction [SEC=UNCLASSIFIED]

Hi Sch 2, this is fine and no need to provide a blank 20ft container...Regards Brendon

---

From: Sch 2 s2.2(a)(ii)
Sent: Friday, 16 June 2017 8:46 AM
To: Smith, Brendon
Cc: Sch 2 s2.2(a)(ii)
Subject: Re: Westside Deconstruction [SEC=UNCLASSIFIED]

Good Morning Brendon!

Just further to what's below:

1. 40ft Aviary Bar - Yes, swap is still occurring with the "Westside" painted container; and
2. Courtside Bar - We will also be swapping this out with a blank 20ft container.

Can you please confirm this?

Have a great day,
Sch 2

Sent from my iPhone

On 9 Jun 2017, at 3:23 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Afternoon Sch 2
>
> We await professional advice on the structure removal and a confirmed date. The intention is for ASAP and I will contact you as soon as I can provide an update, shouldn't be too far off. Once dates are confirmed, I understand we will be requesting a delivery address within Canberra.
>
> To clarify, I understand we have agreed as follows:
>
> 1. 40ft Aviary Bar - we 'swap' you for the stand alone 40ft storage container with Westside painted on it; and
> 2. Courtside Bar - you have declined the option to purchase this.
>
> Regards
>
> Brendon Smith | Manager, Community Leasing
> Phone +61 2 620 54673 | Fax +61 2 6213 0734
> Portfolio Management |ACT Property Group | Chief Minister, Treasury & Economic

From: Smith, Brendon
Sent: Monday, 17 July 2017 9:43 AM
To: Gumley, Clair
Subject: RE: Westside [SEC=UNCLASSIFIED]

Hi Clair, probably best to check with the project manager Rod Baxter, I suspect electricity will be required.....Brendon

---

From: Gumley, Clair
Sent: Friday, 14 July 2017 4:34 PM
To: Smith, Brendon
Subject: Westside [SEC=UNCLASSIFIED]

Hi Brendon,

Do we need to shut down/disconnect all the electricity for Westside? We are still receiving the monthly electricity bills.

Kind regards,

Clair Gumley | Senior Property Manager | Central Portfolio

T: +61 2 6205 9793 | F: +61 2 621 30734 | M: 0434 604 006 | E: clair.gumley@act.gov.au
Portfolio Management | ACT Property Group | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**
255 Canberra Avenue, Fyshwick ACT 2609 | GPO Box 777 Fyshwick ACT 2609 |
www.economicdevelopment.act.gov.au | www.act.gov.au

For repairs and maintenance related matters, please contact the 24/7 Response Centre
T: 6213 0700 | E: actpg@act.gov.au

ACT Government
Chief Minister, Treasury and Economic Development

From: Smith, Brendon
Sent: Monday, 14 August 2017 3:01 PM
To: Gumley, Clair
Subject: RE: Westside Fence Removal [SEC=UNCLASSIFIED]

Thank you

From: Gumley, Clair
Sent: Monday, 14 August 2017 2:57 PM
To: Smith, Brendon <Brendon.Smith@act.gov.au>
Subject: Re: Westside Fence Removal [SEC=UNCLASSIFIED]

Hi Brendon,

Only update I have is that I sent Asset Hire last week to collect the few small sections that were around the scissor lift.

I'd say it's Peter Reys call to remove the rest depending on what work is being done in the decommission.

Kind regards,
Clair Gumley
ACTPG

Sent from iPhone

On 14 Aug 2017, at 2:21 pm, Smith, Brendon <Brendon.Smith@act.gov.au> wrote:

> Hi Peter/Clair,
>
> Sch 2 s2.2(a) from 'rent a fence' called me Sch 2 s2.2(a) – asking if it is ok to remove the site fence from Westside. Apparently he has instructions to remove the fences there, but wanted my ok, because I ordered it in the first place.
>
> Is it all good to go?
>
> Regards
>
> Brendon Smith | Manager, Community Leasing
> **Phone +61 2 620 54673** | Fax +61 2 6213 0734
> **Portfolio Management** |ACT Property Group | Chief Minister, Treasury & Economic Development Directorate|**ACT Government**
> Ground Floor 255 Canberra Avenue Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 |
> www.economicdevelopment.act.gov.au | www.act.gov.au
>
> For repairs and maintenance related matters, please contact the Response Centre: 6213 0700 or actpg@act.gov.au

From: Rea, Peter
Sent: Monday, 14 August 2017 3:03 PM
To: Smith, Brendon; Gumley, Clair
Subject: RE: Westside Fence Removal [SEC=UNCLASSIFIED]

Hi Brendon,

I was on site today and spoke with Sch 2 s2.2(a)(ii) from Complete Construction and said that he has requested that the fence be removed tomorrow 15 August.

Therefore the removal of the site fence is right to go.

Regards

Peter Rea | Senior Infrastructure Manager
Phone: (02) 620 76857|**Mob: 0435 966 887** |**peter.rea@act.gov.au**

City Renewal Authority | ACT Government
Level 6,TransACT House, 470 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

www.cityrenewalcanberra.com.au **facebook.com/cityrenewalcanberra**

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From: Smith, Brendon
Sent: Monday, 14 August 2017 2:22 PM
To: Rea, Peter; Gumley, Clair
Subject: Westside Fence Removal [SEC=UNCLASSIFIED]

Hi Peter/Clair,

Sch 2 from 'rent a fence' called me Sch 2 s2.2(a)(ii) – asking if it is ok to remove the site fence from Westside. Apparently he has instructions to remove the fences there, but wanted my ok, because I ordered it in the first place.

Is it all good to go?

Regards

Brendon Smith | Manager, Community Leasing
Phone +61 2 620 54673 | Fax +61 2 6213 0734

ACT Government

Access Canberra.

APPOINTMENT OF A CERTIFIER
APPLICATION FOR BUILDING APPROVAL

Building Act 2004, S151

This form is to be completed by the Owner/s of the land to which the building work relates.

PART A — **PROJECT DETAILS**

Block	Section	Suburb	Unit No.
24	33	ACTON	

Street Address: 3 BARRINE DR, ACTON ACT 2601 - WESTSIDE VILLAGE

Description of Building Works relevant to this application- *If more than 4 items please attach further details*

	Describe each item of building work in this building approval	BCA Occupancy Class	BCA Construction Type	Area (m^2)	Number of Storeys	Cost of Works (refer to building cost
1	REMOVAL OF TEMPORARY STRUCTURE	9b				$15,000
2						
3						
4						

Applicable approved requirements and reasons why building approval is not prevented from being issued

Is all work exempt from development approval?

☑ YES Attach assessment for exempt development checklist (if applicable)

☑ NO Provide reason/s or description of work: NCA approval

Description of Attachments compliant with Division 3.3 Building Act 2004
Please attach any additional documentation not listed below

☑ Building Approval Plans

☐ Referrals, consultations & consents outcomes

☐ Asbestos Advice - If documents accompanying building approval do not include an asbestos assessment report as per the Building Act 2004, the building approval must have an AA attached as per the Act

PART B — **OWNER'S DETAILS – Please Print**

All owners must be listed — Owner 1 will be considered the contact person in relation to this application

Company Details: City Renewal Authority

ACN/ABN Number:

Owner 1: Nichols Holt **Owner 2:**

Owner 3: **Owner 4:**

Approved form AF2016-85 approved by David Middlemiss, Construction Occupations Deputy Registrar on 10 August 2016 under section 151 of the *Building Act 2004* and revokes AF2016-80.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

PART B continued — **OWNER/S DETAILS** – Please Print

Postal Address	GPO BOX 158				
Suburb	CANBERRA ~~DICKSON~~	State	ACT	Postcode	2601
Phone Number Business Hours		Mobile	Sch 2 s2.2(a)(ii)		
EMAIL ADDRESS	nicholas.holt@act.gov.au.				

PART C — **APPOINTMENT OF CERTIFIER**

As required under the Building ACT 2004 I/we herby advise that I/we the owner/s have appointed the person whose details appear below as the certifier in relation to the building works described in this form

Company Details	CERTIFIED BUILDING SOLUTIONS				
Name of Certifier	JOHN MIHALJEVIC	ABN/ ACN	27110342482		
Postal Address	Unit 1, 25-35 Bucklands St				
Suburb	Mitchell	State	ACT	Postcode	2911
Phone Number Business Hours	62539911	Mobile	Sch 2 s2.2(a)(ii)		
EMAIL ADDRESS	Sch 2 s2.2(a)(ii)				

PART D — **APPLICATION FOR BUILDING APPROVAL**

I/we the Owner/s of the abovementioned property hereby apply under Section 26 of the *Building Act 2004* to the certifier named above to issue a building approval for the building work described in this form. I/we have provided the certifier with information and documentation required to issue a building approval as specified in the *Building (General) Regulation 2008.*

PART E — **AUTHORITY TO ACCESS BUILDING FILE**

I/we hereby authorise the certifier to access the building file for the property which is the subject of this application for the purposes of obtaining information relevant to the issuing of a building approval and associated processes.

PART F — **OWNER'S SIGNATURE/S**

1st Owner's Signature		Date	5/7/17
2nd Owner's Signature		Date	
3rd Owner's Signature		Date	
4th Owner's Signature		Date	

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Approved form AF2016-85 approved by David Middlemiss, Construction Occupations Deputy Registrar on 10 August 2016 under section 151 of the *Building Act 2004* and revokes AF2016-80.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

City Renewel Authority
GPO Box 158
Canberra ACT 2601

CERTIFIED BUILDING CBS SOLUTIONS PTY LTD
ABN 27 110 342 482
Unit 1, 25-35
Buckland Street
MITCHELL ACT 2911
PO Box 76
MITCHELL ACT 2911
Telephone 02 6253 9911
Fax 02 6253 9922

BUILDING APPROVAL CERTIFICATE

Location: Block 24 Section 33 Acton

Description of Building Work: Demolition.

BCA Occupancy Class: 9b.

BCA Construction Type: N/A

Rise in Storeys: N/A

Building Approval.
Your application for building approval satisfies the Building Act 2004. Building approval is issued under s.28 of the Building Act 2004.

All work must comply with the:
1. Building Act 2004; and
2. National Construction Code 2016 Volume 1.

This approval expires three years from the date of this approval or at the expiry of the development approval, whichever occurs first.

Commencement
Building work may begin on the issue of the Building Commencement Notice.

Sincerely,

John Mihaljevic
Principal Building Surveyor
Certified Building Solutions Pty Ltd
COLA Lic No. 200426203
14/7/17

Reference No. 28212.

ACT Government

Building Act 2004, S151

Appointment of a Certifier and Application for Building Approval

Project ID: B20172784

This form is to be completed by the Owner/s of the land to which the building work relates

PART A - PROJECT DETAILS

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	24	33	CANBERRA CENTRAL	ACTON	Australian Capital Territory

PART B - OWNER DETAILS

Name	Address	Email Address
City Renewel Authority	GPO Box 158, Canberra ACT 2601, AUSTRALIA	

PART C - APPOINTMENT OF CERTIFIER

As required under the Building ACT 2004 I/we herby advise that I/we the owner/s have appointed the person whose details appear below as the certifier in relation to the building works described in this form

Full Name	Address	License Number	Expiry Date
CERTIFIED BUILDING SOLUTIONS PTY LTD	PO Box 76 MITCHELL ACT 2911	200426203	1/09/2017

PART D - APPLICATION FOR BUILDING APPROVAL

I/we the owners of the abovementioned property hereby apply to the certifier named above to issue a building approval under Section 26 of the Building Act 2004 for the building works detailed in the following table

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Storeys	Area (m2)	Cost of Works ($)
9b	Demolition	ENTERTAINMENT/RECREATIONAL BUILDING		NA	0	0.00	15000.00

I/we have provided the certifier with the information and documentation required to issue a building approval as specified in the Building (General) Regulation 2008.

PART E - AUTHORITY TO ACCESS BUILDING FILE

I/we hereby authorise the certifier to access the building file held by Access Canberra for the property which is the subject of this application for the purposes of obtaining information relevant to the issuing of a building approval and associated processes.

PART F - OWNER/S SIGNATURE/S

Name	Signature	Date
City Renewel Authority		

APPLICATION FOR BUILDING APPROVAL REQUIREMENTS
Building (General) Regulations 2008

Where relevant the following information MUST be included in either the application or the plans accompanying the application for building approval:

General Requirements

- Estimated Cost of Works -as per Building (General) (Cost of Building Work) Determination 2011
- if the proposed building work to be carried out at or near a street or place that is open to or used by the public the application must contain details of the precautions proposed to be taken to protect the safety of people using the street or place while the building work is carried out
- the area of the parcel of land to which this application relates
- the class of the building according to the intended use of the building as proposed to be erected or altered;
- if applicable what fire-resisting construction type (under the building code) the building as proposed to be erected or altered will be.

Note: Fire-resisting construction type may not be applicable if an alternative solution under the building code is used.

- for an application relating to the erection of a class 1 building the site classification of the parcel of land
- for an application relating to the alteration of a class 1 building if the alteration will increase the building load carried by foundation material beyond the building load carried by the foundation before the alteration.
- the site classification of the parcel of land
- for an application relating to the alteration of a building the class and type of fire-resisting construction of the existing building classified under the building code and the materials used in the existing building

Note Fire-resisting construction type may not be applicable if an alternative solution under the building code is used.

- the number of storeys of the building as proposed to be erected or altered;
- the number of new dwellings (if any) created by the proposed building work;
- the floor area of the proposed building or proposed new part of the building;
- the materials to be used in the frame, floor, walls and roof of the proposed building or proposed new part of the building
- if a performance requirement of the building code is to be complied with by use of an alternative solution under the code -

(i) the performance requirement; and
(ii) the alternative solution; and
(iii) each assessment method used to show that the alternative solution complies with the performance requirement;

- if the building code does not state a standard of work in relation to any part of the proposed building work and it is intended to carry out that part of the proposed building work in accordance with a standard of work stated in another document -

(i) the nature of the proposed building work; and
(ii) the title of the document; and
(iii) each assessment method used to show that the proposed building work complies with the standard of work stated in the document.

Removal or demolition of building/s

- Details of the methods to be used in carrying out the proposed building work, including a work plan stated or set out in AS 2601 (Demolition of structures), as in force from time to time;
- the number of dwellings (if any) to be demolished.

Asbestos

- The application must include a description of the method proposed to be used to remove the bonded asbestos sheeting from the building.
- the application must include the following information:

(i) the method proposed to be used to remove the asbestos;
(ii) the approximate amount and kind of asbestos to be removed;
(iii) the equipment proposed to be used to remove the asbestos, including any personal protective equipment;
(iv) details of a program, prepared in accordance with the asbestos removal code, for monitoring airborne asbestos to be followed during the removal. be followed during the removal.

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

ACT Government

Access Canberra

APPOINTMENT OF BUILDER & APPLICATION FOR COMMENCEMENT NOTICE

Building Act 2004, S151

In completing this form the owner is authorising the builder nominated below to apply to the appointed certifier to issue a Commencement Notice for the works detailed in this application form.

PART A — **PROJECT DETAILS**

Block: 24 Section: 83 Suburb: ACTON Unit No.:

Street Address: 3 BARRINE DR, ACTON ACT 2601 - WESTSIDE VILLAGE

Certifier Name:

Description of Building Works relevant to this application- *If more than 6 items please attach further details*

1. REMOVAL OF STRUCTURE
2.
3.
4.

PART B — **OWNER DETAILS – Please Print**

All owners must be listed — Owner 1 will be considered the contact person in relation to this application

Company Details: CITY RENEWAL AUTHORITY

Owner 1: NICHOLAS HOLT Owner 2:

Owner 3: Owner 4:

Postal Address: GPO BOX 158

Suburb: Canberra State: ACT Postcode: 2601

Phone Number Business Hours: Mobile: Sch 2 s2.2(a)(ii) [redacted]

EMAIL ADDRESS: nicholas.holt@act.gov.au

Approved form AF2016-79 approved by David Middlemiss, Construction Occupations Deputy Registrar on 02 August 2016 under section 151 of the *Building Act 2004*. This form repeals AF2014-72

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

PART C APPOINTMENT OF BUILDER

I/we the owner/s have appointed the person whose details appear below as the builder in relation to the building works described in this form

Licence Holders Name as it appears on licence card: IRWIN & HARTSHORN PTY LTD

Licence Number: 2013731 Class: D Expiry Date: 23-7-19

List any conditions or endorsements on licence: GROUND FLOOR DEMOLITION FUEL INSTALLATIONS NO STRESSING

EMAIL ADDRESS: Sch 2 s2.2(a)(ii) @ irwinandhartshorn.com

PART D NOMINEE'S DETAILS

If the builder is a company or partnership provide details of the Nominee who will supervise the building

Nominee's Name: Sch 2 s2.2(a)(ii)

Licence Number: 1986 3638 Class: D Expiry Date: 9-12-17

Signature of Nominee: Sch 2 s2.2(a)(ii) Date: 10-7-17

PART E OWNER SIGNATURE/S– all owners must sign this form

Owner 1: NICHOLAS HOLT Signature: [signature] DATE: 5/7/17

Owner 2: _____ Signature: _____ DATE:

Owner 3: _____ Signature: _____ DATE:

Owner 4: _____ Signature: _____ DATE:

PART F BUILDER APPLICATION TO CERTIFIER FOR COMMENCEMENT NOTICE

I hereby apply to the building certifier lis[Sch 2 s2.2(a)(ii)]ment notice for the works detailed in Part A of this form in accordance with the Building Act 2004.

☐ A site sign was not requi[redSch 2 s2.2(a)(ii)] making this application.

☐ A site sign was required [Sch 2 s2.2(a)(ii)]king this application and I declare that a compliant sign was erected and displayed fo[Sch 2 s2.2(a)(ii)]

Signature of Builder: [Sch 2 s2.2(a)(ii)] Date: 10-7-17

NOTE: There are penalties for deliberately givi[Sch 2 s2.2(a)(ii)]. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by frau[Sch 2 s2.2(a)(ii)]

PART G [Sch 2 s2.2(a)(ii)]ELITY CERTIFICATE

For residential building work please provide details of insurance where applicable

Insurance Provider: N/A. Policy No. Date Issued

ACT Government

Building Act 2004, S151

Application for Building Commencement Notice

Project ID: B20172784

Licensed builders must use this form to apply to the building certifier for a commencement notice in accordance with the Building Act 2004. An application can only be made if the building approval has been issued for the building work. A commencement notice must be issued by the building certifier before any building work can commence.

PART A - PROJECT DETAILS

Building approval issue date: 14/07/2017

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	24	33	CANBERRA CENTRAL	ACTON	Australian Capital Territory

Full Name	Address	License Number	Expiry Date
CERTIFIED BUILDING SOLUTIONS PTY LTD	PO Box 76 MITCHELL ACT 2911	200426203	1/09/2017

Description of work to which application for Commencement Notice relates:

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Storeys	Area (m2)	Cost of Works ($)
9b	Demolition	ENTERTAINMENT/RECREATIONAL BUILDING		NA	0	0.00	15000.00

Insurance provider:

Policy number:

Issue date: 14/07/2017

PART B - BUILDERS DETAILS

License holder's name: IRWIN & HARTSHORN PTY LTD

License number: 2013731

License Expiry Date: 23/07/2019

Business Address: 12 ALDERSON PLACE HUME ACT 2620

Phone Number: 0262601588

Signature of builder:

/ /

(Individual, director for company or partner for partnership)

If the builder is a company or partnership provide details of the nominee who will supervise the building work

Nominee's name: ANTHONY JOHN IRWIN

License number: 19863638

License Expiry Date: 9/12/2017

Nominee's signature (if different to above): _____ / /

PART C - OWNER/LESSEE DETAILS

Name	Address
City Renewel Authority	GPO Box 158, Canberra ACT 2601, AUSTRALIA

ADVISORY NOTE: Owners please ensure you have a written contract with the builder named in this application.
For residential building work requiring home owner insurance ensure that the same builders name is shown on the insurance policy.

PART D - OWNER/S OR AGENT SIGNATURE/S

Name	Signature	Date
City Renewel Authority		

NOTE: You may only make this application as an authorised agent on behalf of the owners of the property if you have appropriate written authorisation from ALL the owners and attach it to this application. This also applies if you are a part owner or joint owner making an application on behalf of the owners.

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

PART E - BUILDER APPLICATION TO CERTIFIER FOR COMMENCEMENT NOTICE

I hereby apply to the building certifier listed above for a commencement notice for the works detailed in Part A of this form in accordance with the Building Act 2004.

☐ A site sign was NOT required to be displayed prior to making this application.

☐ A site sign WAS required to be displayed prior to making this application and I declare that a compliant sign was erected and displayed for the required period.

Signature of Builder/Nominee: _____ / /

NOTE: There are penalties for deliberately giving false and misleading information. Access Canberra or the Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

ACT Government

Building Act 2004, S151

Building Approval

Project ID: B20172784

PART A - PROJECT DETAILS

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	24	33	ACTON	CANBERRA CENTRAL	Australian Capital Territory

PART B - WORKS REQUIRING BUILDING APPROVAL

Item of building work to which this Building Approval relates:

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Storeys	Area (m2)	Cost of Works ($)
9b	Demolition	ENTERTAINMENT/RECREATIONAL BUILDING		NA	0	0.00	15000.00

The following work is exempt from development approval:

- NCA Jurisdiction

PART C - CERTIFIERS DECLARATION

I declare that in issuing this building approval under section 28 of the Building Act 2004:

- I am satisfied on reasonable grounds that the plans meet each applicable approval requirement under section 29 and is not prevented from being issued under section 30 or section 30A
- I have supplied all documents as required under 3.3 Building Act 2004
- I have prepared a notice (building approval certificate) certifying what approval requirements apply to the application and why the building approval is not prevented from being issued; and
- I have given the building approval certificate to the applicant.

In performing services as a certifier in relation to the work detailed in this application I am not in breach of my entitlement to act as a certifier in accordance with the Building Act 2004.

Full Name	Address	License Number	Expiry Date
CERTIFIED BUILDING SOLUTIONS PTY LTD	PO Box 76 MITCHELL ACT 2911	200426203	1/09/2017

Date Issued : 14/07/2017

NOTES

Utilities

This application must also be accompanied by a Statement of Compliance from each relevant utility provider (for water, sewerage, electricity and stormwater) which confirms that the location and nature of earthworks, utility connections, proposed buildings, pavements and landscape features comply with utility standards, access provisions and asset clearance zones.

Note 1: If there is no stormwater easement or Territory owned stormwater pipes located within the property boundary, a "Statement of Compliance" for stormwater from TAMS (Asset Acceptance) is not required to be obtained.

Note 2: Where there is conflict between planning and utility requirements, the utility requirements take precedence over other codified or merit provisions.

Utilities – Demolition Only

This application must be accompanied by a Statement of Endorsement for utilities (including water, sewerage, electricity and stormwater) stating that:
- all network infrastructure on or immediately adjacent to the site has been identified on the plan
- all potentially hazardous substances and conditions (associated with or resulting from the demolition process) that may constitute a risk to utility services have been identified
- all required network disconnections have been identified and the disconnection works comply with utility requirements
- all works associated with the demolition comply with and are in accordance with utility asset access and protection requirements

Note: The documentation provided to the utility provider for endorsement must be consistent with the documentation that forms part of a development approval or the documentation verified as exempt from requiring development approval by a licensed certifier.

Asbestos Advice

If documents accompanying building approval do not include an asbestos assessment report as per the Building Act 2004, the building approval must have an Asbestos Advice attached as per the Act

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

WASTE MANAGEMENT PLAN — PART 3

DEMOLITION WASTE PROFORMA

Unit No: ..... Block: 24 Section: 33 Suburb: ACTON

Applicant's Name: ..... Applicant's Signature: ..... Date: ...../...../.....

Demolisher Assigned: IRWIN & HACKSHAW P/L Demolisher's Signature: Sch 2 s2.2(a) (ii) ..... ACT Builder's Licence No: 2013731 Date: ...../...../.....

		REUSE/RECYCLING OF DEMOLITION WASTE				DISPOSAL AT LANDFILL	
		ON-SITE		OFF-SITE			
Type Of Material Generated	Estimated Volume Of Material Generated (m³)	Estimated Volume (m³)	Specify proposed reuse or on-site recycling methods	Estimated Volume (m³)	Specify name of receiving recycling outlet(s) and/or reuse site(s)	Estimated Volume (m³)	Specify landfill site(s)
Excevation Material	NIL						
Green Waste	NIL						
Bricks	NIL						
Concrete	2			2	CCR PIALIGO		
Timber (Please Specify)	NIL						
Plaste-board/Gyprock	NIL						
Metals (Please Specify)	10			10	WELD CRAFT QBN		
Other (Please Specify)							
TOTAL	12			12			

ACT Government

Building Act 2004, S151

Building Commencement Notice

Project ID: B20172784

PART A - PROJECT DETAILS

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	24	33	CANBERRA CENTRAL	ACTON	Australian Capital Territoty

Certifier's Details

Full Name	Address	License Number	Expiry Date
CERTIFIED BUILDING SOLUTIONS PTY LTD	PO Box 76 MITCHELL ACT 2911	200426203	1/09/2017

Building approval issue date: 14/07/2017

Building Commencement Notice Required for:

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Area (m2)	Cost of Works ($)
9b	Demolition	ENTERTAINMENT/RECREATIONAL BUILDING		NA	0.00	15000.00

PART B - BUILDERS DETAILS

License holder's name: IRWIN & HARTSHORN PTY LTD

License number: 2013731

License Expiry Date: 23/07/2019

Business Address: 12 ALDERSON PLACE HUME ACT 2620

Phone Number: 0262601588

If the builder is a company or partnership provide details of the nominee who will supervise the building work

Nominee's name: ANTHONY JOHN IRWIN

License number: 19863638

License Expiry Date: 9/12/2017

PART C - CERTIFIER'S DECLARATION

Issue date of commencement notice: 14/07/2017

Name of Certifier Issuing Notice: CERTIFIED BUILDING SOLUTIONS PTY LTD

Declaration:
This commencement notice is issued in accordance with the Building Act 2004, to the licensed builder stated above authorising the commencement of the stated building work. The issue of this commencement notice indicates that I am satisfied that the builders license authorises the work in the building approval. Where applicable for residential building work, I have been provided with a residential building insurance policy or fidelity certificate.

PLEASE NOTE:
A copy of the application for this commencement notice, this notice and where applicable the residential building insurance policy or fidelity certificate, must be given to the construction occupations registrar within one (1) week of the issue date.

This building commencement notice will end if-

(a) for residential building work- the work is no longer insured; or
(b) the building approval for the work ends

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

Building Approval Fees and Levies Tax Invoice

TO THE PAYEE

c/o City Renewel Authority

GPO Box 158, ,

Canberra ACT 2601

Access Canberra Building Services

ABN 16 479 763 216
8 Darling Street Mitchell
GPO Box 158 ACT 2601
Access Canberra Homepage: www.act.gov.au/accesscbr

Invoice Date:14/07/2017 Time:11:13:35 AM

Invoice Number: 3100422066

Block - Section - Division - District	Building Levy	Training Levy	Fees Paid	Total
24 - 33 - ACTON - CANBERRA CENTRAL Ref # - 28212	147.00	30.00	0.00	177.00
Total	**$147.00**	**$30.00**	**$0.00**	**$177.00**

No GST applies to these fees and levies.

PAYMENT REQUIRED WITHIN 14 DAYS OF INVOICE ISSUE DATE

Payment Options

Biller Code: 584508
Ref: 3100422066

Telephone & Internet Banking – BPAY®
Call your bank, credit union or building society to make this payment from your cheque, savings or credit card account. More info: www.bpay.com.au

Internet
Visit www.accesscanberra.act.gov.au and search "Building Approvals and Payments" and then follow links to pay by credit card (MasterCard or Visa)

Phone
Telephone (02) 6207 1923 8.30am - 4.30pm Mon - Fri and have your credit card details handy (MasterCard and Visa).

In Person
Access Canberra Building Services Shopfront Only: 8.30am – 4.30pm Mon – Fri . Cash, Cheque, EFTPOS, Credit card (Mastercard and Visa). CashLink Code – 34 0075

Building Approval Fees and Levies Receipt

Access Canberra Building Services

CERTIFIED BUILDING SOLUTIONS PTY LTD

PO Box 76 MITCHELL ACT 2911

ABN 16 479 763 216
16 Challis Street Dickson
GPO Box 158 ACT 2601
Access Canberra Homepage: www.act.gov.au/accesscbr

Payment Received: 7/19/2017

Payment for Invoice Number: 3100422066

Block	Section	District	Division	Building Levy	Training Levy	Workcover	Total Levies	Fees Paid
24	33	CANBERRA CENTRAL	ACTON	147.00	30.00	0.00	177.00	**177.00**
			Total	$147.00	$30.00	$0.00	$177.00	**$177.00**

No GST applies to these fees and levies.

ACT Government

Access Canberra.

APPLICATION FOR CERTIFICATE OF OCCUPANCY AND USE

Building Act 2004, S151

WARNING TO OWNERS

It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily before signing this form. This form should not be signed before the completion of building work.

PART A PROJECT DETAILS

Block/s: 24 Section: 33 Suburb: ACTON Unit No.:

Street Address: 3 BARRINE DR, ACTON ACT 2601 - WESTSIDE VILLAGE.

Describe each item of building work to which this application relates: If more than 6 items please attach further details

1. REMOVAL OF TEMPORARY STRUCTURE.
2.
3.
4.

Name of Certifier: JOHN MIHALJEVIC, CERTIFIED BUILDING SOLUTIONS.

PART B OWNER/LESSEE DETAILS

FULL NAME OF ALL OWNERS – All owners must be listed or application will not be processed

Please Print - Owner 1 will be considered the contact person in relation to this application

Company Details: CITY RENEWAL AUTHORITY.

Owner 1: C.CANTAMESSA Owner 2:

Owner 3: Owner 4:

Postal Address: GPO BOX 158

Suburb: CANBERRA State: ACT Postcode: 2601

Phone Number Business Hours: 62058339 Mobile:

EMAIL ADDRESS: cindy.cantamessa@act.gov.au

Approved form AF2016-77 approved by David Middlemiss, Construction Occupations Deputy Registrar on 02 August 2016 under section 151 of the *Building Act 2004 and revokes* AF2014-82

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

PART C **DECLARATION BY OWNER/S**

I am/we are: the owner(s) of the above described land

I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy or Use in respect of the above described work to be issued and (select one option only):

☑ Email Sch 2 s2.2(a)(ii) [redacted]

☐ send certificate by post to the owner(s) address ☐ held for collection from Building Services Shopfront - Mitchell

☐ Other _____

PART D **SIGNATURE/S OF OWNER/S**

This form should **not be** signed before the completion of building work.

1st Owner's Signature	C [redacted]	Date	6 Sep 17
2nd Owner's Signature		Date	
3rd Owner's Signature		Date	
4th Owner's Signature		Date	

NOTE: There are penalties for deliberately giving false and misleading information.
The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Once this form has been completed you should give it to your certifier to lodge or hand deliver to:

Access Canberra
Building Services Shopfront,
8 Darling Street
Mitchell ACT 2911

Privacy Notice
The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at www.act.gov.au/accessCBR

CONTACT INFORMATION

Email:
ACTPLAedevelopment8A@act.gov.au

Post:
Access Canberra
Building Services
Shopfront Mitchell
GPO Box 158
Canberra, ACT 2601

In Person:
Please visit
www.act.gov.au/accessCBR
Or call **132281** to find an
Access Canberra Shopfront.

Approved form AF2016-77 approved by David Middlemiss, Construction Occupations Deputy Registrar on 02 August 2016
under section 151 of the *Building Act 2004 and revokes* AF2014-82

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

CERTIFIED BUILDING SOLUTIONS

INSPECTION REPORT

PO Box 76
Mitchell ACT 2911

TELEPHONE (02) 6253 9911
Fax (02) 6253 9922

Suburb	Section	Block	Unit
Acton	33	24	

Builder	Inspection Stage
Irwin & Hartshorn	Final

An inspection of the building work has been carried out:

As a result of that inspection I hereby certify that the building work complies with section 42 of the Building Act ***2004***. ☑

As a result of that inspection I have formed the opinion that the building work is not in compliance with section 42 of the Building Act ***2004***. Please re-book this inspection stage when rectified. ☐

~~**The following matters require your attention:**~~

☐ Work may proceed to the next stage.

☑ Work completed and the registrar would be justified in issuing a Certificate of Occupancy under section 71(2)

J. Mihaljevic
Certified by

Signature

8/9/17

ACT Government

Building Act 2004, S151

Application for Certificate of Occupancy and Use

Project ID: B20172784C1

If this application is incomplete or documentation is inadequate this application may not be accepted for lodgement and the certificate of occupancy and use may not be issued.

WARNING TO OWNERS
It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily before signing this form. This form should not be signed before the completion of building work.

PROJECT DETAILS

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	24	33	ACTON	CANBERRA CENTRAL	Australian Capital Territory

Description of Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
9b	Demolition	ENTERTAINMENT/RECREATIONAL BUILDING		NA		B20172784N1	IRWIN & HARTSHORN PTY LTD

OWNER/LESSEE DETAILS

Name	Address	Email Address
City Renewel Authority	GPO Box 158, Canberra ACT 2601, AUSTRALIA	

DECLARATION BY OWNER

I am/we are:

- the owner(s) of the above described land
- the agent authorised by the owner(s) to apply for a Certificate of Occupancy and Use on their behalf, and I have attached a letter of authority

I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy and Use in respect of the above described work to be issued and (select one option only):

- sent by post to the owner(s) address
- sent by post to the agent's address; or
- held for collection from the Mitchell Customer Service Centre

This form should not be signed before the completion of building work.

Signature/s of Owners – all owners must sign if agent has not been appointed

Name	Signature	Date
City Renewel Authority		

Once complete, you should return this form to your certifier to lodge or return to the Access Canberra Building Services Shopfront, 8 Darling Street, Mitchell ACT 2911.

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

ACT Government

Building Act 2004, S151

Certification of Completion of Building Work

Project ID: B20172784/A

If this application is incomplete or documentation is inadequate this application may not be accepted for lodgement and the Certificate of Occupancy and Use may not be issued.

PART A - PROJECT DETAILS

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	24	33	CANBERRA CENTRAL	ACTON	Australian Capital Territory

Plan Registration Number
B20172784/A

Description of Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Unit	BCN ID	Builder
9b	Demolition	ENTERTAINMENT/ RECREATIONAL BUILDING		NA		B20172784N1	IRWIN & HARTSHORN PTY LTD

The project did not involve electrical work

The project involved plumbing and/or sanitary drainage work

The project did not involve gas work

This building work is not subject to an alternative solution under BCA

PART B - CERTIFIERS DECLARATION

I am satisfied that the building work detailed in the application is complete. I hereby certify that:

(a) I have provided all the relevant documents required by subsection 48(2) of the Building Act 2004 with this application as uploaded;

(b) the documentation relating to the building approval has been marked in accordance with the requirements of the Building Act 2004;

(c) The building work has been completed in accordance with the requirements of the Building Act 2004 and substantially in accordance with the approved plans;

(d) The building or part of the building as erected or altered is structually sufficient, sound and stable for the purposes for which it is intended to be occupied or used; and

(e) The Registrar can issue a Certificate of Occupancy and Use

Full Name	Address	License Number	Expiry Date
CERTIFIED BUILDING SOLUTIONS PTY LTD	PO Box 76 MITCHELL ACT 2911	200426203	2/09/2018

Date Issued: 11/09/2017 9:49:59 AM

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

Certificate of Completion of Demolition

Certificate No.: **B20172784C1**

Access Canberra Building Services

ABN 16 479 763 216
8 Darling Street Mitchell
GPO Box 158 ACT 2601
www.act.gov.au/accesscbr

This Certificate is issued in accordance with Section 71 (2) of the Building Act 2004.

The demolition of the building works listed on this certificate has been completed in accordance with the prescribed requirements.

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	24	33	ACTON	CANBERRA CENTRAL	Australian Capital Territory

Plans
B20172784/A

Building Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
9b	Demolition	ENTERTAINMENT/RECREATIONAL BUILDING		NA		B20172784N1	IRWIN & HARTSHORN PTY LTD

Comments **Important Note:**

The issue, under this Part, of a certificate in respect of a building or portion of a building does not affect the liability of a person to comply with the provisions of a law of the territory (including this Act) relating to the building or portion of the building.

Issued by: Keryn Borrett

Delegate of the ACT Construction Occupations Registrar.

Issued on: 12/09/2017