

Cheers

-----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

G2013/01344



ACT
Government
Capital Metro Agency

RECEIVED
22 NOV 2013

MINUTE

SUBJECT: Capital Metro Agency Office Accommodation

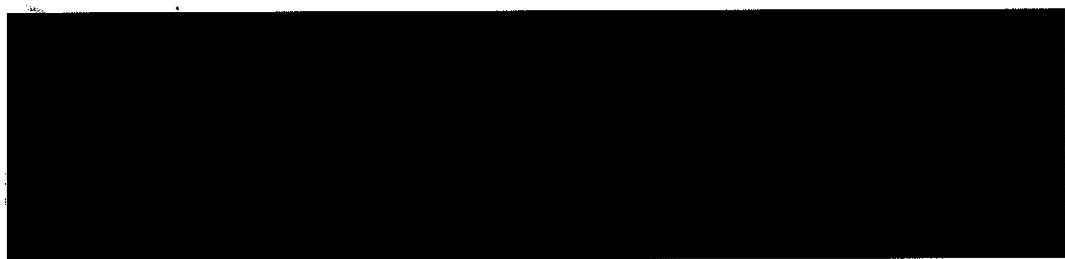
To: Head of Service

Critical Date for consideration: URGENT

Purpose: To seek your agreement to Capital Metro entering into a new lease.

Key Points:

- In recent discussions with yourself and [redacted] it was agreed that Capital Metro Agency needed to be relocated as soon as possible to premises along the Northbourne Avenue corridor with visibility of the light rail alignment.
- [redacted] from the Government Accommodation Strategy Branch of the Commerce and Works Directorate has been out for market testing. The summary is at Attachment A.
- The most suitable accommodation as a result of the market testing is 490 Northbourne Avenue (Telstra House). This accommodation is available early December. It already has fit out and ACT Government data cabling to the building. This represent a salary of \$80,000 to \$100,000 to the project.
- The approximate cost per annum for the accommodation as well as incidentals such as electricity, cleaning etc is \$450,000 per annum. [redacted] m² is the asking rent per annum and is considered value for money with an effective rent considered closer to [redacted] m² discounting the fit-out.
- 490 Northbourne also has numerous meeting rooms on the ground floor which could be utilised for Industry Briefings and consultations for the Project.



Recommendations:

- That you agree to Capital Metro Agency entering into a new lease for Level 1 of 490 Northbourne Avenue as soon as possible with an undertaking to notify Cabinet at the earliest opportunity.

Contact:	Position:	Extension:	File No.:



Name Emma Thomas
Title Project Director

Date 2/11/13



Noted / Approved / Not approved / Please discuss
Andrew Cappie-Wood 27/11/2013

Noting that relocation costs are to be kept to an absolute minimum and I am informed there are no additional fit out requirements.

27/11

ATTACHMENT A

Summary of market testing, most offers will require further information and negotiation on rent and incentives etc**490 Northbourne Telstra House**

Underlease from Telstra, probably little room for negotiation as Telstra will be seeking to recover their leasing costs;

1. 797m2 available on level 1, most likely available early December 2013,
2. Quality fit out included, if the same agreement as for EDD it will most likely include all workstations, chairs and furniture,
3. Rent [REDACTED] m2 per annum GST exclusive, [REDACTED] to negotiate if possible a rental savings or incentive in addition to the fit out and furniture can be agreed, we may achieve a small rent free period,
4. Limited car parking available but this will increase significantly as Telstra relocate to the City, EDD is paying approximately [REDACTED] per bay per annum.
5. If new fit out including workstations was to be funded the budget estimate based on 797m2 is \$1.2m (estimate based on \$1,500m2),
6. Telstra is connected to actgov saving a further \$80,000 to \$100,000 in fibre optic connection.

214 Northbourne Avenue SKM Building

1. 506m2 available on the ground floor,
2. Rent [REDACTED] m3 per annum GST exclusive,
3. No detail on the fit out, fit out is in good condition but configured for a private legal practice. There is a high percentage of small offices and limited open plan area with only the reception and a large meeting room being recoverable,
4. Available immediately, would require a significant change to the fit out estimated at \$750,000 with a minimal timing of three months to deliver,
5. Car parking available,
6. The building has no NABERS rating and appears to have an air conditioning problem.

216 Northbourne Avenue Northrop

1. 348.5m2 available on the ground floor, 1,190m2 available on level 2, most likely level 2 could be divided,
2. Rent [REDACTED] m2 per annum, GST exclusive,
3. Fit out exists on the ground floor, quality unknown, no fit out on level 2, Level 2 is currently demolished and awaiting a landlord upgrade, this work is estimated to take at least three months followed by possibly two to three months of fit out work, fit out is estimated at \$900,000,
4. Car parking available, [REDACTED] per bay per annum, GST exclusive.
5. The building has no NABERS rating.

City, 71 Northbourne Avenue, Novell House

1. 835m2 on both levels 2 and 3,
2. Rent [REDACTED]m2 per annum GST exclusive,
3. Stated as quality fit out on both levels,
4. Not available till February 2014, this timing is considered unacceptable, premises not inspected,
5. Basement car parking available, cost not stated, most likely close to [REDACTED] per bay.

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 26 November 2013 4:30 PM
To: [REDACTED]
Subject: FW: Capital Metro Agency Office Accomodation

FYI

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

From: [REDACTED]
Sent: Tuesday, 26 November 2013 3:43 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [REDACTED]

I have raised this [REDACTED] just now btwn his back to back meetings...he will have to look at it overnight.

Regards
[REDACTED]

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

From: [REDACTED]
Sent: Tuesday, 26 November 2013 2:35 PM
To: [REDACTED]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [REDACTED]

[REDACTED] contacted me today and has come back with a really good offer for us re the accommodation including 2 months rent free but only if we sign the lease tomorrow. Any idea when [REDACTED] might be able to sign the brief or if he has issues with it that we can try and address?

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

From: [REDACTED]
Sent: Monday, 25 November 2013 3:07 PM
To: [REDACTED]
Subject: RE: Capital Metro Agency Office Accomodation

No its OK [REDACTED]..it is currently with [REDACTED] he will have to sign as A/g HoS.

Regards
[REDACTED]

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

From: [REDACTED]
Sent: Monday, 25 November 2013 3:01 PM
To: [REDACTED]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [REDACTED]

Not sure what to do with this one now? Do i need to redraft for [REDACTED]

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

From: [REDACTED]
Sent: Friday, 22 November 2013 8:32 AM
To: [REDACTED]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [REDACTED]

[REDACTED] is interstate today and there are no guarantees that he will be signing anything off for us before he finishes up - his last day "on duty" so to speak is today as he is on leave next week.

I will print off however, and progress. I note though that the brief makes reference to an Attachment A ([REDACTED] market testing summary) which is not included. Would you mind sending please so I can include with the brief.

Many thanks [REDACTED]

Regards

[REDACTED]

-----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: Tuesday, 26 November 2013 3:43 PM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

Thanks [Redacted] much appreciated

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

From: [Redacted]
Sent: Tuesday, 26 November 2013 3:43 PM
To: [Redacted]
Cc: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [Redacted]

I have raised this [Redacted] just now btwn his back to back meetings...he will have to look at it overnight.

Regards
[Redacted]

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

From: [Redacted]
Sent: Tuesday, 26 November 2013 2:35 PM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [Redacted]

[Redacted] contacted me today and has come back with a really good offer for us re the accommodation including 2 months rent free but only if we sign the lease tomorrow. Any idea when [Redacted] might be able to sign the brief or if he has issues with it that we can try and address?

[Redacted]

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

From: [Redacted]
Sent: Monday, 25 November 2013 3:07 PM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

No its OK [Redacted]...it is currently with [Redacted] he will have to sign as A/g HoS.

Regards
[Redacted]

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From: [Redacted]
Sent: Monday, 25 November 2013 3:01 PM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

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U. 233

[REDACTED]

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

From: [REDACTED]
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To: [REDACTED]
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I will print off however, and progress. I note though that the brief makes reference to an Attachment A ([REDACTED] market testing summary) which is not included. Would you mind sending please so I can include with the brief.

Many thanks [REDACTED]

Regards
[REDACTED]

-----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: Tuesday, 26 November 2013 3:18 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Accommodation - Capital Metro

[REDACTED]

I heard a rumour that you were looking for a "floor" for Capital Metro accommodation.

Can I recommend the vacant level 5, 1 Moore Street which is immediately available rather than consideration of a private building lease.

Happy to discuss

Regards

[REDACTED]

[REDACTED] - Territory and Municipal Services Directorate
Macarthur House 12 Wattle Street Lyneham - GPO Box 158 Canberra City ACT 2601 - [REDACTED]

From: [REDACTED]
Sent: Tuesday, 26 November 2013 10:02 AM
To: [REDACTED]
Subject: FW: Accomodation

See [REDACTED] email below. Who should i talk to about connection?

From: [REDACTED]
Sent: Tuesday, 26 November 2013 9:39 AM
To: [REDACTED]
Subject: Re: Accomodation

Hi [REDACTED]

That sounds like a really good option and seems to have worked put pretty well. If we move on the 16th, will that give the it services enough time to wire us up? We need to check that as it would not be good to move and then be without connection for a while!

Not entirely comfortable with the flat 5 years and still would prefer the 3 plus 2 but if that's a deal breaker then that's fine.

Regards

On 26/11/2013, at 8:54 AM, "[REDACTED]" > wrote:

Hi [REDACTED]

[REDACTED] has confirmed the following for us which is a great result:

- 1) Workstations and furniture will remain,
- 2) Commencement date of 16 December 2013 provided we advise our intention to accept the offer by Wednesday 27 November,
- 3) Rental reduction from [REDACTED] 2 to [REDACTED] m2 based on the market rental review for level 2,
- 4) A rent free period of two months as an incentive,
- 5) Lessor has requested we substitute the term of 3 plus a 2 year option for a flat 5 year term that would align with level 2, probably makes sense if Canberra Metro agrees, pls advise.

I need to advise by tomorrow if we are happy to proceed. I will chase [REDACTED] office today but can you confirm you are happy with this please.

Thanks

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 26 November 2013 9:02 AM
To: [REDACTED]
Subject: RE: 490 Northbourne Avenue

I'm pretty sure that it will be ok but until i get the signed minute from [REDACTED] cant guarantee....

From: [REDACTED]
Sent: Tuesday, 26 November 2013 9:01 AM
To: [REDACTED]
Subject: RE: 490 Northbourne Avenue

[REDACTED] excellent, subject to [REDACTED] agreement to the 5 year term are you confident enough for me to request a formal Heads of Agreement in readiness for execution, sounds like we are all but ready to go, I would like a copy of the approved minute for my file pls.. [REDACTED]

[REDACTED]

Phone + [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

From: [REDACTED]
Sent: Tuesday, 26 November 2013 8:52 AM
To: [REDACTED]
Subject: RE: 490 Northbourne Avenue

Hi [REDACTED]

This is great. will seek approval from [REDACTED] asap.

Waiting on [REDACTED] signing off on the accom. [REDACTED] mentioned it to the Minister yesterday and he was ok with the move.
I will chase again today.

From: [REDACTED]
Sent: Tuesday, 26 November 2013 8:48 AM
To: [REDACTED]
Subject: 490 Northbourne Avenue

[REDACTED]

My negotiations have confirmed;

- 1) Workstations and furniture will remain,
- 2) Commencement date of 16 December 2013 provided we advise our intention to accept the offer by Wednesday 27 November,
- 3) Rental reduction from [REDACTED]m2 to [REDACTED]m2 based on the market rental review for level 2,
- 4) A rent free period of two months as an incentive,
- 5) Lessor has requested we substitute the term of 3 plus a 2 year option for a flat 5 year term that would align with level 2, probably makes sense if Canberra Metro agrees, pls advise.

Any news on the approval minute to [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

[REDACTED]

From: [REDACTED]
Sent: Monday, 25 November 2013 3:18 PM
To: [REDACTED]
Subject: accom

Hi [REDACTED]

Any feedback from Minister Corbell re our accommodation?

[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: Monday, 25 November 2013 3:17 PM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

Thank you

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

From: [Redacted]
Sent: Monday, 25 November 2013 3:07 PM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

No its OK [Redacted]..it is currently with [Redacted] he will have to sign as A/g HoS.

Regards
[Redacted]

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

From: [Redacted]
Sent: Monday, 25 November 2013 3:01 PM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [Redacted]

Not sure what to do with this one now? Do i need to redraft for [Redacted]

[Redacted]

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

From: [Redacted]
Sent: Friday, 22 November 2013 8:32 AM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

Hi [Redacted]

[Redacted] is interstate today and there are no guarantees that he will be signing anything off for us before he finishes up - his last day "on duty" so to speak is today as he is on leave next week.

I will print off however, and progress. I note though that the brief makes reference to an Attachment A ([Redacted] market testing summary) which is not included. Would you mind sending please so I can include with the brief.

Many thanks [Redacted]

Regards
[Redacted]

-----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. Andrew had discussions with [REDACTED] regarding this.

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

Cheers

[REDACTED]

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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: Friday, 22 November 2013 9:28 AM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

No worries. Thanks [Redacted]

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

From: [Redacted]
Sent: Friday, 22 November 2013 9:28 AM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

[Redacted] the formal offer will nominate the earliest possible commencement date, I will ask for plans, I am still negotiating for some free rent so don't want to appear too keen just yet, they think they are one of four options... [Redacted]

[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

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

From: [Redacted]
Sent: Friday, 22 November 2013 9:22 AM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

Thanks [Redacted]

Will they also advise of a date that we could take up tenancy?
I also wanted to check if they have a floor plan at all that i could have.

[Redacted]

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

From: [Redacted]
Sent: Friday, 22 November 2013 9:21 AM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

I assumed that but couldn't find it, I am chasing the formal offer for 490 this morning, he is trying but might not be till Monday as Telstra need to agree... [Redacted]

[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

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

From: [Redacted]
Sent: Friday, 22 November 2013 9:19 AM
To: [Redacted]
Subject: RE: Capital Metro Agency Office Accomodation

They have attach A which is your summary. Oops on the savings.

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

From: [REDACTED]
Sent: Friday, 22 November 2013 9:18 AM
To: [REDACTED]
Subject: FW: Capital Metro Agency Office Accomodation
Importance: High

[REDACTED]
Perfect except dot point three "salary" should be "savings" plus Attachment A is missing... [REDACTED]

[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

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

From [REDACTED]
Sent: Friday, 22 November 2013 9:14 AM
To: [REDACTED]
Subject: FW: Capital Metro Agency Office Accomodation
Importance: High

Hi [REDACTED]

Sent this through to [REDACTED] last night. Hopefully it covers everything off.
[REDACTED]

-----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.

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To: [REDACTED]
Subject: Message from "MITBSB03L02P01"

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Scan Date: 21.11.2013 17:49:08 (+1000)
Queries to: MITBSB03L02P01@act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Friday, 22 November 2013 9:13 AM
To: [REDACTED]
Subject: Canberra Metro, New Premises Market Testing

Hi [REDACTED]
This was supposed to be attachment A. Thanks

[REDACTED]

[REDACTED]

Summary of market testing, most offers will require further information and negotiation on rent and incentives etc,

490 Northbourne Telstra House

Underlease from Telstra, probably little room for negotiation as Telstra will be seeking to recover their leasing costs;

1. 797m2 available on level 1, most likely available early December 2013,
2. Quality fit out included, if the same agreement as for EDD it will most likely include all workstations, chairs and furniture,
3. Rent [REDACTED]m2 per annum GST exclusive [REDACTED] to negotiate if possible a rental savings or incentive in addition to the fit out and furniture can be agreed, we may achieve a small rent free period,
4. Limited car parking available but this will increase significantly as Telstra relocate to the City, EDD is paying approximately \$ [REDACTED] per bay per annum.
5. If new fit out including workstations was to be funded the budget estimate based on 797m2 is \$1.2m (estimate based on \$1,500m2),
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1. 348.5m2 available on the ground floor, 1,190m2 available on level 2, most likely level 2 could be divided,
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City, 71 Northbourne Avenue, Novell House

1. 835m2 on both levels 2 and 3,
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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

[Redacted]

From: [Redacted]
Sent: Thursday, 21 November 2013 9:04 AM
To: [Redacted]
Subject: Telstra

[Redacted] is happy due to timing etc to go with Telstra. Can we arrange quickly? Im out till 11.30 in the city in meetings today.

Thanks

[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

[REDACTED]

From: [REDACTED]
Sent: Monday, 3 March 2014 11:18 AM
To: [REDACTED]
Subject: FW: Accomodation

From: [REDACTED]
Sent: Wednesday, 20 November 2013 8:18 AM
To: [REDACTED]
Subject: RE: Accomodation

Great. Looking forward to seeing the preferred outcome.

Thanks,

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 19 November 2013 5:17 PM
To: [REDACTED]
Subject: Accomodation

Hi [REDACTED]

I am meeting with [REDACTED] tomorrow afternoon to go through and shortlist accommodation possibilities.

Unfortunately, Northrope House did not put in for it.

Will be able to provide you with an update following that meeting.

[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: Thursday, 7 November 2013 9:05 AM
To: [REDACTED]
Subject: Market Testing Request
Attachments: 201311070905.pdf

Importance: High

Hi [REDACTED]

Will call to discuss.

[REDACTED]

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

From: MITBSB03L02P01@act.gov.au [<mailto:MITBSB03L02P01@act.gov.au>]
Sent: Thursday, 7 November 2013 10:06 AM
To: [REDACTED]
Subject: Message from "MITBSB03L02P01"

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

Scan Date: 07.11.2013 09:05:48 (+1000)
Queries to: MITBSB03L02P01@act.gov.au



ACT
Government
Commerce and Works

ACT Government Preliminary Lease Request for Market Testing

Name: Capital Metro Agency

Directorate / Agency: Capital Metro Agency

Phone: [REDACTED] Fax: _____ Mobile: [REDACTED]

Email: [REDACTED]

Staff Numbers (FTE): Current _____ Proposed _____

Current location/s of staff being relocated Level 2, Building 3, 9 Sandford Street Mitchell

Area Required (m²): at least 500m² (allow 15m² per FTE for office accommodation)

Location:

- All ACT City CBD Dickson Belconnen
- Gungahlin Mitchell Fyshwick Woden
- Tuggeranong Hume

Other (please specify) Northbourne Avenue preference – Dickson to the City

Commencement Date: ASAP / / 2013/14 Lease Term: 3 Yrs with possible 2 yr extension

Purpose:

- Office Shopfront Storage Other _____

Carparking:

Surface Yes No Number Required _____ or

Secure Yes No Number Required _____

General Comments: _____

Prefer Open plan with good meeting room facilities. Space for approximately 25 full time staff plus additional 10 workstations for hot desking consultants. Decent reception area/Foyer

Approved by (Appropriate Senior Manager)

Name

Signature

7 / 11 / 2013

Date

[Redacted]

From: [Redacted]
Sent: Thursday, 16 May 2013 9:48 AM
To: [Redacted]
Cc: [Redacted]
Subject: Re: Access to Mitchell premises

Thank you

[Redacted]

[Redacted] Land Development Agency
Phone [Redacted] GPO Box 158 Canberra ACT 2601 / Level 7 TransACT House, 470 Northbourne Ave, Dickson

On 16/05/2013, at 9:47 AM, [Redacted] wrote:

Good Morning [Redacted] and [Redacted] access has now been provided for Mitchell

[Redacted]

[Redacted]
Directorate Services
Operational Support | Territory and Municipal Services | ACT Government
PH: +6 [Redacted]

<image003.png><image004.png>

<image005.jpg>

From: [Redacted]
Sent: Thursday, 16 May 2013 7:59 AM
To: [Redacted]
Subject: RE: Access to Mitchell premises

Hi [Redacted]

[Redacted] now has access to the Mitchell site

Regards

[Redacted] PROPERTY PROJECTS & SERVICES | ACT PROPERTY GROUP | TERRITORY
AND MUNICIPAL SERVICES DIRECTORATE | ACT GOVERNMENT | www.act.gov.au
P: +6 [Redacted]

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: [Redacted]
Sent: Wednesday, 15 May 2013 3:21 PM
To: [Redacted]
Cc: [Redacted]

Subject: FW: Access to Mitchell premises
Importance: High

209

Hi [redacted] and [redacted] could you please provide access as requested below.

Cheers,

[redacted]
Directorate Services
Operational Support | Territory and Municipal Services | ACT Government
PH: + [redacted]

<image003.png><image004.png>

<image005.jpg>

From: [redacted]
Sent: Wednesday, 15 May 2013 2:22 PM
To: [redacted]
Subject: FW: Access to Mitchell premises
Importance: High

[redacted]

See below

[redacted]
Operational Support Branch
Phone [redacted]
Territory and Municipal Services Directorate | ACT Government
L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601
<image006.jpg><image007.jpg>

From: [redacted]
Sent: Wednesday, 15 May 2013 2:01 PM
To: [redacted]
Cc: [redacted]
Subject: Access to Mitchell premises

Hi [redacted]

I hope this finds you well.

I would appreciate you arranging for [redacted] pass (number [redacted] allowing him access to level 2 of Building 3 at 9 Sandford Street in Mitchell.

Could you please notify myself and [redacted] when that access has been activated.

Thanks and regards

[redacted]

[REDACTED]
Capital Metro | ACT Government

Phone [REDACTED]

Level 2 Building 3

9 Sandford Street Mitchell ACT 2911

GPO Box 158 Canberra ACT 2601

From: [REDACTED]
Sent: Tuesday, 30 April 2013 10:06 AM
To: [REDACTED]
Subject: Re: Office relocation

Thanks [REDACTED]

[REDACTED]
Office of the Coordinator-General
Economic Development Directorate
ACT Government

On 30/04/2013, at 9:18 AM, [REDACTED] wrote:

Good morning [REDACTED]

I have arranged for 4 boxes to be placed in your office on level 6 TransACT.

If you could arrange for them to be filled with your items, so that the removalists can collect them on Thursday this week and deliver them to your new office at Mitchell.

I note that there are only two furniture items to be taken to Mitchell – the adjustable desk and the coat stand.

Regards

[REDACTED]

[REDACTED]
Sales | Marketing | Estate Management.
Phone: [REDACTED]
Land Development Agency | Economic Development Directorate | ACT Government
Ground Floor, TransACT House, 470 Northbourne Avenue, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | Web: www.lda.act.gov.au

From: [REDACTED]
Sent: Friday, 26 April 2013 12:47 PM
To: [REDACTED]
Subject: Office relocation

Hi [REDACTED]

As discussed this morning, would it be possible to arrange for some boxes (maybe four) to be delivered to my office on level 6 TransACT house, and then have them and other boxes along with the coat stand and the adjustable height desk moved to my new office in building three of 9 Sandford Street.

Thanks
[REDACTED]

[REDACTED]
Office of the Coordinator General | Economic Development Directorate | ACT Government
Phone [REDACTED]
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 |
GPO Box 158 Canberra ACT 2601 | www.economicdevelopment.act.gov.au

From: [Redacted]
Sent: Friday, 26 April 2013 1:55 PM
To: [Redacted]
Cc: [Redacted]
Subject: L2 Building 3 Mitchell Office Security
Importance: High

CMA will be commencing active occupation of the space on Monday 29 April.

As such as a priority the L2 Front Glass Door Lock & Green exit button must be in place by COB Monday as sensitive & confidential files will be in situ from Monday.

Also please advise where the keys to the Exec offices & cupboards are as they are not on-site.

Regards

[Redacted]
Operational Support Branch
Phone [Redacted]
Territory and Municipal Services Directorate | ACT Government
L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601



From: [Redacted]
Sent: Wednesday, 24 April 2013 9:16 AM
To: [Redacted]
Cc: [Redacted]
Subject: RE: L2 Building 3 Mitchell

Hi [Redacted]

It's my understanding that these things will be rectified today.

Regards

[Redacted] ACT Property Group | Territory & Municipal Services | ACT Government
255 Canberra Avenue | Fyshwick | ACT 2609 | PO Box 777, FYSHWICK ACT 2609 | www.tams.act.gov.au

Ph: + [Redacted]

From: [Redacted]
Sent: Wednesday, 24 April 2013 7:23 AM
To: [Redacted]
Cc: [Redacted]
Subject: L2 Building 3 Mitchell

[Redacted]

Outstanding items to be addressed

- Tile area in front of the lift requires a deep clean
- Repair to the edge of the pillar to the right as you enter the main foyer
- Exposed wiring to the immediate right of the L2 glass entry door
- Exposed white cabling down the walk way to the left of the L2 front door

275

Regards

Operational Support Branch

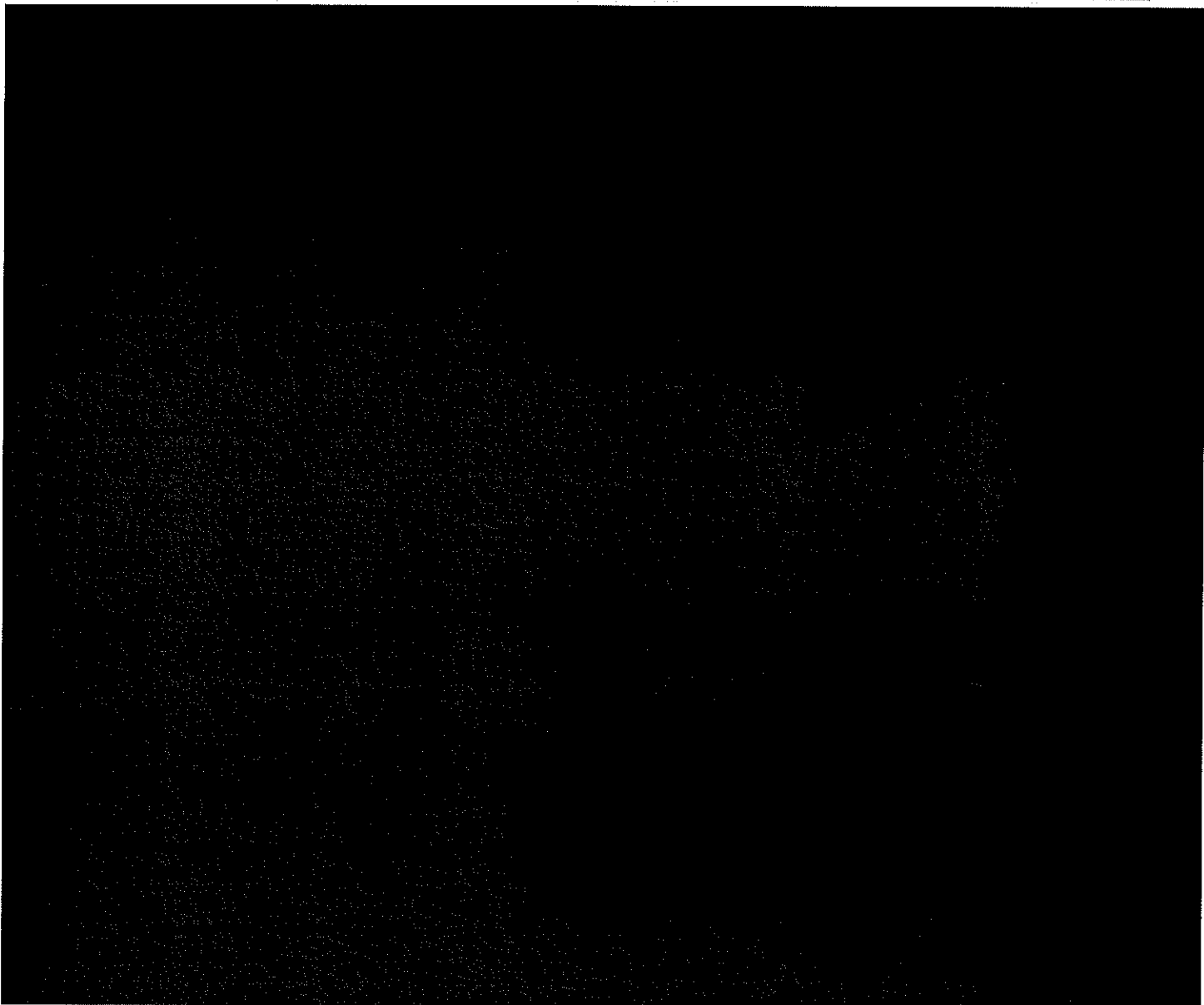
Phone

Territory and Municipal Services Directorate | ACT Government

L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601



~~Handwritten signature~~



From: [Redacted]
Sent: Wednesday, 24 April 2013 7:23 AM
To: [Redacted]
Cc: [Redacted]
Subject: L2 Building 3 Mitchell

[Redacted]

Outstanding items to be addressed

- Tile area in front of the lift requires a deep clean
- Repair to the edge of the pillar to the right as you enter the main foyer
- Exposed wiring to the immediate right of the L2 glass entry door
- Exposed white cabling down the walk way to the left of the L2 front door

Regards
[Redacted]
Operational Support Branch
Phone [Redacted]

Territory and Municipal Services Directorate | ACT Government
L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601

277



[Redacted]

From: [Redacted]
Sent: Wednesday, 17 April 2013 10:25 AM
To: [Redacted]
Cc: [Redacted]
Subject: Re: L2 Building 3 Stocktake

Looks good, thanks [Redacted]

[Redacted]

On 17/04/2013, at 10:04 AM, [Redacted] wrote:

<image001.gif>

[Redacted]

As mentioned last night our second site visit to Mitchell went well

Overall most ICT points are still active.

Apart from chairs, as far as Office Furniture & Equipment goes there is now adequate stock to commence operations

- 23 Work Desks
- 2 Round Tables
- 1 Square Table
- 6 White Boards
- 1 Coffee Table
- 1 Exec Wall Unit
- 1 Standard Lo-Set Wall Unit
- 8 4 Drawer Filing Cabinets
- 1 2 Drawer Filing Cabinet
- 1 3 Drawer Filing Cabinet
- 2 4 Drawer Wall Units
- 1 2 Door Steel Storage Cupboard
- 1 Compactus
- 1 Board Room Table
- 1 Screen
- 1 Electronic White Board

- 1 Small Round Table
- 1 Catering Trolley

Next Steps

- Cleaners have been booked to give the space a good full clean ASAP
- Seeking quotes for the A/V Projector for the Boardroom
- 10 PC/Phone bundles are on urgent order with SSICT, target date for install is next Tuesday afternoon 23 April
- MFD is on order, if in stock can be onsite late next week
- Authorisation for the 10 Board Room & 7 Standard Office Chairs (Approx \$7,400 to be invoiced by TAMS to CMA July 2013)

Sincerely


Operational Support Branch

Phone: 

Territory and Municipal Services Directorate | ACT Government
L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601

<image002.jpg><image003.jpg>

[REDACTED]

From: [REDACTED]
Sent: Wednesday, 17 April 2013 10:23 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: L2 Building 3 Stocktake

Good stuff [REDACTED] thanks.

[REDACTED]

On 17/04/2013, at 10:04 AM, [REDACTED] wrote:

<image001.gif>

As mentioned last night our second site visit to Mitchell went well

Overall most ICT points are still active.

Apart from chairs, as far as Office Furniture & Equipment goes there is now adequate stock to commence operations

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Sincerely


Operational Support Branch

Phone 

Territory and Municipal Services Directorate | ACT Government
L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601
<image002.jpg><image003.jpg>

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 16 April 2013 1:20 PM
To: [REDACTED]
Subject: RE: Building 3 Mitchell

[REDACTED]

ICT

The position titles are just to get the PC/Phone applications through the SSICT system.

Once in place CMA (you) can reassign titles & as the staff come on-line apply their names as required.

Please confirm that the ICT lease costs to 30 June would be with TAMS OSB & thereafter transferred to CMA.

Chairs

TAMS can source the 10 Board Room & 9 Workstation chairs (approx total cost [REDACTED])

Our branch does not have budget to supply office equipment to any TAMS entity without cost recovery please advise would CMA be able to reimburse TAMS OSB for these chairs post 30 June 2013?

Furniture/Stationary

Willing & able to assist with the supply however again would CMA be able to reimburse TAMS OSB for the furniture post 30 June 2013?

I will be going out to Mitchell this afternoon to check on ICT connectivity etc

Regards

[REDACTED]
Operational Support Branch

Territory and Municipal Services Directorate | ACT Government
L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601



From: [REDACTED]
Sent: Tuesday, 16 April 2013 12:51 PM
To: [REDACTED]
Subject: Re: Building 3 Mitchell

Hi [REDACTED]

I can't seem to get that table open such that I could make changes.

What is the purpose of the titles? Is it for some sort of registry or just an internal assignment of the assets? If it is the latter then it is probably alright. If it goes public then I would want to change a few things.

[REDACTED]

We might have to talk about furniture for the exec offices too, along with basic furniture requirements and stationery.

Thanks

[REDACTED]

On 15/04/2013, at 8:19 AM, [REDACTED] wrote:

<image001.gif>

[REDACTED]

To expedite the ordering of the ICT equipment please review & update the table below

I have placed temporary position titles in RED

There is no immediate requirement to have staff names as equipment is allocated to a position

	Position Title	Name	Phone Type	PC
1	Director-General	[REDACTED]	Exec	Std
2	Executive Director	TBA	Exec	Std
3	Executive Assistant	TBA	Exec	Std
4	SO Operations	TBA	Std	Std
5	SO Business	TBA	Std	Std
6	SO Finance	TBA	Std	Std
7	ASO Operations	TBA	Std	Std
8	ASO Business	TBA	Std	Std
9	ASO Finance	TBA	Std	Std

Regards

[REDACTED]
Operational Support Branch

[REDACTED]
Territory and Municipal Services Directorate | ACT Government
L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601
<image002.jpg><image003.jpg>

[REDACTED]

From: [REDACTED]
Sent: Friday, 12 April 2013 10:03 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

All,

Sorry guys, the executive furniture was offered to another agency last week and they have confirmed acceptance this morning.. [REDACTED]

[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

From: [REDACTED]
Sent: Friday, 12 April 2013 9:33 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

[REDACTED]
I have just spoken to [REDACTED] and arranged to meet him at Mitchell at 3.30pm this afternoon I expect we will only need about 15 minutes or so. If [REDACTED] could meet us there that would be good as [REDACTED] will advise his requirements then. [REDACTED] is trying to find some executive style furniture and will advise by email how he gets on.

I will also discuss with Richard this afternoon access passes.

Cheers

[REDACTED]
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

From: [REDACTED]
Sent: Friday, 12 April 2013 7:40 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

[REDACTED]
Thank you for that I will now wait for [REDACTED] to give me some idea of what equipment he is looking for and we can get the ICT Infrastructure checked and the hardware required ordered.

Will leave this with [REDACTED] at this point in time but happy to discuss or meet at any time to ensure we meet the requirements

Regards,

[REDACTED]
[REDACTED]
[REDACTED] OPERATIONAL SUPPORT BRANCH AND CAPITAL WORKS COORDINATOR | DIRECTORATE SERVICES
DIVISION |
TERRITORY AND MUNICIPAL SERVICES DIRECTORATE | ACT GOVERNMENT
[REDACTED]



"One Government One ACT Public Service"

"Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it." - Lou Holtz

From: [REDACTED]
Sent: Thursday, 11 April 2013 5:48 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

[REDACTED]
Comments below

Cheers

[REDACTED]
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

From: [REDACTED]
Sent: Thursday, 11 April 2013 5:40 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises
Importance: High

[REDACTED]
Thanks for the email [REDACTED] will be the POC for all things that normally go to [REDACTED] until further notice.

- [REDACTED] to assist with the planning and scope of the support my area will provide can you confirm a couple of things prior to the site visit:
- Is there ACTGOV connectivity to each of the workstation locations? Yes it is the area formerly occupied by ACT Property Group, upstairs in building 3. It has a lift and security card readers to control access.
 - It is assumed that workstations in your email below refers to desks and chairs not IT and Phones? Correct - workstations only but no chairs. There is also no ICT equipment nor a MFD.
 - The normal IT provide for each desk is:
 - o 1 x PC and 1 x Screen and CISCO VoIP Phone – if a different configuration is required please advise
 - Standard phones for the staff
 - 7960 for the exec – will there be an EA at all?

- 1 Multi Function Colour Device (Printer – Scanner and Fax)
- TAMS may have some furniture but because my facilities staff are not here at this time I can say exactly what if anything we may have but please discuss with Richard what you would may require. We may even have spare desk top items such as in trays etc due to recent movements in the building. As indicated below there are a number workstations already, certainly enough to cover the initial six required. Unfortunately we do not have executive style furniture.

A response to this will allow my team to commence paperwork as there will be lead times for some of this equipment.

Happy to discuss but [redacted] will be able to make this happen.

Regards,

[redacted]

[redacted] OPERATIONAL SUPPORT BRANCH AND CAPITAL WORKS COORDINATOR | DIRECTORATE SERVICES DIVISION | TERRITORY AND MUNICIPAL SERVICES DIRECTORATE | ACT GOVERNMENT

[redacted]



"One Government One ACT Public Service"

"Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it." - Lou Holtz

From: [redacted]
 Sent: Thursday, 11 April 2013 5:17 PM
 To: [redacted]
 Cc: [redacted]
 Subject: RE: Mitchell premises

[redacted]

I can meet at 1pm otherwise after 3.30pm, I have meetings till 11.30 and from 2-3, tomorrow. The workstations should not be an issue as there are a number in place. If you have executive type furniture available that would be good.

[redacted] is on leave will [redacted] be the contact?

Cheers

[redacted]

From: [REDACTED]
Sent: Thursday, 11 April 2013 5:10 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

[REDACTED]

Mitchell is confirmed, I will now formally advise ESDD the office space is definitely not available. Can you pls arrange a site meeting with [REDACTED] I am happy to attend if needed, we may be able to offer one executive suite that is already under offer to another agency, I will follow that up tomorrow, we do have some sundry furniture in the Mitchell store that can be used... [REDACTED]

[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

From: [REDACTED]
Sent: Thursday, 11 April 2013 5:01 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Mitchell premises

Hi [REDACTED]

As discussed, I would like to take up the premises in Mitchell as soon as possible after next week. At this stage, there will be a need for about six workstations and two executive offices to be furnished and set up with telephone and computer services.

To that end, would it be possible to attend the premises tomorrow with people from the appropriate property services areas to go through how best to meet that need and to discuss which stations and offices should be furnished and set up. I am available for such a visit any time apart from an 11:30 to 12:30 appointment back in TransACT House.

Thanks

[REDACTED]

Office of the Coordinator-General | Economic Development Directorate | ACT Government
Phone [REDACTED]
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 |
GPO Box 158 Canberra ACT 2601 | www.economicdevelopment.act.gov.au

From: [REDACTED]
Sent: Friday, 12 April 2013 9:41 AM
To: [REDACTED]
Cc: Thomas, Luke
Subject: RE: Mitchell premises

All Good

15.30 AoK

Operational Support Branch
Phone: [REDACTED]
Territory and Municipal Services Directorate | ACT Government
L1 Macarthur House Lyneham ACT 2602 | GPO Box 158 Canberra ACT 2601



From: [REDACTED]
Sent: Friday, 12 April 2013 9:33 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

I have just spoken to [REDACTED] and arranged to meet him at Mitchell at 3.30pm this afternoon I expect we will only need about 15 minutes or so. If [REDACTED] could meet us there that would be good as [REDACTED] will advise his requirements then. [REDACTED] is trying to find some executive style furniture and will advise by email how he gets on.

I will also discuss with [REDACTED] this afternoon access passes.

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

From: [REDACTED]
Sent: Friday, 12 April 2013 7:40 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

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Will leave this with [REDACTED] at this point in time but happy to discuss or meet at any time to ensure we meet the requirements

Regards,

[Redacted]

[Redacted]

OPERATIONAL SUPPORT BRANCH AND CAPITAL WORKS COORDINATOR | DIRECTORATE SERVICES
DIVISION |
TERRITORY AND MUNICIPAL SERVICES DIRECTORATE | ACT GOVERNMENT

[Redacted]



"One Government One ACT Public Service"

"Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it." - Lou Holtz

From: [Redacted]
Sent: Thursday, 11 April 2013 5:48 PM
To: [Redacted]
Cc: [Redacted]
Subject: RE: Mitchell premises

[Redacted]

Comments below

Cheers

[Redacted]

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

From: [Redacted]
Sent: Thursday, 11 April 2013 5:40 PM
To: [Redacted]
Cc: [Redacted]
Subject: RE: Mitchell premises
Importance: High

[Redacted]

Thanks for the email [Redacted] will be the POC for all things that normally go to [Redacted] until further notice.

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A response to this will allow my team to commence paperwork as there will be lead times for some of this equipment.

Happy to discuss but [redacted] will be able to make this happen.

Regards,

[redacted]

[redacted]

[redacted] OPERATIONAL SUPPORT BRANCH AND CAPITAL WORKS COORDINATOR | DIRECTORATE SERVICES DIVISION | TERRITORY AND MUNICIPAL SERVICES DIRECTORATE | ACT GOVERNMENT

[redacted]



"One Government One ACT Public Service"

"Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it." - Lou Holtz

From [redacted]
 Sent: Thursday, 11 April 2013 5:17 PM
 To: [redacted]
 Cc: [redacted]
 Subject: RE: Mitchell premises

[redacted]

I can meet at 1pm otherwise after 3.30pm, I have meetings till 11.30 and from 2-3, tomorrow. The workstations should not be an issue as there are a number in place. If you have executive type furniture available that would be good.

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To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

[REDACTED]

Mitchell is confirmed, I will now formally advise ESDD the office space is definitely not available. Can you pls arrange a site meeting with [REDACTED] I am happy to attend if needed, we may be able to offer one executive suite that is already under offer to another agency, I will follow that up tomorrow, we do have some sundry furniture in the Mitchell store that can be used.. [REDACTED]

[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

From: [REDACTED]
Sent: Thursday, 11 April 2013 5:01 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Mitchell premises

H [REDACTED]

As discussed, I would like to take up the premises in Mitchell as soon as possible after next week. At this stage, there will be a need for about six workstations and two executive offices to be furnished and set up with telephone and computer services.

To that end, would it be possible to attend the premises tomorrow with people from the appropriate property services areas to go through how best to meet that need and to discuss which stations and offices should be furnished and set up, I am available for such a visit any time apart from an 11:30 to 12:30 appointment back in TransACT House.

Thanks

[REDACTED]

[REDACTED]

Office of the Coordinator-General | Economic Development Directorate | ACT Government

[REDACTED]

Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 |
GPO Box 158 Canberra ACT 2601 | www.economicdevelopment.act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Thursday, 11 April 2013 6:25 PM
To: [REDACTED]
Subject: Re: Mitchell premises

Hi [REDACTED]
I'll send it through tomorrow.

[REDACTED]

Office of the Coordinator-General
Economic Development Directorate
ACT Government

On 11/04/2013, at 5:21 PM, [REDACTED] wrote:

Hey [REDACTED]

Thanks for the info – did the MoU get drafted?

[REDACTED]

Directorate Services | Territory and Municipal Services Directorate | ACT Government
Macarthur House, 12 Wattle Street, Lyneham | GPO Box 158 Canberra ACT 2601 | www.tams.act.gov.au

From: [REDACTED]
Sent: Thursday, 11 April 2013 5:10 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Mitchell premises

[REDACTED]

Mitchell is confirmed, I will now formally advise ESDD the office space is definitely not available. Can you pls arrange a site meeting with [REDACTED] and [REDACTED] I am happy to attend if needed, we may be able to offer one executive suite that is already under offer to another agency, I will follow that up tomorrow, we do have some sundry furniture in the Mitchell store that can be used... [REDACTED]

[REDACTED]

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Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

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Sent: Thursday, 11 April 2013 5:01 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Mitchell premises

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Thanks

[Redacted]

[Redacted]

Office of the Coordinator-General | Economic Development Directorate | ACT Government

[Redacted]

Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 |
GPO Box 158 Canberra ACT 2601 | www.economicdevelopment.act.gov.au

[REDACTED]

From: [REDACTED]
Sent: Thursday, 11 April 2013 12:16 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Accommodation Options

Thanks [REDACTED]

I'll get back to you as to whether I need any of that confirmed. At this point it is just to provide a broader reference for my discussion with the Minister.

Regards

[REDACTED]

[REDACTED]

Office of the Coordinator-General | Economic Development Directorate | ACT Government
Phone: [REDACTED]
Level 6 TransACT House 470 Northbourne Avenue Dickson ACT 2602 |
GPO Box 158 Canberra ACT 2601 | www.economicdevelopment.act.gov.au

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

[REDACTED]

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

[REDACTED]
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: Friday, 14 March 2014 9:47 AM
To: [REDACTED]
Subject: Re: 67584 -: Installation of network infrastructure into L1 Telstra House
[SEC=UNOFFICIAL]

Thanks [REDACTED]

On 14 Mar 2014, at 9:35 am, [REDACTED] wrote:

[REDACTED]

You need to direct this to ICT, but I gather it simply means our ICT cabling must have its own cabinet and not share with Telstra, this is normal practice in my experience.. [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, 14 March 2014 9:15 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: 67584 -: Installation of network infrastructure into L1 Telstra House
[SEC=UNOFFICIAL]

What does this mean? Is the wiring still do-able? I have everything booked for the move on 22nd.

On 13 Mar 2014, at 10:42 am, [REDACTED] wrote:

[REDACTED]

Reference below and your voice mail, it was my understanding that as per level 2 the Territory would be permitted to install our ICT cabling and cabinets etc within the existing Comms Rooms, I don't believe there was ever any discussion about using Telstra's cabinets, I am not surprised they have said no, remembering all of Telstra are vacating the building... [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, 13 March 2014 9:31 AM
To: [REDACTED]
Subject: 67584 -: Installation of network infrastructure into L1 Telstra House
[SEC=UNOFFICIAL]
Importance: High

Hi [REDACTED]

I am writing to bring to your attention an issue that may effect the CMA move to the Telstra building. According to correspondence received by [REDACTED] from Telstra [REDACTED] CMA are not able to use the Telstra cabinet for the network infrastructure. This will cause major issues with the network as we will be required to purchase another rack.

From [REDACTED]

Can you please confirm if we can use the existing racks for our switches or not?

- *No. Unfortunately the Telstra racking cannot be utilised by the ACT Government.*

Can you please contact me to discuss.

Thanks

[REDACTED]
[REDACTED]
Shared Services ICT, TAMSD ICT Support | ACT Government

Ph: [REDACTED]

Mobile: [REDACTED]

From: [REDACTED]

Sent: Wednesday, 12 March 2014 6:09 PM

To: [REDACTED]

Subject: FW: Installation of network infrastructure into L1 Telstra House

Importance: High

[REDACTED]
I went to site to investigate, and there is an issue. I was advised previously that we were going to be able to use the rack that is at Telstra House for our switch to go into.

This still has Telstra equipment in it, and it wont be removed until after the 24th March when CMA are scheduled to be moving in. At present I think I'm going to have to try and arrange for a new rack and consolidated switch to go into the switch cupboard. This is going to cost more than was in the proposal that went to CMA, and could also delay getting the ACTGOV connection by the 24th. Can you catch up with you early tomorrow to discuss?

Thanks,

From: [REDACTED]

Sent: Wednesday, 12 March 2014 3:20 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Installation of network infrastructure into L1 Telstra House

Afternoon [REDACTED]

Please see the below in regards t the trailing correspondence:

Can you please confirm that I can get access to Level 1 and Level 2 this Friday to start doing this work

- *Access into this area can be allowed could you please confirm the approximate time of the attendance.*
- *From our discussions 'the work' involves the installation of the ACT Government Network could you please confirm if the work is to commence this coming Friday?*
- *In conjunction with the aforementioned prior to any work commencing could you please provide:*
 - *Full scope of works and MOP*
 - *Relevant insurances for the company completing the work*
 - *Relevant SWMS*

What sort of security requirements do you have for getting access to the data centres in Telstra House?

- *Given that the contractors entering the area are external they will have to be escorted at all times within the data centre.*

Can you please confirm if we can use the existing racks for our switches or not?

- *No. Unfortunately the Telstra racking cannot be utilised by the ACT Government.*

Thank you

<image001.jpg>

JLL in partnership with Telstra Property | Business Support & Improvement
M [REDACTED] | W www.telstra.com.au

<image002.png>

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

<image003.png>

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 [!Property](#)

<image004.png>

How was my customer service?

Please provide your feedback [here](#)

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From: [REDACTED]

Sent: Wednesday, 12 March 2014 3:01 PM

To: [REDACTED]

Cc: [REDACTED]

Subject: Installation of network infrastructure into L1 Telstra House

[REDACTED]

As discussed, I'd like to start making arrangements with my networks team and contractors for the installation of infrastructure necessary for the staff moving into Level 1 Telstra.

Can you please confirm that I can get access to Level 1 and Level 2 this Friday to start doing this work?

What sort of security requirements do you have for getting access to the data centres in Telstra House?

Also, can you please confirm if we can use the existing racks for our switches or not?

Thanks,

[REDACTED]

[REDACTED]

Shared Services ICT | Commerce and Works | ACT Government
Level 1 Annex Macarthur House, 12 Wattle Street Lyneham | GPO Box 158 Canberra ACT
2601 | www.act.gov.au

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[REDACTED]

From: [REDACTED]
Sent: Thursday, 6 March 2014 11:39 AM
To: [REDACTED]
Subject: RE: Telstra [SEC=UNCLASSIFIED]

Woohoo

From: [REDACTED]
Sent: Thursday, 6 March 2014 8:58 AM
To: [REDACTED]
Subject: Re: Telstra [SEC=UNCLASSIFIED]

HofA came in last night all good to start ICT.. [REDACTED]

On 5 Mar 2014, at 4:20 pm, [REDACTED] wrote:

I'm really worried because I am meeting ICT there Friday morning and I have arranged removalist to give me quotes etc.

I think if we don't have the doco tomorrow she will need to escalate.

From: [REDACTED]
Sent: Wednesday, 5 March 2014 4:16 PM
To: [REDACTED]
Subject: RE: Telstra [SEC=UNCLASSIFIED]

[REDACTED]

I have left another voicemail for an update, info yesterday was Telstra would execute today, can [REDACTED] hold off till Friday, I am assured all is ok just slowness in paperwork, but they always promise then don't deliver... [REDACTED]

[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

From: [REDACTED]
Sent: Wednesday, 5 March 2014 3:41 PM
To: [REDACTED]
Subject: RE: Telstra [SEC=UNCLASSIFIED]

Hi [REDACTED]

Any news? Does [REDACTED] need to call someone re the Heads of Agreement?

From: [REDACTED]
Sent: Tuesday, 4 March 2014 3:22 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Telstra [SEC=UNCLASSIFIED]

[REDACTED]

Should be ok I will confirm. [REDACTED]

On 4 Mar 2014, at 2:07 pm, [REDACTED] wrote:

Are two groups of 10 OK or is that two large?

Can we do them maybe tomorrow afternoon?

From: [REDACTED]
Sent: Tuesday, 4 March 2014 11:41 AM
To: [REDACTED]
Subject: RE: Telstra [SEC=UNCLASSIFIED]

[REDACTED]

Not from Telstra yet, promised for tomorrow, I can arrange a staff tour, how many do you want to bring... [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: Monday, 3 March 2014 4:14 PM
To: [REDACTED]
Subject: Telstra [SEC=UNCLASSIFIED]

Hi [REDACTED]

Any joy here. Do we have signed HoA?

Also were you able to check if it is ok to take CMA staff on a tour of level 1 and how many staff is reasonable to take through?

Thanks

[REDACTED]

[REDACTED] Governance and Operations

<image001.png>

[REDACTED]

GPO Box 158, Canberra ACT 2601

www.capitalmetro.act.gov.au

<image002.png> Please consider the environment before printing this e-mail.

[REDACTED]

From: [REDACTED]
Sent: Thursday, 27 February 2014 3:13 PM
To: [REDACTED]
Subject: FW: 20131127 - TPs CMA Accom Move [SEC=UNCLASSIFIED]
Attachments: ObjRef.obr

Just in case

[REDACTED]

[REDACTED] Governance and Operations

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, 28 November 2013 9:02 AM
To: [REDACTED]
Subject: 20131127 - TPs CMA Accom Move

[REDACTED]

As discussed, speaking points regarding CMAs relocation to Dickson. Just in case ☺

Cheers

[REDACTED]

[REDACTED] Governance and Operations

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