

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, 12 February 2014 10:33 AM
To: [REDACTED]
Subject: FW: Telstra Level 3

Update FYI

From: [REDACTED]
Sent: Wednesday, 12 February 2014 10:09 AM
To: [REDACTED]
Subject: Telstra Level 3

[REDACTED]

You requested advice on the temporary works for level 3 and would Telstra accept the separation of tenancies being managed by a Territory funded Security Guard, verbal advice is no, the strong preference is for physical separation as being seen as the least risk option. I am expecting advice on the revised Heads of Agreement for level 1 later today, Telstra are currently developing a clause that provides comfort to the Territory regarding the commencement date and subsequent actions if 16 March is not achieved, verbal advice yesterday is that 16 March is most definitely on schedule. I will discuss with you as soon as I receive the revised document.. [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: Tuesday, 11 February 2014 4:36 PM
 To: [REDACTED]
 Subject: FW: Telstra House: Level 3 Works - Overall Costs
 Attachments: Telstra House - L3 Proposed New Works.pdf

FYI. I have spoken to [REDACTED] and ask him to tighten the Heads of Agreement for Level 1.

From: [REDACTED]
 Sent: Tuesday, 11 February 2014 4:11 PM
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: Telstra House: Level 3 Works - Overall Costs

H [REDACTED]

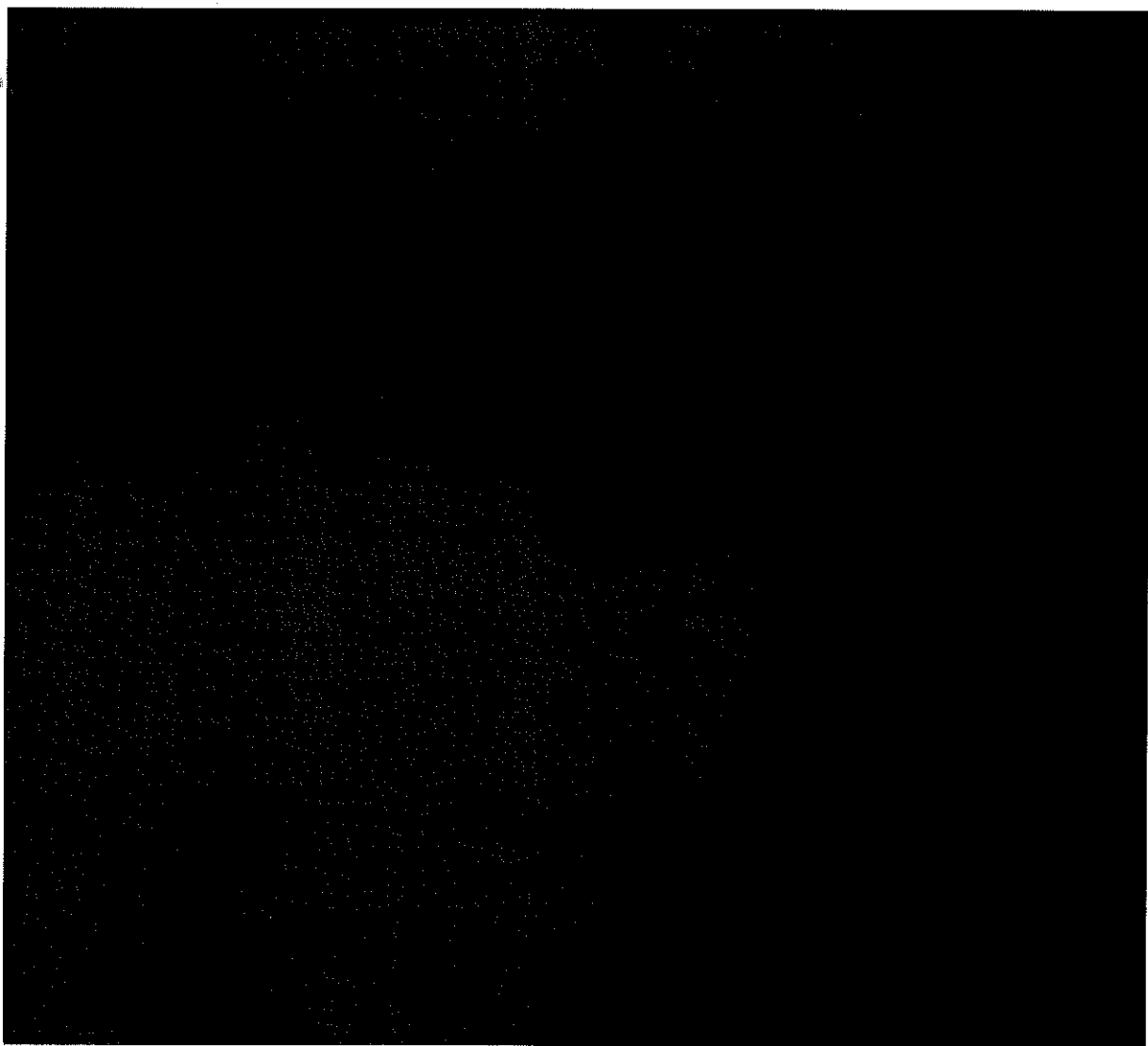
The total construction costs are approximately \$46,000 + GST, broken down as follows:

Peckvohartel	Site inspections, design work, engagement & coordination with builder	
CBS Certified Solutions	Site inspection, general advice & final certification	
Kynetic Construction	New general partitions (incl. installation & removal upon completion)	
	Six new doors and associated simple hardware (incl. installation & removal upon completion) (teapoint excluded)	
	Two new teapoint doors and associated simple hardware (incl. installation & removal upon completion)	
	Management of drywall/door subcontractor	
	Full time supervision of drywall/door subcontractor (if required for security reasons)	
	Management of DKS	
	Power/data modifications	
DKS Security	Supply & installation of card readers, break glasses, electric strikes & associated cabling for six doors (teapoint excluded)	
	Supply & installation of card readers, break glasses, electric strikes & associated cabling for the two teapoint doors	

Please note that the above costs are a general estimate. Obtaining exact costs is a timely process, however if the general figures above are approved in principle detailed costs can be procured and submitted. The construction fees are based on work undertaken during office hours, out of hours work would incur additional fees. I have separated out the teapoint works as [REDACTED] may not justify use of the space and it may be preferable to exclude this from the tenancy.

As noted previously it may be worth investigating the costs associated with relocating the Telstra staff on the Level 3 instead, or hiring a guard for after-hours/weekends security of CMA's tenancy.

Please keep us informed as to whether you wish to proceed with the construction scope.



[REDACTED]

From: [REDACTED]
Sent: Thursday, 30 January 2014 11:00 AM
To: [REDACTED]
Subject: Fwd: CMA move
Attachments: 201401291540.pdf; ATT00001.htm

Sorry, working from home today. [REDACTED]
This is what I sent [REDACTED] yesterday.

Begin forwarded message:

From: [REDACTED]
To: "[REDACTED]"
Subject: CMA move

Hi [REDACTED]

Take two :-)

[REDACTED]

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

From: MITBSB03L02P01@act.gov.au [<mailto:MITBSB03L02P01@act.gov.au>]
Sent: Wednesday, 29 January 2014 4:41 PM
To: [REDACTED]
Subject: Message from "MITBSB03L02P01"

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

Scan Date: 29.01.2014 15:40:47 (+1000)
Queries to: MITBSB03L02P01@act.gov.au



Shared Services ICT

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: 29/01/2014 (dd/mm/yyyy)
Project Name:	Relocation of CAPITAL METRO AGENCY staff to Telstra House.		
Directorate:	CAPITAL METRO AGENCY		

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

Business Objective		Mandatory
<small>Brief outline of the overall business problem.</small>		
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 approximately 48.		

Shared Services ICT Scope		Mandatory
<small>Indicate what you expect Shared Services ICT to undertake.</small>		
<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
<small>Indicate any known timeframes or deadlines. Directorate's expected completion date.</small>		
To be advised.		

Budget		Mandatory
Provide details of the Directorate's overall project budget and the estimated ICT component.		
Overall Project Budget: \$		
ICT Component only: \$Not to exceed \$30,000		
Constraints		Mandatory
Indicate any known caveats or other constraints.		
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 checked="" type="checkbox"/>	<input type="checkbox"/>		
If yes, has this solution been assessed by SSICT – SAS? (BES/SAS solution document to be provided)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Planning		Mandatory
Question /Requirement	Details	
List the stakeholders involved in this project:	1. Directorate Project Manager - 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.		

<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>	<p>N/A</p>
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Additional Information

Third Party Vendor Contact Details		Mandatory
Company name:	Government Accomodation and Strategy	
Contact name:	[REDACTED]	
Address:	[REDACTED]	
Contact no.:	[REDACTED]	
Email:	[REDACTED]	

Related Systems or Projects		Mandatory
[REDACTED]		

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:	[REDACTED]	Contact No.: [REDACTED]
Title:	[REDACTED]	
Signature:	[REDACTED]	29 / 1 / 14

Financial Delegate		Mandatory
<i>I confirm that funds are available for the initiation of this project.</i>		
Name:	[REDACTED]	Contact No.: [REDACTED]
Title:	[REDACTED]	
Signature:	[REDACTED]	29 / 01 / 2014

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: 11000

CIO or Delegate	
Senior Executive with ICT responsibility Mandatory	
<i>I approve the initiation of this project.</i>	
Name: [REDACTED]	Contact No.: [REDACTED]
Title: [REDACTED]	
Signature: [REDACTED] 29/01/2014	

ICT Manager	
Mandatory	
<i>I support initiating this project within the identified scope, schedule and estimated costs.</i>	
Name: [REDACTED]	Contact No.: [REDACTED]
Title: [REDACTED]	
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>I accept and approve the initiation of this project within the identified scope, schedule and estimated costs.</i>	
Name:	Contact No.:
Title:	
Signature: _____	

Business Development use only	
Project Number	
Project title	

[REDACTED]

From: [REDACTED]
Sent: Thursday, 30 January 2014 10:23 AM
To: [REDACTED]
Subject: Fwd: CMA Move
Attachments: image001.png; image002.png

FYI
[REDACTED]

Begin forwarded message:

From: [REDACTED]
Date: 30 January 2014 10:19:48 am AEDT
To: [REDACTED]
Subject: RE: CMA Move

[REDACTED]

[REDACTED] contracted to Telstra, I have been ringing [REDACTED] at least twice each day but with little progress, the current advice is the temporary relocation to level 3 requires Telstra to relocate 15 staff from that floor to elsewhere in the building, level 1 is the obvious answer but evidently our same problem arises that the existing Telstra staff on level 1 must be totally isolated from other staff, they are now trying to arrange other relocations within the building so as to accommodate relocating staff from level 3. What now makes it worse is the senior Telstra decision person is evidently sick and not expected back at work till Monday 2 Feb. Until these decisions are made [REDACTED] will not give me a date for our relocation or the updated Heads of Agreement. I know [REDACTED] is trying his best but it's obvious Telstra do not share our same degree of urgency. I recommend that if we don't get any positive advice by late Monday we suggest that [REDACTED] speak to her Telstra senior contact.

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: Wednesday, 29 January 2014 5:39 PM
To: [REDACTED]
Subject: CMA Move

Hi [REDACTED]

Can you please email me an update of where we are at with [REDACTED]?

Does [REDACTED] need to contact Telstra again?


[REDACTED]

[REDACTED] Governance and Operations



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

355

 Please consider the environment before printing this e-mail.

[REDACTED]

From: [REDACTED]
Sent: Thursday, 30 January 2014 9:36 AM
To: [REDACTED]
Subject: Re: RE:

Will do. I left 4 messages for [REDACTED] yesterday and he hasn't returned any of them.

> On 30 Jan 2014, at 9:34 am, [REDACTED] wrote:

>

> Yes - let's get that locked in.

>

> I am not sure that [REDACTED] can do anything else - I can try to call [REDACTED] again at Telstra if [REDACTED] isn't hearing anything. Could you please perhaps call him and ask him to contact the agent again?

>

> Thanks

> [REDACTED]

>

> -----Original Message-----

> From: [REDACTED]

> Sent: Thursday, 30 January 2014 8:35 AM

> To: [REDACTED]

> Subject:

>

> [REDACTED]

>

> Just an update,

>

[REDACTED]

> Also I have sent [REDACTED] an email asking if you need to escalate the accommodation issue again as he has no response for us yet. Hopefully today otherwise we will need to go to [REDACTED]

>

> [REDACTED]

[REDACTED]

From: [REDACTED]
Sent: Tuesday, 28 January 2014 11:35 AM
To: [REDACTED]
Subject: THE MOVE

Hi [REDACTED]

Spoke to [REDACTED] and Telstra have someone there today going trying to relocate the last of the staff on level 3.

I told [REDACTED] we need a date that we can occupy level 3 by COB today. He said it would likely be tomorrow morning when Telstra said they could get back to him.

I also explained that our situation is more urgent now as we are at capacity and need a date for additional contractors to start ASAP.

He is working on the Heads of Agreement document.

I will keep the pressure on. I am about to meet with his boss so will reiterate the urgency.

[REDACTED]

[REDACTED] Governance and Operations

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T [REDACTED]

GPO Box 158, Canberra ACT 2601

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