

0. 117

To: [REDACTED]
Subject: Cost of work to setup Level 3

[REDACTED]

I will have to do a formal estimate for you, however for your information the quotes from the vendors were around \$2,000. Our work will be very simple too and part of it is going to be required for both sites anyway. Purchase of switch and UPS, configuration of switch and installation of both. Patching and testing, and management.

So the delta cost for the 3rd floor would be under \$5,000.

Regards

[REDACTED]

[REDACTED]

Shared Services | Commerce and Works Directorate | ACT Government
7/1 Bowes Place, Woden | GPO Box 158, Canberra ACT 2601 | www.act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Wednesday, 29 January 2014 10:24 AM
To: [REDACTED]
Subject: RE: SHared Services Project_Brief For ICT Services

Will arrange now. How about i make it 48 and if we exceed that at any stage we can worry about it then?

[REDACTED]

From: [REDACTED]
Sent: Wednesday, 29 January 2014 10:23 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: SHared Services Project_Brief For ICT Services

Thank [REDACTED]

50 is actually a critical number. The largest switch support a maximum of 48 ports – people and MFDs (printers). So if we exceed 48 we will need to have two switches. We will simply need to cost it for you in a proposal.

If you can get the Project Brief signed off (yourself/financial delegate and [REDACTED] I can get it onto our agenda and get prepared.

Thanks!

Regards

[REDACTED]
[REDACTED]
Shared Services | Commerce and Works Directorate | ACT Government
7/1 Bowes Place, Woden | GPO Box 158, Canberra ACT 2601 | www.act.gov.au

From: [REDACTED]
Sent: Wednesday, 29 January 2014 9:49 AM
To: [REDACTED]
Subject: RE: SHared Services Project_Brief For ICT Services

I think it is looking like around 50. We will have contractors coming in that will need computers and access and th teams could be up to 10. 50 I think is a safe number.

[REDACTED]

From: [REDACTED]
Sent: Wednesday, 29 January 2014 7:51 AM
To: [REDACTED]
Subject: RE: SHared Services Project_Brief For ICT Services

Good morning [REDACTED]

Sorry I missed your call. I was on the phone at the time, having an issue with a project. I think it would be wise to get the brief in asap. Can you confirm the numbers please, I said 20. Do you know what your final number would be too. I would like to get a switch that supports that, rather than have to change it later.

Regards

[Redacted]

[Redacted]

Shared Services | Commerce and Works Directorate | ACT Government
7/1 Bowes Place, Woden | GPO Box 158, Canberra ACT 2601 | www.act.gov.au

From: [Redacted]
Sent: Tuesday, 28 January 2014 5:15 PM
To: [Redacted]
Subject: SHared Services Project_Brief For ICT Services

Hi [Redacted]

Just amended one part. Do we need to wait for a date to finalise?

[Redacted]

[Redacted]

ACT Government | CapitalMetro

[Redacted]

GPO Box 158, Canberra ACT 2601
www.capitalmetro.act.gov.au

 Please consider the environment before printing this e-mail.

[Redacted]

From: [Redacted]
Sent: Tuesday, 28 January 2014 5:15 PM
To: [Redacted]
Subject: Shared Services Project_Brief For ICT Services
Attachments: Shared Services Project_Brief For ICT Services.doc

Hi [Redacted]

Just amended one part. Do we need to wait for a date to finalise?

[Redacted]

[Redacted] Governance and Operations

ACT Government | CapitalMetro

[Redacted]

GPO Box 158, Canberra ACT 2601

www.capitalmetro.act.gov.au

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Project Brief

The lodging of the completed form authorises Shared Services ICT to move to the project planning phase and work with the Directorate in the preparation of a solution and the delivery of a costed proposal. The proposal will confirm in more detail, the scope, schedule and budget.

Notes: A project will not be initiated if any of the mandatory fields are not completed.

Acceptance of this Project Brief also authorises Shared Services ICT to recover all costs incurred to deliver the proposal from the directorate.

Project Brief Preparation			Mandatory
Prepared by:	[Redacted]	Signature:	Date: (dd/mm/yyyy)
Project Name:	Relocation of CAPITAL METRO AGENCY staff to Telstra House.		
Directorate:	CAPITAL METRO AGENCY		

Directorate Contact			Mandatory
Prime contact or directorate project manager authorised to sign off on completion of work			
Name:	[Redacted]	Contact No.:	[Redacted]
Title:	[Redacted]		
Business Unit:	CAPITAL METRO AGENCY		
Location:	Level 2 Building 3, 9 Sanford Street, Mitchell		

Business Objective		Mandatory
Brief outline of the overall business problem		
To relocate Capital Metro Agency staff from Mitchell to the Telstra Building. Initially 20 staff will be moved, but the numbers will increase over time to over 40.		

Shared Services ICT Scope		Mandatory
Indicate what you expect Shared Services ICT to undertake		
<i>(e.g. Project Management Services, Project at (Pre Post) Tender stage, Product (specific/chosen/ unknown))</i>		
Establish ACTGov connectivity to the 3 rd Floor, as a temporary location for about six weeks, and establish ACTGov connectivity to the 1 st floor as the long term location.		
The second floor is currently occupied by ACT Government staff. Fibre can be connected from level 2 to level 1, and from level 2 to level 3.		
All existing Telstra horizontal cabling can be used. SSICT will need to provide all active equipment for these floor, and the fibre between the floors to enable ACTGOV connectivity.		
The physical move will be managed by the Capital Metro Agency.		

Project Schedule		Mandatory
Indicate any known timeframes or deadlines – directorate's expected completion date		
To be advised.		

Budget

Provide details of the directorate's overall project budget and the estimated ICT component

Mandatory

Overall Project Budget: \$

ICT Component only: \$

Constraints

Indicate any known caveats or other constraints

Mandatory

Risks

Indicate any known risks associated with the project (e.g. solution/technology/timings/ business risks etc)

Mandatory

Project Preparation

Documentation

Mandatory

Question /Requirement	Y	N	Details
Does a Business Case or Concept Brief exist? If yes provide links or attach.	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Business Engagement Study, Feasibility Study, and/or Gap Analysis been completed either by the Engagement Office or an external consultancy? If yes, provide the following: <ul style="list-style-type: none"> Name of the Business Analyst who developed the BES. A list of all documents produced to support this initiative, e.g. signed Deliverable Description document. 	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Directorate proposing a solution and if so, is the technology supported within SSICT?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, has this solution been assessed by SSICT – SAS? (BES/SAS solution document to be provided)	<input type="checkbox"/>	<input type="checkbox"/>	

Planning

Mandatory

Question /Requirement	Details
List the stakeholders involved in this project:	<ol style="list-style-type: none"> Directorate Project Manager - Directorate Subject Matter Experts - Other Stakeholders -
Provide details of the drivers (business and technical imperatives) for the expected completion date. E.g. lapsing support arrangements, legislative and/or ministerial requirements etc.	

<p>Will required support of the system be outside the standard support hours of 8am – 6pm? If yes, provide details of the expected availability and on-going support arrangements.</p> <p>Is the application to be supported by the Directorate ICT Team? If yes, provide details.</p> <p>Refer to link http://intact/WofG/CoS/computing/hoursofsupportmaintenance.html for clarification.</p>	
--	--

Additional Information

Third Party Vendor Contact Details	
Company name:	
Contact name:	
Address:	
Contact no.:	
Email:	

Mandatory

Related Systems or Projects

Mandatory

Directorate Approval to Initiate Project

Project Sponsor	
Mandatory	
<i>I approve the initiation of this project within the identified scope, schedule and estimated costs.</i>	
Name:	Contact No.:
Title:	
Signature:	____/____/____

Financial Delegate	
Mandatory	
<i>I confirm that funds are available for the initiation of this project.</i>	
Name:	Contact No.:
Title:	
Signature:	____/____/____

Billing Details

Financial details for Shared Services ICT charging, as authorised by the Directorates Financial Delegate (above)

Mandatory

Shared Services
ICT customer
number (INT):

Cost centre:

CIO or Delegate

Senior Executive with ICT responsibility

Mandatory

I approve the initiation of this project.

Name:

Contact No.:

Title:

Signature: _____/_____/_____

ICT Manager

Mandatory

I support initiating this project within the identified scope, schedule and estimated costs.

Name:

Contact No.:

Title:

Signature: _____/_____/_____

Shared Services ICT Administration and Approval to Initiate Project

Business Development use only

Date received: _____/_____/_____

PIR#:

Date presented at
PB Meeting: _____/_____/_____

Notes:

Complex Request

Standard Project

Business Development Director or Delegate

Mandatory

I accept and approve the initiation of this project within the identified scope, schedule and estimated costs.

Name:

Contact No.:

Title:

Signature: _____/_____/_____

Business Development use only

Project Number	
Project title	

[REDACTED]

From: [REDACTED]
Sent: Friday, 17 January 2014 12:57 PM
To: [REDACTED]
Subject: FW: Accommodation Options

As discussed...

[REDACTED]
ACT Government | CapitalMetro

[REDACTED]
GPO Box 158, Canberra ACT 2601
www.capitalmetro.act.gov.au

 Please consider the environment before printing this e-mail.

From: [REDACTED]
Sent: Thursday, 11 April 2013 12:14 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Accommodation Options

[REDACTED]

Reference our discussion this morning about 200 Scollay Street. You asked for information for your meeting with the Minister tomorrow.

I will need ACT Property Group, Tenancies to confirm but I understand that the rent to the Commonwealth as at December 2012 was [REDACTED] m2 GST exclusive. This may not be the rate offered by ACT Property Group.

The areas (again subject to ACTPG confirmation) are as follows:

- . Whole building 1,515.1m2
- . Grd Fl 741.5m2
- . Level 1 could be split if required providing 413.7m2 and 359.9m2

From: [REDACTED]
Sent: Tuesday, 26 March 2013 8:39 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Accommodation Options

[REDACTED]

As discussed the three Options for you to consider are (all ex GST):

1. 2-4 Point Cook Ave, Fairbairn – 420 m² @ [REDACTED]
2. Level 5 , 1 Moore St City – See attached plan marked as HR 320 m² @ [REDACTED]
[REDACTED]
3. Building 3 Mitchell – see attached mud map 438.3m² @ [REDACTED]

As discussed yesterday [redacted] indicated a preference to stay in 1 Moore St which I appreciate would mean renegotiation of the Whole of Government Accommodation Strategy but would mean that an area in Dame Pattie would open up and this is just across the road from where you are now.

Cheers



Tenancies | ACT Property Group | Territory & Municipal Services | ACT Government
255 Canberra Ave Fyshwick ACT 2609 | PO Box 777 Fyshwick ACT 2609 | www.tams.act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Thursday, 16 January 2014 2:30 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Telstra House level 1 new premises for the ACT Government

[REDACTED]

That's disappointing as we are definitely anxious to relocate, we don't particularly want to withdraw but this could be a deal breaker, we have considered the level one separation issue and we would build a temporary wall/door, which floor upstairs are you referring to and can we inspect tomorrow.

Regards

[REDACTED]

Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

From: [REDACTED]
Sent: Thursday, 16 January 2014 2:02 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Telstra House level 1 new premises for the ACT Government

Hi [REDACTED]

We are struggling to gain any traction on bringing forward the date for the early exit of Level 1. The people on the floor are due to move across to the new building by Mid March, and our key contact who is looking after the relocation project is away now until 3 Feb. The expectation for our people to move twice within this timeframe will create issues as well. There is also the shared floor situation and security issues for both parties.

Another possibility which we aren't sure about either, would be for your team to occupy another floor which will be coming up empty sooner, and then your people having to relocate again within a 4-6week timeframe. Probably not ideal either.

We please ask you to reconsider this final remaining issue to see if there can be some flexibility in your timing.

Regards

From: [REDACTED]
Sent: Tuesday, 14 January 2014 1:55 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Telstra House level 1 new premises for the ACT Government

[REDACTED]

As per our phone call today. This is the email I was referring to, I can confirm the Territory accepts the terms and conditions with the exception of the commencement date, our proposed alternative remains that the Territory could occupy the northern half of the floor be say end January 2014 or first week February with the southern side

being made available by 15 March or earlier. My preference is that you discuss this with Telstra before we execute as you may wish to change into separable parts, this saves us executing twice. I can confirm that our Chief Executive approvals have been achieved and the Territory most definitely intends to under lease the space, only the detail on the commencement date is the outstanding issue. Happy to discuss.

Regards

[Redacted]

Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

From: [Redacted]
Sent: Friday, 20 December 2013 3:34 PM
To: [Redacted]
Cc: [Redacted]
Subject: RE: Telstra House level 1 new premises for the ACT Government

[Redacted]

The only problem I have with the HofA is the Commencement Date, 15 March 2014 is a problem, hence my previous email requesting mid February 2014. A compromise is that the Territory could accommodate the southern side of the floor to remain occupied till Telstra vacate (mid Mach 2014) provided the Territory can occupy the northern side of the floor. From my last inspection I believe this suggestion may solve all your concerns on timing and double relocations within 3 to 4 weeks plus the associated building cost.

[Redacted] will review the HofA and if necessary discuss any aspects with our legals and respond back to JLL early next week.

Regards

[Redacted]

Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

From: [Redacted]
Sent: Friday, 20 December 2013 10:57 AM
To: [Redacted]
Cc: [Redacted]
Subject: RE: Telstra House level 1 new premises for the ACT Government

Hi [Redacted]

Refer attached. Note the expiry date also needs some consideration.

Open for you to make had amendments (if required) and send it back signed by the relevant authorisation.

Have a great break.

Regards

[Redacted]

From: [REDACTED]
Sent: Friday, 20 December 2013 9:55 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Telstra House level 1 new premises for the ACT Government

[REDACTED]

Thanks, pls ask your legals to prepare the Heads of Agreement for our review, we can add the commencement date once agreed. If we can help you fast track any of this pls discuss. Have a great Christmas... [REDACTED]

[REDACTED]
Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

From: [REDACTED]
Sent: Friday, 20 December 2013 9:43 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Telstra House level 1 new premises for the ACT Government

[REDACTED]

This is great news.

- 1) The offer is still valid, except for the commencement date which has now passed.
- 2) Carparking fees are about \$1500 pa for basement – we could do cheaper for open air spots.
- 3) Timing is real dilemma now with xmas upon us, and with everyone going on leave today until 13 Jan. As discussed, the issue we have is the floor is still occupied until mid Mar 2014. There is a possibility to relocate them, but this process cant occur until we all return from leave, and nor would we start this process until a legally binding agreement is in place. We have somewhere for the people to relocate to, but note they require a notification period (there is an important Director in on Level 1, and as you can imagine, explaining they are required to relocate twice in the space of a month is going to be challenging). There are also works required to relocate them into another floor. They must have a secure area which means we would have spend about \$50k on building partitioning. Therefore our thoughts are that achieving mid Feb 2014 occupancy would be quite challenging.
- 4) We can prepare a HOA, and note we basically have everything agreed apart from a commencement date.

Look forward to your further thoughts.

Regards

[REDACTED]

From: [REDACTED]
Sent: Thursday, 19 December 2013 3:39 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Telstra House level 1 new premises for the ACT Government

[REDACTED]

As discussed this afternoon, this proposal has now been agreed with the ACT Head of Service and both effected Director General's, the intention is now to proceed as urgently as possible in relocate our tenant into level 1.

Can you pls confirm the following:

- 1) That the offer as detailed in the Terms below are still valid,
- 2) Confirmation of car parking fees and inclusion of a clause indicating that once Telstra vacate that the Territory will be offered to swap the existing car parking bays for both under leases for the undercover car parking,
- 3) Notification of the earliest possible occupation date, noting that Christmas severely impacts on your requirement to undertake minor fit out and relocation of the Telstra staff on level 1, pls note that the Territory requires the space by mid February at the latest,
- 4) Subject to the above, pls submit a Heads of Agreement for execution.

I am on leave till 13 January 2014, however [redacted] from this office will be available from 6 January.

Regards

[redacted]

Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

From: [redacted]
Sent: Friday, 29 November 2013 11:29 AM
To: [redacted]
Cc: [redacted]
Subject: RE: Telstra House level 1 new premises for the ACT Government

Ok thanks for the update [redacted]

From: [redacted]
Sent: Friday, 29 November 2013 11:20 AM
To: [redacted]
Cc: [redacted]
Subject: RE: Telstra House level 1 new premises for the ACT Government

[redacted]

As of late yesterday this project is on hold, evidently another area is about to downsize and this may provide enough space, so we are back to the planning stage, subject to the planning outcomes, something still may happen but I suspect definitely not before Christmas, I will keep you informed.

Regards

[redacted]

Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

From: [redacted]
Sent: Friday, 29 November 2013 11:01 AM
To: [redacted]
Cc: [redacted]
Subject: RE: Telstra House level 1 new premises for the ACT Government

Hi [redacted]

Have been travelling and back in the office on Monday.

Do you have minister approval to implement this side of xmas? Just want to discuss the logistics of making this happen when you are free.

Cheers

From: [REDACTED]
Sent: Thursday, 28 November 2013 10:25 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Telstra House level 1 new premises for the ACT Government

[REDACTED]

Telstra House level 1 is the preferred outcome for the Territory but final approval remains subject to the Heads of Agreement being executed.

My understanding of the terms agreed to date are:

- 1) Premises: level 1, 490 Northbourne Avenue Dickson ACT,
- 2) Area: 797m²
- 3) Rent: [REDACTED] m² per annum GST exclusive
- 4) Incentive 1: Rent free period of two months
- 5) Incentive 2: All workstations, furniture and fittings to remain at no additional cost
- 6) Term: Three years with a two year option (a flat five year term is not preferred)
- 7) Commencement date: 16 December 2013
- 8) Car Parking: Please advise of availability and proposed rental costs per bay
- 9) Make Good: A similar clause to level 2 would be agreed

Can you pls prepare a draft Heads of Agreement for review. I will call you possibly later today as our ICT people will need access to examine the Territories fibre connection etc. Can you also pls send a PDF floor plan showing the current fit out and workstations so that accommodation planning can commence.

Regards

[REDACTED]

Government Accommodation Strategy | Shared Services | Commerce and Works Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

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[REDACTED]

From: [REDACTED]
Sent: Tuesday, 14 January 2014 4:07 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Telstra House Level 1 Inspection

[REDACTED]

You will recall that I inspected your floor with the possible new tenant late last year, I would like to show the space to another executive tomorrow if possible, probably only need 15 minutes. Pls advise of a time that suits you. I have been trying to ring you on [REDACTED] but it won't connect, is there another number.

Regards

[REDACTED]

Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

[Redacted]

From: [Redacted]
Sent: Tuesday, 14 January 2014 2:38 PM
To: [Redacted]
Subject: RE: Telstra House level 1 new premises for the ACT Government

Thanks [Redacted]

How did you go with arranging a time to have a walk through?

ICT in Shared Services have been put on notice for this move, what sort of timing are we looking at to get them involved?

[Redacted]
ACT Government | CapitalMetro

T [Redacted]
GPO Box 158, Canberra ACT 2601
www.capitalmetro.act.gov.au

 Please consider the environment before printing this e-mail.

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Cc: [Redacted]
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Regards

[Redacted]
Phone + [Redacted]
Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

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[redacted]
Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

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Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government

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Do you have minister approval to implement this side of xmas? Just want to discuss the logistics of making this happen when you are free.

Cheers

From: [REDACTED]
Sent: Thursday, 28 November 2013 10:25 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Telstra House level 1 new premises for the ACT Government

[REDACTED]

Telstra House level 1 is the preferred outcome for the Territory but final approval remains subject to the Heads of Agreement being executed.

My understanding of the terms agreed to date are:

- 1) Premises: level 1, 490 Northbourne Avenue Dickson ACT,
- 2) Area: 797m²
- 3) Rent: [REDACTED] 2 per annum GST exclusive
- 4) Incentive 1: Rent free period of two months
- 5) Incentive 2: All workstations, furniture and fittings to remain at no additional cost
- 6) Term: Three years with a two year option (a flat five year term is not preferred)
- 7) Commencement date: 16 December 2013
- 8) Car Parking: Please advise of availability and proposed rental costs per bay
- 9) Make Good: A similar clause to level 2 would be agreed

Can you pls prepare a draft Heads of Agreement for review. I will call you possibly later today as our ICT people will need access to examine the Territories fibre connection etc. Can you also pls send a PDF floor plan showing the current fit out and workstations so that accommodation planning can commence.

Regards

[REDACTED]

Government Accommodation Strategy | Shared Services | Commerce and Works Directorate | **ACT Government**
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

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.

[Redacted]

From: [Redacted]
Sent: Friday, 3 January 2014 11:10 AM
To: [Redacted]
Subject: RE: 490 Northbourne - space available

[Redacted]

No this has not been decided as yet. [Redacted] the person we are dealing with at Telstra is away till the 13th. I don't think I can find out till he returns as the affected staff are yet to be consulted.

[Redacted]

From: [Redacted]
Sent: Friday, 3 January 2014 10:18 AM
To: [Redacted]
Subject: RE: 490 Northbourne - space available

Thanks [Redacted]

Do you know what area is likely to be available to us in the first instance? There was a suggestion that some of their people might stay on for a few weeks rather than having them move twice.


[Redacted]

[Redacted]

ACT Government | CapitalMetro

[Redacted]

GPO Box 158, Canberra ACT 2601
www.capitalmetro.act.gov.au

 Please consider the environment before printing this e-mail.

From: [Redacted]
Sent: Friday, 3 January 2014 10:06 AM
To: [Redacted]
Subject: FW: 490 Northbourne - space available

[Redacted]

As requested

[Redacted]

From: [Redacted]
Sent: Tuesday, 12 November 2013 11:43 AM
To: [Redacted]
Cc: Zygouras, Con; Tinnock, Peter J
Subject: 490 Northbourne - space available

Hi [Redacted]

Attached plans for 490. If it is only part of a floor, then there may be potential we can accommodate you on either level 3 as discussed in mid Dec, or level 1 which is still 797sqm compared to level 3 which is 1050sqm.

If you want to take a look; [redacted] (copied in) will be able to take you for a wonder. His contact number is [redacted]

Will come back to you again shortly once level 3 headcount numbers (no of people moving) is made available.

Regards



[redacted]
Telstra Property in partnership with Jones Lang LaSalle | Business Support & Improvement
[redacted] W www.telstra.com.au



Do you need to log a repair or maintenance job?

Raise a work order online using our [My Facility](#) service. For new users, please click here to [register](#) or to find out more.

For all other requests e.g. furniture, staff moves and car parking, please see our [Property Intranet site](#)



Have a question for us?

Visit our [Property Intranet site](#) for "how to" information,

Ask us in our Yammer Group – [Property Matters](#),

Email us at [I Property](#)



How was my customer service?

Please provide your feedback [here](#)

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[REDACTED]

From: [REDACTED]
Sent: Thursday, 19 December 2013 3:50 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Re-location of CMA to level 1 Telstra House

[REDACTED]

No problem will do

[REDACTED]

On 19 Dec 2013, at 3:24 pm, [REDACTED] wrote:

[REDACTED]

Sorry to be a pain, but can we hold off till the first week in January, I am dealing with the agent in Melbourne who would need to discuss with Telstra, there is a current concern that we won't be able to move in till mid February 2014 at the earliest, so maybe you should program your work for mid January at this stage. We will keep you informed of progress in our leasing/access discussions.. [REDACTED]

[REDACTED]

Government Accommodation Strategy | Infrastructure and Capital Works | Economic Development Directorate | ACT Government
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

From: [REDACTED]
Sent: Thursday, 19 December 2013 3:06 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Re-location of CMA to level 1 Telstra House

[REDACTED]

Can you organise to let us into the building tomorrow morning 11:00 am. If I do not get confirmation from you by 10:00 am tomorrow I will assume that you were not able to get us in tomorrow, and we will need to reschedule for early January 2014 to check out the floors.

Regards

[REDACTED]

[REDACTED]

Shared Services | Commerce and Works Directorate | ACT Government
7/1 Bowes Place, Woden | GPO Box 158, Canberra ACT 2601 | www.act.gov.au

From: [REDACTED]
Sent: Thursday, 19 December 2013 2:33 PM

To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Re-location of CMA to level 1 Telstra House

[REDACTED]

Is there an issue with this?

[REDACTED]

From: [REDACTED]
Sent: Thursday, 19 December 2013 12:10 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re-location of CMA to level 1 Telstra House

Hi [REDACTED]

As discussed, the move to level 1 of Telstra house as had been discussed last month is now back on. In terms of the requirements for CMA, we are still looking to accommodate the same number of staff, with some capacity to grow to be factored in. I have been speaking with [REDACTED] who will be coordinating the move, and it is preferable for us to be ready to go from mid-January if possible. Final timing, however, will be subject to his negotiations with the owner of course, and will also be contingent upon having ICT access available.

As I said, I am the primary contact for this move from the CMA side of things, so anything we can provide to assist in the process should be sought from me in the first instance.

Regards

[REDACTED]

[REDACTED]

Capital Metro Agency | ACT Government
Phone [REDACTED]
Level 2 Building 3
9 Sandford Street Mitchell ACT 2911
GPO Box 158 Canberra ACT 2601

On 19 Dec 2013, at 12:10 pm, [REDACTED] wrote:

Hi [REDACTED]

As discussed, the move to level 1 of Telstra house as had been discussed last month is now back on. In terms of the requirements for CMA, we are still looking to accommodate the same number of staff, with some capacity to grow to be factored in. I have been speaking with [REDACTED] who will be coordinating the move, and it is preferable for us to be ready to go from mid-January if possible. Final timing, however, will be subject to his negotiations with the owner of course, and will also be contingent upon having ICT access available.

As I said, I am the primary contact for this move from the CMA side of things, so anything we can provide to assist in the process should be sought from me in the first instance.

Regards

[REDACTED]
[REDACTED]
Capital Metro Agency | ACT Government
Phone [REDACTED]

Level 2 Building 3
9 Sandford Street Mitchell ACT 2911
GPO Box 158 Canberra ACT 2601

187

[Redacted]

From: [Redacted]
Sent: Thursday, 19 December 2013 11:55 AM
To: [Redacted]
Cc: [Redacted]
Subject: Telstra House accommodation

H [Redacted]

As discussed, there has been further conversation between [Redacted] and [Redacted] and as a result it has been concluded that a move to level 2 of Telstra house (290 Northbourne Avenue) is not a viable option.

Therefore, I would very much appreciate you re-entering negotiations with Jones Lang with regard to the earliest possible date for us to relocate to level 1 Telstra House. I would hope that lease terms at least as favourable to the Territory as had previously been negotiated would still be available, but will be guided of course by your advice.

As part of the lease arrangements, we will require the provision of 4 and possibly 5 car park spaces in the boom-gate secured car parking area off Challis street, and it would be preferable for those spaces to be located under cover. If parking under cover is not immediately available as they are currently occupied by Telstra staff, I would appreciate whatever spaces are made available being arranged to be transferred to covered parking when the current occupants depart.

I am happy to be the main point of contact on these arrangements, and in order to get the ball rolling with our relocation, I would very much appreciate a floor plan of the level 1 premises, as it is currently fitted out.

Thanks for your assistance in this matter to date.

Regards

[Redacted]

[Redacted]
Capital Metro Agency | ACT Government
Phone [Redacted]
Level 2 Building 3
9 Sandford Street Mitchell ACT 2911
GPO Box 158 Canberra ACT 2601

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 17 December 2013 7:06 PM
To: [REDACTED]
Subject: Re: Accomodation

Thanks.

On 17/12/2013, at 6:58 PM [REDACTED] wrote:

Hi [REDACTED]
The numbers are as below [REDACTED] has gone and [REDACTED] won't need a desk, but add on a CFO and we are still up around twenty.

[REDACTED]

Begin forwarded message:

From: [REDACTED]
Date: 28 November 2013 16:50:47 AEDT

[REDACTED]

Phone: [REDACTED]

Capital Metro Agency | ACT Government

Level 2, Building 3, 9 Sanford Street Mitchell ACT 2911 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Friday, 6 December 2013 10:08 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: [REDACTED]

Thanks [REDACTED] I spoke to [REDACTED] on this today. [REDACTED]

Sent from my iPad

On 06/12/2013, at 6:44 PM, [REDACTED] wrote:

We have had no further update. Everything is on hold until the property management people can understand what EDD are doing.

On 06/12/2013, at 7:10 AM, [REDACTED] wrote:

[REDACTED] - what was the outcome of the proposed move of your office - Telstra???
Did we sort the available accn issue with [REDACTED]

[REDACTED]

Chief Minister and Treasury Directorate
Australian Capital Territory Government
Ph: +61 [REDACTED]
Level 5 Canberra Nara Centre ~ GPO Box 158 CANBERRA ACT 2601
www.act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Monday, 2 December 2013 10:40 AM
To: [REDACTED]
Cc:
Subject: Telstra House - L2 Floor Plan
Attachments: A20-01 - GENERAL FLOOR PLAN [02].pdf

[REDACTED]

I have attached a copy of the most recent Telstra House floor plan that we have on file. We shall review this for accuracy.

Regards

[REDACTED]

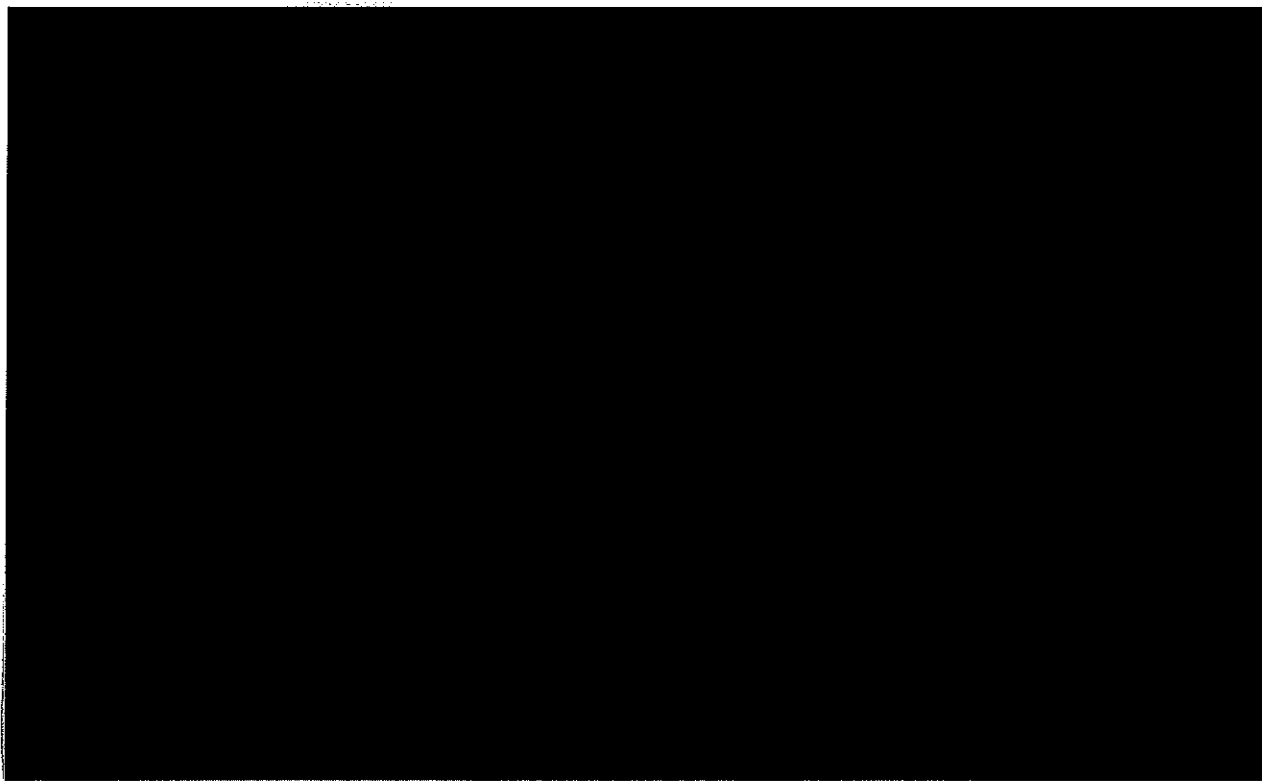
Government Accommodation Strategy | Infrastructure & Capital Works | Economic Development Directorate | **ACT Government**
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Monday, 3 March 2014 11:14 AM
To: [REDACTED]
Subject: FW: RE:

From: [REDACTED]
Sent: Thursday, 28 November 2013 5:22 PM
To: [REDACTED]
Subject: Fwd: RE:

Begin forwarded message:



-----Original Message-----

From: [REDACTED]
Sent: Thursday, 28 November 2013 11:55 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE:

[REDACTED] apropos our discussion I have signed off the lease approval for Telstra building. What we do need for records is the rationale and justification behind the move including costing. Can you pls provide that information, most of which we have discussed so I can close off with CM. I would appreciate that by COB tomorrow. You may have already done something for Min Corbell. [REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: Wednesday, 27 November 2013 8:16 AM
To: [REDACTED]
Subject: Re:

Thanks - sorry for the urgency.

On 27/11/2013, at 8:00 AM, [REDACTED] > wrote:

Thanks [REDACTED] I note the deal offered by Telstra for 2 months free rent if we confirm today. I will have a decision to you by early afternoon [REDACTED]

Sent from my iPad

On 27/11/2013, at 7:57 AM, [REDACTED] wrote:

Yes he is - I spoke with him on Monday. When I arrived, it was strongly recommended to me by [REDACTED] and [REDACTED] as well as both senior consultants on the project and the chair of the board that the project needed to move. Although good for construction, the current location is remote from most places that the project team needs to interact with and is inefficient in both location and format (long thin space). Being on the alignment at Dickson will offer proximity to main stakeholders - ESDD and LDA and be right on the major interchange point. It also gives much easier access to advisors and consultants. I am also hopeful that early in the new year, we will set up a "light rail experience centre" in Gungahlin and perhaps one in the city to help people interact with the product.

Hope that helps.

Thanks

[REDACTED]

On 27/11/2013, at 7:10 AM, [REDACTED] wrote:

[REDACTED] we spoke briefly about the relocation of your offices. I understand you spoke to [REDACTED] and [REDACTED] about this but I am not aware of the justification. Can you please advise the reasoning. Do you know if [REDACTED] is aware of the proposed move. [REDACTED]

Sent from my iPad

[REDACTED]

From: [REDACTED]
Sent: Thursday, 28 November 2013 4:51 PM
To: [REDACTED]
Subject: Accommodation

[REDACTED]

For discussions tomorrow:-
This is the current situation on the staff front 21 places required. It will be progressive move over 4 months.

[REDACTED]

[REDACTED]

[REDACTED]

Capital Metro Agency | ACT Government

Level 2, Building 3, 9 Sanford Street Mitchell ACT 2911 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: [REDACTED]
 Sent: Monday, 3 March 2014 11:15 AM
 To: [REDACTED]
 Subject: FW: RE:

-----Original Message-----

From: [REDACTED]
 Sent: Thursday, 28 November 2013 4:15 PM
 To: [REDACTED]
 Subject: Re: RE:

No lease has been signed. We had checked with EDD but they had just confirmed additional lease for 5 years. [REDACTED] is now talking with [REDACTED] to enact plan b.

On 28/11/2013, at 11:54 AM, [REDACTED] wrote:

> [REDACTED] apropos our discussion I have signed off the lease approval for Telstra building. What we do need for records is the rationale and justification behind the move including costing. Can you pls provide that information, most of which we have discussed so I can close off with CM. I would appreciate that by COB tomorrow. You may have already done something for Min Corbell. [REDACTED]

>
 > -----Original Message-----
 > From: [REDACTED]
 > Sent: Wednesday, 27 November 2013 8:16 AM
 > To: [REDACTED]
 > Subject: Re:

> Thanks - sorry for the urgency.

> On 27/11/2013, at 8:00 AM, [REDACTED] wrote:

>> Thanks [REDACTED] I note the deal offered by Telstra for 2 months free rent if we confirm today. I will have a decision to you by early afternoon. [REDACTED]

>> Sent from my iPad

>> On 27/11/2013, at 7:57 AM, [REDACTED] wrote:

>>> Yes he is - I spoke with him on Monday. When I arrived, it was strongly recommended to me by [REDACTED] and [REDACTED] as well as both senior consultants on the project and the chair of the board that the project needed to move. Although good for construction, the current location is remote from most places that the project team needs to interact with and is inefficient in both location and format (long thin space). Being on the alignment at Dickson will offer proximity to main stakeholders - ESDD and LDA and be right on the major interchange point. It also gives much easier access to advisors and consultants. I am also hopeful that early in the new year, we will set up a "light rail experience centre" in Gungahlin and perhaps one in the city to help people interact with the product.

>>> Hope that helps.

>>>

[REDACTED]

From: [REDACTED]
Sent: Thursday, 28 November 2013 4:45 PM
To: [REDACTED]
Subject: RE: Captial Metro Project_Brief.doc

Hi [REDACTED]

Looks like Telstra is temporarily on hold.

[REDACTED]

From: [REDACTED]
Sent: Thursday, 28 November 2013 9:57 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Captial Metro Project_Brief.doc

[REDACTED]

Please feel free to modify in any way you wish prior to returning with the appropriate signatures.

If possible can you send back prior to 2:00 pm tomorrow, then we will be able to present it for approval next Tuesday.

Regards

[REDACTED]

[REDACTED]

Shared Services | Commerce and Works Directorate | ACT Government
7/1 Bowes Place, Woden | GPO Box 158, Canberra ACT 2601 | www.act.gov.au

>>> Thanks

>>> [REDACTED]

>>>

>>> On 27/11/2013, at 7:10 AM, [REDACTED] wrote:

>>>

>>>> [REDACTED] - we spoke briefly about the relocation of your offices. I understand you spoke to [REDACTED] and [REDACTED] about this but I am not aware of the justification. Can you please advise the reasoning. Do you know if Minister Corbell is aware of the proposed move. [REDACTED]

>>>>

>>>> Sent from my iPad

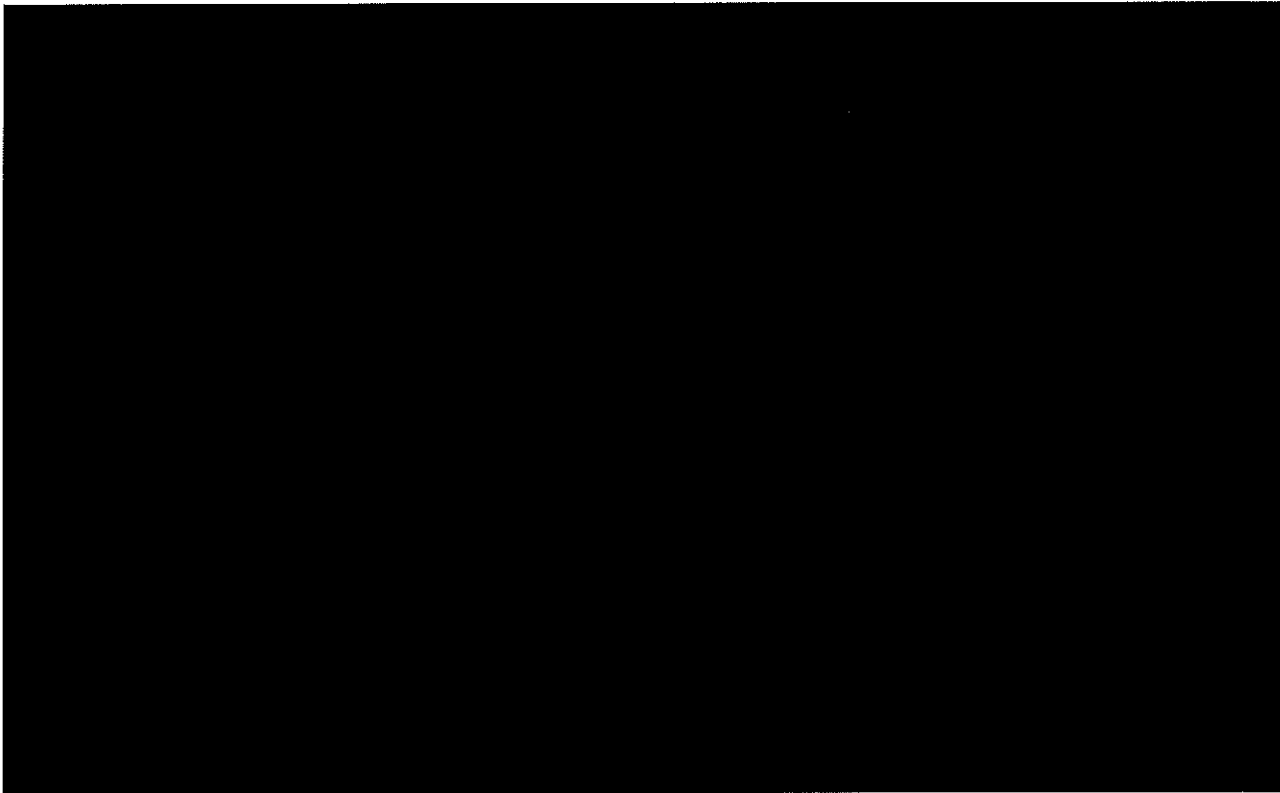
[REDACTED]

From: [REDACTED]
Sent: Monday, 3 March 2014 11:17 AM
To: [REDACTED]
Subject: FW: RE:

From: [REDACTED]
Sent: Thursday, 28 November 2013 3:25 PM
To: [REDACTED]
Subject: Fwd: RE:

Need to stop Telstra signing immediately pls.

Begin forwarded message:



-----Original Message-----

From: [REDACTED]
Sent: Thursday, 28 November 2013 11:55 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE:

[REDACTED] apropos our discussion I have signed off the lease approval for Telstra building. What we do need for records is the rationale and justification behind the move including costing. Can you pls provide that information, most of which we have discussed so I can close off with CM. I would appreciate that by COB tomorrow. You may have already done something for Min Corbell. [REDACTED]

-----Original Message-----

From [REDACTED]
Sent: Wednesday, 27 November 2013 8:16 AM
To [REDACTED]
Subject: Re:

Thanks - sorry for the urgency.

On 27/11/2013, at 8:00 AM, [REDACTED] > wrote:

Thanks [REDACTED] I note the deal offered by Telstra for 2 months free rent if we confirm today. I will have a decision to you by early afternoon. [REDACTED]

Sent from my iPad

On 27/11/2013, at 7:57 AM, [REDACTED]
wrote:

Yes he is - I spoke with him on Monday. When I arrived, it was strongly recommended to me by [REDACTED] and [REDACTED] as well as both senior consultants on the project and the chair of the board that the project needed to move. Although good for construction, the current location is remote from most places that the project team needs to interact with and is inefficient in both location and format (long thin space). Being on the alignment at Dickson will offer proximity to main stakeholders - ESDD and LDA and be right on the major interchange point. It also gives much easier access to advisors and consultants. I am also hopeful that early in the new year, we will set up a "light rail experience centre" in Gungahlin and perhaps one in the city to help people interact with the product.

Hope that helps.

Thanks
[REDACTED]

On 27/11/2013, at 7:10 AM, [REDACTED]
[REDACTED] wrote:

[REDACTED] we spoke briefly about the relocation of your offices. I understand you spoke to [REDACTED] and [REDACTED] about this but I am not aware of the justification. Can you please advise the reasoning. Do you know if [REDACTED] is aware of the proposed move. [REDACTED]

Sent from my iPad

[REDACTED]

From: [REDACTED]
Sent: Thursday, 28 November 2013 12:37 PM
To: [REDACTED]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [REDACTED]

Yesterday whilst speaking with [REDACTED] he asked what the differential was in rent per square metres - Rent in Mitchell is [REDACTED] and Telstra house is [REDACTED]. The fitout in Telstra is complete. The only additional spend should be the ACT Gov data cabling to be run from level 2 to level 1.

[REDACTED]

-----Original Message-----
From: [REDACTED]
Sent: Wednesday, 27 November 2013 1:36 PM
To: [REDACTED]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [REDACTED]

A scanned version of the brief cleared by the A/g Head of Service, regarding the above, is attached. Please note [REDACTED] annotation which reads "Noting that relocation costs are to be kept to an absolute minimum and I am informed there are no additional fit-out requirements".

I will send the brief with [REDACTED] original signature and annotations through the post.

Many thanks [REDACTED]

Regards
[REDACTED]

Kind Regards,
[REDACTED]

[REDACTED]

Ph: [REDACTED]
General's Office | Chief Minister and Treasury | ACT Government Level 5 Canberra Nara Centre | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

-----Original Message-----
From: [REDACTED]
Sent: Thursday, 21 November 2013 5:49 PM
To: [REDACTED]
Subject: Capital Metro Agency Office Accomodation
Importance: High

Hi [REDACTED]

Please find attached an urgent brief seeking [REDACTED] agreement for CMA to enter in to a new lease. [REDACTED] had discussions with [REDACTED] regarding this.

If you could see if [REDACTED] could sign tomorrow that would be much appreciated.

Cheers

[REDACTED]

-----Original Message-----

From: MITBSB03L02P01@act.gov.au [mailto:MITBSB03L02P01@act.gov.au]

Sent: Thursday, 21 November 2013 6:49 PM

To: [REDACTED]

Subject: Message from "MITBSB03L02P01"

This E-mail was sent from "MITBSB03L02P01" (Aficio MP C5502A).

Scan Date: 21.11.2013 17:49:08 (+1000)

Queries to: MITBSB03L02P01@act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Thursday, 28 November 2013 10:35 AM
To: [REDACTED]
Subject: completed form
Attachments: 201311281037.pdf

Cheers

[REDACTED]

[REDACTED]

Capital Metro Agency | ACT Government
Level 2, Building 3, 9 Sanford Street Mitchell ACT 2911 | GPO Box 158 Canberra ACT 2601 |
www.act.gov.au

-----Original Message-----

From: MITBSB03L02P01@act.gov.au [<mailto:MITBSB03L02P01@act.gov.au>]
Sent: Thursday, 28 November 2013 11:37 AM
To: [REDACTED]
Subject: Message from "MITBSB03L02P01"

This E-mail was sent from "MITBSB03L02P01" (Aficio MP C5502A).

Scan Date: 28.11.2013 10:37:23 (+1000)
Queries to: MITBSB03L02P01@act.gov.au

Project Brief

The lodging of the completed form authorises Shared Services ICT to move to the project planning phase and work with the Directorate in the preparation of a solution and the delivery of a costed proposal. The proposal will confirm in more detail, the scope, schedule and budget.

Notes: A project will not be initiated if any of the mandatory fields are not completed.

Acceptance of this Project Brief also authorises Shared Services ICT to recover all costs incurred to deliver the proposal from the directorate.

Project Brief Preparation			Mandatory
Prepared by:	[Redacted]	Signature:	Date: 28/11/2013 (dd/mm/yyyy)
Project Name:	Capital Metro Agency move to Telstra House level 1		
Directorate:	Capital Metro Agency Directorate		

Directorate Contact			Mandatory
Prime contact or directorate project manager authorised to sign off on completion of work			
Name:	[Redacted]	Contact No.:	
Title:	[Redacted]		
Business Unit:	Governance and Operations		
Location:	9 Sanford Street Mitchell		

Business Objective		Mandatory
Brief outline of the overall business problem		
Capital Metro are to be located on the first floor of the Telstra House building. The initial move will include 20 staff, however the maximum number on the floor may be above 30 at the height of the project.		
The requirement is simply for normal ACT GOV connection. All phones and computers will be moved from the Mitchell site.		

Shared Services ICT Scope		Mandatory
(Indicate what you expect Shared Services ICT to undertake)		
<i>(e.g. Project Management Services, Project at (Pre Post) Tender stage, Product (specific/chosen/ unknown))</i>		
Procure and install all active equipment to enable ACTGOV connectivity to for approximately 30 staff. Level 2 is currently connected to ACTGOV.		
All phones and computers will be moved by the client, from Mitchell to Telstra house. No new phones nor workstations will be required at this point, but may be required in the future. These will be purchased outside of this project.		

Project Schedule		Mandatory
Indicate any known timeframes or deadlines - directorate's expected completion date		
Capital Metro staff will be relocated into the building on 16 December. ACTGOV connectivity to be in place prior to that date, and confirmed to be active.		

Budget		Mandatory
Provide details of the directorate's overall project budget, and the estimated ICT component.		
Overall Project Budget: \$ A proposal will be required to confirm the costs for the fitout.		
ICT Component only: \$		
Constraints		Mandatory
Indicate any known caveats or other constraints.		
The floor must be connected to ACTGOV prior to 16 December 2013.		
Risks		Mandatory
Indicate any known risks associated with the project (e.g. solution/technology/timings/business risks etc)		

Project Preparation

Documentation				Mandatory
Question /Requirement	Y	N	Details	
Does a Business Case or Concept Brief exist? If yes provide links or attach.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Has a Business Engagement Study, Feasibility Study, and/or Gap Analysis been completed either by the Engagement Office or an external consultancy? If yes, provide the following: <ul style="list-style-type: none"> Name of the Business Analyst who developed the BES. A list of all documents produced to support this initiative, e.g. signed Deliverable Description document. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Is the Directorate proposing a solution and if so, is the technology supported within SSICT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
If yes, has this solution been assessed by SSICT – SAS? (BES/SAS solution document to be provided)	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Planning		Mandatory
Question /Requirement	Details	
List the stakeholders involved in this project:	1. Directorate Project Manager – [REDACTED] 2. Directorate Subject Matter Experts - 3. Other Stakeholders -	
Provide details of the drivers (business and technical imperatives) for the expected completion date. E.g. lapsing support arrangements, legislative and/or ministerial requirements etc.	The decision to move was endorsed by the Head of Service.	





<p>Will required support of the system be outside the standard support hours of 8am – 6pm? If yes, provide details of the expected availability and on-going support arrangements.</p> <p>Is the application to be supported by the Directorate ICT Team? If yes, provide details.</p> <p>Refer to link http://intact/WofG/CoS/computing/hoursofsupportmaintenance.html for clarification.</p>	
--	--





Additional Information

Third Party Vendor Contact Details		Mandatory
Company name:		
Contact name:		
Address:		
Contact no.:		
Email:		

Related Systems or Projects		Mandatory

Directorate Approval to Initiate Project

Project Sponsor			Mandatory
<i>I approve the initiation of this project within the identified scope, schedule and estimated costs.</i>			
Name:		Contact No.:	
Title:			
Signature:			28/11/13

Financial Delegate			Mandatory
<i>I confirm that funds are available for the initiation of this project.</i>			
Name:		Contact No.:	
Title:			
Signature:			28/11/13

Billing Details
 Financial details for Shared Services ICT charging, as authorised by the Directorates Financial Delegate (above) Mandatory

Shared Services ICT customer number (INT):	Cost centre:	
--	--------------	--

CIO or Delegate
 Senior Executive with ICT responsibility Mandatory

I approve the initiation of this project.

Name:	Contact No.:	
Title:		
Signature: _____		

ICT Manager Mandatory

I support initiating this project within the identified scope, schedule and estimated costs.

Name:	Contact No.:	
Title:		
Signature: _____		

Shared Services ICT Administration and Approval to Initiate Project

Business Development use only

Date received: _____	PIR#:	
Date presented at PB Meeting: _____	Notes:	
Complex Request <input type="checkbox"/> Standard Project <input type="checkbox"/>		

Business Development Director or Delegate Mandatory

I accept and approve the initiation of this project within the identified scope, schedule and estimated costs.

Name:	Contact No.:	
Title:		
Signature: _____		

Business Development use only	
Project Number	
Project title	

[Redacted]

From: [Redacted]
Sent: Thursday, 28 November 2013 9:02 AM
To: [Redacted]
Subject: 20131127 - TPs CMA Accom Move
Attachments: ObjRef.obr

[Redacted]

As discussed, speaking points regarding CMAs relocation to Dickson. [Redacted]

Cheers

[Redacted]

[Redacted]

Capital Metro Agency | ACT Government

Level 2, Building 3, 9 Sanford Street Mitchell ACT 2911 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Talking Points

Capital Metro Agency Accommodation

- The Capital Metro Agency is moving out of its temporary accommodation at Mitchell to take up residence at the Telstra Building, Dickson.
- The Capital Metro Agency offices at Mitchell were a cost effective interim arrangement until suitable permanent accommodation could be found for the new ACT Government Directorate.
- The new Capital Metro Agency offices are conveniently located near many of the Directorates that are closely involved in delivering this major infrastructure project for Canberra, including the Economic Development Directorate and the Environment and Sustainable Development Directorate.
- Locating in Dickson means that the Capital Metro Agency will be in an accessible location that is a central and important interchange point on the light rail route.
- Stakeholder and community engagement is essential to ensure we deliver a light rail network that meets the needs of the community. Locating in Dickson will ensure that the Agency is easily accessible to all stakeholders along the route.
- The Telstra Building offers a value for money solution for accommodating the new Agency. The Telstra Offices are already set-up for ACT Government use and locating in Dickson will greatly reduce the need for staff travel between locations for meetings with key directorates.

[REDACTED]

From: [REDACTED]
Sent: Wednesday, 27 November 2013 3:10 PM
To: [REDACTED]
Subject: 20131127 - TPs CMA Accom Move (2)
Attachments: 20131127 - TPs CMA Accom Move (2).doc

Draft speaking points re move.

[REDACTED]

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[REDACTED]

From: [REDACTED]
Sent: Wednesday, 27 November 2013 5:58 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: 20131127 - TPs CMA Accom Move (2)

Very good thank you! Could you pls send to min's office for their info?

Thanks

[REDACTED]

On 27/11/2013, at 3:10 PM, [REDACTED] wrote:

Draft speaking points re move.

[REDACTED]

[REDACTED]

Capital Metro Agency | ACT Government

Level 2, Building 3, 9 Sanford Street Mitchell ACT 2911 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

<20131127 - TPs CMA Accom Move (2).doc>

[REDACTED]

From: [REDACTED]
Sent: Wednesday, 27 November 2013 3:37 PM
To: [REDACTED]
Subject: FW: Capital Metro Agency Office Accomodation
Attachments: 20131127134109666.pdf

Hi

Can we discuss pls

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: Wednesday, 27 November 2013 1:36 PM
To: [REDACTED]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [REDACTED]

A scanned version of the brief cleared by the A/g Head of Service, regarding the above, is attached. Please note [REDACTED] annotation which reads "Noting that relocation costs are to be kept to an absolute minimum and I am informed there are no additional fit-out requirements".

I will send the brief with [REDACTED] original signature and annotations through the post.

Many thanks [REDACTED]

Regards
[REDACTED]

Kind Regards,
[REDACTED]

General's Office | Chief Minister and Treasury | ACT Government Level 5 Canberra Nara
Centre | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

-----Original Message-----

From: [REDACTED]
Sent: Thursday, 21 November 2013 5:49 PM
To: [REDACTED]
Subject: Capital Metro Agency Office Accomodation
Importance: High

Hi [REDACTED]

Please find attached an urgent brief seeking [REDACTED] agreement for CMA to enter in to a new lease. [REDACTED] had discussions with [REDACTED] regarding this.

If you could see if [REDACTED] could sign tomorrow that would be much appreciated.