



File: T&F18/0348
A897757

State Administration Centre
200 Victoria Square
Adelaide SA 5000
GPO Box 1045
Adelaide SA 5001
DX56205
Tel 08 8226 9500
Fax 08 8226 3819
<http://www.treasury.sa.gov.au>
ABN 19 040 349 865

26 July 2018

Mr Blair Boyer MP
Member for Wright
PO Box 1111
GOLDEN GROVE VILLAGE SA 5125

Dear Mr Boyer

Freedom of Information – Relocation of Wright Electorate Office

I refer to your application under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Treasury and Finance (DTF) on 13 June 2018.

Your application specifically requested:

'All files, report, notes, emails and documents held by the agency relating to the relocation of the former Wright Electorate Office, from Suite 1, Golden Grove Shopping Centre to its current location at Lot 40 Old Port Wakefield Road, Virginia. A copy of the document ("memo") quoted by the Treasurer, Hon Rob Lucas MLC in Parliament on 17 May 2018 (Hansard Page 222). All files, reports, notes, emails and documents held by the agency relating to the document ("memo"), as quoted by the Treasurer, Hon Rob Lucas MLC in Parliament on 17 May 2018 (Hansard Page 222) to date'

Under the Act, an agency has 30 days to respond to a freedom of information request. As DTF did not respond to your request within the time frame required, the department is deemed to have refused you access to all documents relevant to your application. However, I have determined to process the request as if the statutory time frame had been met.

The purpose of this letter is to advise you of my determination.

A total of 22 documents were identified as answering the terms of your application and I have determined as follows:

- I grant you access in full to 11 documents, copies of which are enclosed
- I grant you access in part to 6 documents, copies of which are enclosed, and
- I refuse you access to 5 documents.

Please refer to the attached schedule that describes each document and sets out my determination and reasons in summary form.

Documents released in full

Documents 1 – 4, 11 – 13, 16 – 17, 19, 22

Documents released in part

Document 18 and 20

Sections not relevant to your application have been removed.

Document 10 and 14

These documents contains of information relating to the personal affairs of third parties. Under clause 6(1) of Schedule 1 to the Act, a document is exempt if its disclosure would involve the 'unreasonable disclosure of information concerning the personal affairs of any person'. I have therefore determined to exempt this information from release pursuant to clause 6(1) of the FOI Act.

Documents 15 and 21

Document 15 contains information about commercial properties and prices for renting these properties. The release of this information could have an adverse effect of these business and the State. Clause 7(1)(c) requires me to consider the public interest. In favour of release, I considered the public interest in government spending on accommodation. It is also clearly in the public interest that the agency properly discharges its functions and responsibilities.

It is contrary to the public interest to provide an advantage to one class of persons over others as such an advantage would be likely to reduce competition, leading to higher rental costs for the government. This in turn would be contrary to the public interest, as the agency is expected to maximise financial returns to the benefit of the state and its economy. The agency would therefore not be properly discharging its functions and responsibilities if it were to provide such an advantage. I have therefore determined that, on balance, it is contrary to the public interest to release this information and have exempted the information pursuant to clause 7(1)(c)

Document 21 contains active account numbers which form part of the business and financial affairs of a third party. If released there is a possibility some adverse effect could flow from their disclosure. As the release of this information is not likely to enhance participation by members of the public in the democratic process, but could possibly have some adverse effect on the third parties financial affairs, DTF considers that, on balance, it would contrary to the public's interest to release it. I have therefore exempted this information pursuant to clause 7(1)(c).

Documents refused in full

Documents 5 – 9

These documents consist of market calls for various electorate offices. If released this information could have an adverse effect of the businesses listed and the State. I have therefore exempted these documents pursuant to clause 7(1)(c) of the FOI Act.

Exemptions

Clause 6 – Documents affecting personal affairs

- (1) *A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)*

Clause 7 – Documents affecting business affairs

- (1) *A document is an exempt document—*

...

(c) if it contains matter—

- (i) consisting of information (other than trade secrets or information referred to in paragraph (b)) concerning the business, professional, commercial or financial affairs of any agency or any other person; and
- (ii) the disclosure of which—
 - (A) could reasonably be expected to have an adverse effect on those affairs or to prejudice the future supply of such information to the Government or to an agency; and
 - (B) would, on balance, be contrary to the public interest.

Please note, in compliance with Premier and Cabinet Circular PC045 - *Disclosure Logs for Non-Personal Information Released through Freedom of Information* (PC045), DTF is now required to publish a log of all non-personal information released under the *Freedom of Information Act 1991*.

In accordance with this Circular, any non-personal information determined for release as part of this application, may be published on the DTF website. A copy of PC045 can be found at the following address: <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars> Please visit the website for further information.

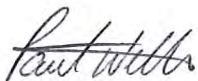
Appeal Rights

If you are aggrieved with this determination, you have a right to apply for internal review under subsection 29(1) of the FOI Act. Pursuant to subsection 29(2), your application must:

- be in writing
- be addressed to the principal officer, and
- be lodged at an office of DTF, or emailed to freedomofinformation2@sa.gov.au within 30 days after the day on which you receive this letter or within such further time as the principal officer may allow.

If you require any further information please phone Natalie Haigh on (08) 8429 0839.

Yours sincerely



Paul Williams

ACCREDITED FREEDOM OF INFORMATION OFFICER

Schedule of Documents

T&F18/0348 - Mr Blair Boyer MP - "All files, report, notes, emails and documents held by the agency relating to the relocation of the former Wright Electorate Office, from Suite 1, Golden Grove Shopping Centre to its current location at Lot 40 Old Port Wakefield Road, Virginia. A copy of the document ("memo") quoted by the Treasurer, Hon Rob Lucas MLC in Parliament on 17 May 2018 (Hansard Page 222). All files, reports, notes, emails and documents held by the agency relating to the document ("memo"), as quoted by the Treasurer, Hon Rob Lucas MLC in Parliament on 17 May 2018 (Hansard Page 222) to date."

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
1	20/04/2018	Form	1	Released in full	
2	20/04/2018	Form	1	Released in full	
3	5/04/2018	Email - Electorate Office Accommodation	1	Released in full	
4	4/04/2018	Email - Electorate Offices - Market Call Summaries	1	Released in full	
5	4/04/2018	Attachment to 4 - Lee Market Call	3	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
6	4/04/2018	Attachment to 4 - Colton Market Call	4	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
7	4/04/2018	Attachment to 4 - MacKillop Market Call	4	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
8	4/04/2018	Attachment to 4 - Black Market Call	3	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
9	4/04/2018	Attachment to 4 - Wright Market Call	6	Refused in full	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
10	10/04/2018	Email - FW: Letter of offer and Office in King next steps	4	Released in part	6(1) - Unreasonable disclosure of personal affairs
11	27/03/2018	Email - HOA Member accommodation briefing, current state	1	Released in full	
12	27/03/2018	Attachment to 11 - Draft minute	1	Released in full	
13	27/03/2018	Attachment to 11 - Electoral Maps	13	Released in full	
14	9/04/2018	Email - RE: Election 2018 - Phone changes	3	Released in part	6(1) - Unreasonable disclosure of personal affairs
15	6/04/2018	Email - RE: Electorate Of King - Temporary / Accommodation	6	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest

Schedule of Documents

Doc. No.	Date	Description of Document	# of pages	Determination	Exemption Clause
16	10/04/2018	Email - RE: questions about tomorrows relocation move	2	Released in full	
17	10/04/2018	Attachment to 16 - Map	1	Released in full	
18	6/07/2018	Email - RE: Upcoming Lease Renewals - Electorate Office Portfolio - Virginia Horticultural Centre (Temp Wright EO)	10	Released in part	Out of scope
19	6/07/2018	Attachment to 18 - Morandum of Administrative Arrangement	13	Released in full	
20	6/07/2018	Email - RE: Upcoming Lease Renewals - Electorate Office Portfolio - Virginia Horticultural Centre (Temp Wright EO)	11	Released in part	Out of scope
21	20/04/2018	Invoice - Richard Mitchell Removals	1	Released in part	7(1)(c)(i)(ii)(A)(B) - Contains information concerning the business, professional, commercial or financial affairs of any agency or person & contrary to public interest
22	17/03/2017	Minute	2	Released in full	



Government of South Australia

Department of Planning,
Transport and Infrastructure

NOTIFICATION OF CHANGES TO DESIGNATED LOCATIONS

Attention:

SPOTLESS – Peter Slee, Andre Oh, David Bryant

PSSB – Darren Mulders

PSSB – Michael Flori

PSSB – Control Centre

MPEO – Mick Healy

Asset Management

Safety and Service Division

Level 3

77 Grenfell Street

ADELAIDE SA 5000

GPO Box 1533 ADELAIDE 5001

Telephone: + 61 8 8402 1772

DPTI.AGFMASection@sa.gov.au

www.dpti.sa.gov.au

DX 171 Adelaide

From: Asset Management
James McPherson

Date: 20/04/2018

Pages: 1 of 1

CONFIDENTIAL

NOTIFICATION OF CHANGES TO DESIGNATED LOCATIONS

The AGFMA Section advises of the following changes/additions to the Facilities Management Contract Designated Locations list. Changes have taken place immediately; please amend your records accordingly.

Designated Location Number	Location Name	Change Details
13113	WRIGHT ELECTORATE OFFICE Lot 42 Old Port Wakefield Road Virginia 5120 Formerly: TAYLOR ELECTORATE OFFICE (NEW)	NAME CHANGE

Regards

James McPherson
Business Support Officer

**ASSET MANAGEMENT
SAFETY AND SERVICE DIVISION**

Designated Location Information

Agency		MP Electorate Offices																								
Designated Location Number	Region	Name of Designated Location	Street Number	Address	Suburb	Post Code	Preventative maintenance	Replacement Refurbishment	Breakdown	Minor Works	Small Construction	Waste Management	Hygiene	Cleaning	Security	Grounds Maintenance	SAMIS Life Cycle Reporting (maintain & update data)	Condition Reporting 6 monthly (Mandated Nominated asset list)	Leased/Owned	Site Contact Name	Telephone No	Email Address	Designated Location Change	Date of Change		
13113	N	WRIGHT ELECTORATE OFFICE	LOT 42	OLD PORT WAKEFIELD ROAD	VIRGINIA	5120	Yes	Yes	Yes	Yes				Yes			Yes	Yes	L	Office Manager	8289 0700	wright@parliament.sa.gov.au	NAME CHANGE	20/04/2018		

Customer Number :	ELE0000
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New Designated Location Requests Only: A Profile is required to determine who can see this Site within FAMIS
List an existing person/s within your Agency. The Designated Location cannot be created without this profile.

First Name/ Last Name

* Please complete all fields. The FAMIS Service Desk can complete the 'Region' field if this is unknown and will complete the 'Designated Location Number' field for new asset creations.

* Please indicate with a 'Y' or 'N' which service types are required at the designated location. This information is provided to the FM Service Provider to assist in the planning and delivery of services to the designated location.

Haigh, Natalie (DTF)

From: Tatarelli, Paul (DPC)
Sent: Thursday, 5 April 2018 11:58 AM
To: 'blair.boyer@parliament.sa.gov.au'
Cc: Evans, Chris (DPC)
Subject: Electorate Office Accommodation

Tracking:	Recipient	Delivery	Read
	'blair.boyer@parliament.sa.gov.au'		
	Evans, Chris (DPC)	Delivered: 5/04/2018 11:58 AM	Read: 5/04/2018 4:30 PM
	Hunter, Wayne (DPC)		Read: 5/04/2018 11:59 AM
	Wayne.Hunter@sa.gov.au	Delivered: 5/04/2018 11:58 AM	

Hello Blair,

Thanks for your text message and discussion this morning (and last night).

I can confirm that I have had instructions from the Treasurer's office to facilitate the moving of the Member for King into the former Wright Electorate Office in the Golden Grove Village. As discussed, it is the intention of the Member for King to move into the office early next week. Can you please advise when you have boxed up the records and the equipment you have moved into the office ready to move out.

I can confirm that should you wish to store these items in temporary storage that Electorate Services will cover the short term costs of this. All office fit out is to remain. The former Taylor Electorate Office located in Virginia is also vacant and can be used for storage. It should also be noted that the office at Virginia is a fully functional electorate office and can be used to accommodate staff undertaking office based activity. Please let me know if you wish to pursue this option.

As previously discussed, utilising your office in Parliament House once operational to house your staff, or some of them, until new accommodation can be secured is also an option.

I can confirm that the recent market call undertaken in the Wright Electorate has identified the property you sent to me via text on the corner of Sunnybrook and the Golden Way. I have instructed our lease managers to make contact with the Agent asap to gather more details on the property and to arrange a site inspection. I will get back to you as soon as possible regarding this location. We are also looking at any other temporary accommodation opportunities that exist in or in close proximity to the Wright electorate.

Can you please confirm with me when you are packed up and what date you will be ready to move.

Thanks

Paul Tatarelli

Manager Electorate Services

Supporting the Department of the Premier and Cabinet and the Department of Treasury and Finance

Ph: +61 8 822 62995 | Mob: +61 0408 841 055

paul.tatarelli@sa.gov.au | www.dpc.sa.gov.au

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Government of South Australia

Department of the Premier
and Cabinet

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Haigh, Natalie (DTF)

From: Gazettas, Angie (DPTI)
Sent: Wednesday, 4 April 2018 11:17 AM
To: Evans, Chris (DPC)
Cc: Healy, Mick (DPC); Smith, Tony (DPC); Dixon, Edward (DPC); Fox, Alison (DPTI); Marwe, Travis (DPTI)
Subject: Electorate Offices - Market Call Summaries
Attachments: Lee EO, Market Call Responses March 2018 - Final.pdf; Colton EO, Market Call Responses March 2018 - Final.pdf; Makillop EO, Market Call Responses March 2018 - Final.pdf; Black EO Market Call Responses March 2018_Final.pdf; Wright EO, Market Call Responses March 2018 - Final.pdf

Good morning Chris,

As discussed a short time ago, we are in the process of finalising the summaries for Mawson and Reynell and I will send these to you to once completed. In the meantime, please find attached the Market Call summaries for Colton, Lee, Black, Mackillop and Wright.

Whilst some of the market calls did not produce initial submissions, we have made further investigations to source some potential options within the Electorates requested.

In regards to the King Market call, both the initial request and subsequent investigations have not produced any suitable alternative accommodation options. Therefore we suggest that that existing Wright EO (located at Golden Grove) becomes the new King Office for the time being as this current lease expires 30 March 2019. This allows us some time to continue to investigate potential options as and when they become available, or negotiate a shorter renewal term.

Please do not hesitate to contact me should you have any questions relating to the summaries or particular properties that have been identified.

Once you have had an opportunity to review the information, it would be great to set up a meeting with you to go through the options and identify those that DTF wish to pursue further.

Kind Regards**Angie Gazettas**

Client Manager – Strategy and Relationships

Development Division - Property

Department of Planning, Transport and Infrastructure

T (08) 8343 2074 • M 0427 122 985 • E angie.gazettas@sa.gov.au

Level 6, 50 Flinders Street, Adelaide SA 5001 (Reception located on Level 5) • PO Box 967, Adelaide SA 5001 • DX 967 • www.dpti.sa.gov.au



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Haigh, Natalie (DTF)

From: Tatarelli, Paul (DPC)
Sent: Tuesday, 10 April 2018 9:28 AM
To: Healy, Mick (DPC)
Subject: FW: Letter of offer and Office in King next steps

Tracking:	Recipient	Delivery	Read
	Healy, Mick (DPC)	Delivered: 10/04/2018 9:28 AM	Read: 10/04/2018 9:39 AM

Fyi

From: Luethen, Paula [<mailto:Paula.Luethen@parliament.sa.gov.au>]
Sent: Tuesday, 10 April 2018 9:27 AM
To: Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>
Cc: Luethen, Paula <Paula.Luethen@parliament.sa.gov.au>
Subject: RE: Letter of offer and Office in King next steps

Thank you for your prompt reply Paul your answers are really helpful.

Greatly appreciated.
 Paula Luethen
 0410 131 880

From: Tatarelli, Paul (DPC) [<mailto:Paul.Tatarelli@sa.gov.au>]
Sent: Monday, 9 April 2018 11:37 AM
To: Luethen, Paula <Paula.Luethen@parliament.sa.gov.au>
Cc: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>; Koch, Kylie (DPC) <Kylie.Koch@sa.gov.au>
Subject: RE: Letter of offer and Office in King next steps

Hi Paula,

Clause 6	Kylie will email it to Steven and you shortly.
----------	------------------------------------------------

The facilities team are arranging a removalist to move Blair's items out of the new King EO. They will be out by cob Wednesday at the latest.

We will confirm a time with you for Thursday 12th April for the hand over. I suspect it will be me or Chris Evans mid to late morning. The mapping of IT will be dependent on the temporary arrangements for the new Wright EO. We will be discussing this with Parliamentary Network Support Group today. We will advise of the outcome when known. The new office phone number will be dependent on Telstra's actioning the request. We have placed a priority on this request.

Constituent files, and all office files created by the former Member for Wright are her personal property. She has given all the remaining records to Blair as the new Member for Wright. Should you wish to access these records, you will need to have that discussion with Blair. These documents are not considered records under the State Records Act and as such what happens to them is at the discretion of the Member.

You will need to set up your own new Post Office Box. The updated signage is a part of a broader schedule across a number of sites. The facilities team will be in contact with you regarding design, form, installation

etc in the near future. We are not aware of any dedicated parking associated with the lease however that's not to say that the former Member may have had an arrangement. Perhaps you can discuss this with the Centre Management (in suite 10) when you move in.

I hope that answers you questions.

Regards

Paul Tatarelli

Manager Electorate Services

Supporting the Department of the Premier and Cabinet and the Department of Treasury and Finance

Ph: +61 8 822 62995 | Mob: +61 0408 841 055

paul.tatarelli@sa.gov.au | www.dpc.sa.gov.au

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From: Luethen, Paula [<mailto:Paula.Luethen@parliament.sa.gov.au>]

Sent: Friday, 6 April 2018 9:41 PM

To: Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>

Cc: Luethen, Paula <Paula.Luethen@parliament.sa.gov.au>

Subject: Letter of offer and Office in King next steps

Hi Paul,

Clause 6

Also although disappointed I cannot move in Monday I look forward to your help as discussed for your office to arrange for Blair's files to be moved early next week so I can move in by Thursday morning 12th April .

What time shall I arrive? Who will be present on Thursday to explain the security, hand over swipes and keys ect? Have you been able to arrange the IT to be mapped to me and will the new office phone number be ready by Thursday? What happens to the consituent files which relate to Golden Grove, Greenwith Salisbury East and Salisbury Heights residents will these be stored elsewhere as these constituent files belonged to Wright and now these people live in King? Will the office come with a PO box or do I need to arrange a new PO box at the Shopping Centre? Who will arrange the updated signage?

Where do I park?

Thank you,

Kind regards,

Paula Luethen MP

Member for King

Facebook: Paula Luethen MP Member for King

Phone: 0410 131 880

Email: paula.luethen@parliament.sa.gov.au

Instagram: @paula.luethenMP4King

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Haigh, Natalie (DTF)

From: Tatarelli, Paul (DPC)
Sent: Tuesday, 27 March 2018 12:49 PM
To: Borlase, Trish (DTF)
Subject: HOA Member accommodation briefing, current state.
Attachments: Min to T - EO's affected by the redistribution of Electorate Boundaries v2.docx;
 Extract from Electoral Districs Maps 2018_reduced_V2.1.pdf

Hello Trish,

I have attached a draft of the briefing for the Treasurer regarding accommodation. Can you please advise what if any changes / improvements are required. Once finalised, I will register and send up in hard copy for David to endorse.

It is difficult and complex scenario to succinctly write in a briefing and as such I believe discussions will be required and seeking formal advice / approval from the Treasurer to proceed with moves and works etc.

Let me know what you think

Paul Tatarelli

Manager Electorate Services

Supporting the Department of the Premier and Cabinet and the Department of Treasury and Finance

Ph: +61 8 822 62995 | Mob: +61 0408 841 055

paul.tatarelli@sa.gov.au | www.dpc.sa.gov.au

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MINUTE

File ES17/0108
Doc No ES18D????

To The Treasurer

Through Chief Executive

ELECTORATE OFFICES AFFECTED BY THE 2016 ELECTORAL BOUNDARIES REDISTRIBUTION

Timing: ROUTINE — For consideration

Recommendations/Issues: It is recommended that you:

- note the current state regarding accommodation for Members of the House of Assembly and the considerations in achieving the desired outcomes for office locations / relocations and Members requests.

Approved / Not Approved

Hon Rob Lucas MLC
Treasurer

/ / 2018

Key Points:

- The redistribution of electoral boundaries by the South Australian Electoral Commission has resulted in the following electorate offices being no longer within their new electoral boundaries ; Hurtle Vale (ex Fisher), Davenport, Lee, Mawson, King (ex Napier), Black (ex Bright), Reynell, Taylor, Waite and Wright Electorate Offices.
- The redistribution has resulted in the following electorates having two offices in the one electorate. The electorates with two offices currently are: Elder (+ former Waite EO), Kaurna (+ former Mawson EO), Taylor (+ former Napier EO) and Port Adelaide (+ former Lee EO).
- Consideration to resolve Electorates with two offices:
 - Elder remains where it is and the former Waite EO is closed.
 - Kaurna remains where it is and the former Mawson EO is closed.
 - Current Taylor EO is closed and relocated to the former Napier EO.
 - Current Port Adelaide EO is closed and relocated to former Lee EO.

- Suitable tenancies for new electorate offices need to be identified, leased and fitted-out for the Reynell, Wright, Mawson, Lee and Black electorates.
- Considerations in opening new electorate offices:
 - Availability of suitable commercial accommodation
 - Time taken to locate, lease and fit-out
 - Some Members will be outside their electorate for a undetermined, possible lengthy period
- The opportunity to relocate one existing electorate office to another existing electorate office exists for - Davenport to ex Fisher EO, Fisher (Hurtle Vale) to ex Reynell EO, Taylor to ex Napier EO, King to ex Wright EO, Waite to ex Davenport EO.
- Considerations in relocating existing EOs to existing locations:
 - All existing EOs are currently occupied (except former Waite EO and Taylor EO)
 - New Member for Hurtle Vale (Ex Fisher) will resist moving to the former Reynell EO which is currently in the new Mt Hurtle electorate boundary.
 - Move new Member for King into the former Wright EO and move former Wright EO into alternative (temp or permanent) accommodation; / or leave Wright EO where it is just inside King and find temporary accommodation for King EO until a more permanent solution can be found
 - Sequencing may require temporary accommodation outside the Member's electorate
- The former Finnis Electorate Office (Kingscote) may continue as a branch office of the new Mawson EO.
- The Member for Stuart intends to write to you requesting a relocation to a larger office in Pt Augusta to accommodate additional staff and other resources.
- The new Member for Waite has confirmed his desire to progress with previously approved site works in the electorate office he currently occupies in Blackwood. (the former Davenport EO).
- The former Treasurer has previously approved funding for office alterations at Waite Electorate Office (former Davenport EO) \$90k, relocation of Black Electorate Office (former Bright EO) \$150k and Reynell Electorate Office \$150k.
- The electorate offices of MacKillop and Colton are currently not compliant with Cabinet approved security measures and leasing arrangements are less than ideal.
- If all (10) electorate offices no longer situated within their electorate boundaries were granted approval to relocate to new office accommodation, an estimate of \$1.5M (\$150,000 per office) would be required for office fit-outs.

- As an estimate, a further \$0.5M would be needed for costs associated with the 'break and pay out' of existing leases, decommissioning works and other miscellaneous charges.
- The identification of suitable office accommodation within the new electorate boundaries for each electorate presents challenges. The availability of suitable locations is currently being investigated through open market calls for the electorates of Hurtle Vale, Black, Mawson, Reynell, Wright, King, Lee, Colton and MacKillop.
- It is recommended that you note the current state regarding accommodation for Members of the House of Assembly and the considerations in achieving the desired outcomes for office locations / relocations and Members requests.

Paul Tatarelli
MANAGER ELECTORATE SERVICES

March 2018

Attachments: Maps of new electorate boundaries impacting on offices

Contact Officer:	Mr Paul Tatarelli
Telephone:	8226 2995
Email address:	Paul.Tatarelli@sa.gov.au

Haigh, Natalie (DTF)

From: Dixon, Edward (DPC)
Sent: Monday, 9 April 2018 3:21 PM
To: Abraham, Michael
Cc: Healy, Mick (DPC); Evans, Chris (DPC); Tatarelli, Paul (DPC)
Subject: RE: Election 2018 - Phone changes

Hi Michael,

We've just received confirmation that we will need to move the numbers to Virginia, as discussed below. (it was all a bit up in the air until a moment ago).

We are planning on moving the office staff and some equipment, from golden grove to Virginia, on Wednesday (11/4) morning. The new MP will be occupying golden grove on Thursday (12/4) morning.

We would like to work towards these timescales.

Kind Regards

Edward Dixon
 Facilities Manager - Electorate Services

Workplace and Business Performance
 Supporting the Department of the Premier and Cabinet
 and the Department of Treasury and Finance

Ph: (08) 8226 3051 | Edward.Dixon@sa.gov.au | www.dpc.sa.gov.au
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From: Abraham, Michael Clause 6
Sent: Monday, 9 April 2018 2:50 PM
To: Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>
Cc: Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Evans, Chris (DPC) <Chris.Evans@sa.gov.au>; Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>
Subject: RE: Election 2018 - Phone changes

Thanks Edward,

I will discuss with our Sales team on the best approach.

For Job 1 at first glance I'm thinking simple relocation with a request to transfer numbers across.

For Job 2 it should be a new allocation of numbers to the existing site.

But they may be able to do on one application.

Thanks and Regards,

Michael Abraham
Service Delivery Manager
Service Management SA NT
Customer Management and Sales, Global Enterprise and Services



Clause 6

From: Dixon, Edward (DPC) [mailto:Edward.Dixon@sa.gov.au]

Sent: Monday, 9 April 2018 2:34 PM

To: Abraham, Michael Clause 6

Cc: Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Evans, Chris (DPC) <Chris.Evans@sa.gov.au>; Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>

Subject: Election 2018 - Phone changes

Hi Michael,

As discussed, the recent election has resulted in a bit of a shuffle of MP's into different Electorate Offices. These are the things we need to happen:

Job 1

Take these Numbers

Old Electorate Office Name	Address	Phone Type	Service Number
Wright (2014)	Golden Grove Village Shopping Centre, Golden Grove	Main	(08) 8289 0700
Wright (2014)	Golden Grove Village Shopping Centre, Golden Grove	Line 2	(08) 8289 1449
Wright (2014)	Golden Grove Village Shopping Centre, Golden Grove	Fax	(08) 8289 1430

Move them Here (Not finalised but highly likely)

Old Electorate Office Name	Address	Phone Type	Service Number
Taylor (2014)	Old Port Wakefield Road, Virginia	Main	(08) 8280 5144
Taylor (2014)	Old Port Wakefield Road, Virginia	Line 2	(08) 8280 5497
Taylor (2014)	Old Port Wakefield Road, Virginia	Additional Line	(08) 8280 3196
Taylor (2014)	Old Port Wakefield Road, Virginia	Message Bank	(08) 8411 1548

If we must get rid of any numbers, then get rid of the Taylor numbers.

Job 2

Create new numbers for the following (By W/E 13/4)

NEW Electorate Office Name	Address	Phone Type	Service Number
KING	Golden Grove Village Shopping Centre, Golden Grove	Main	?
KING	Golden Grove Village Shopping Centre, Golden Grove	Line 2	?
KING	Golden Grove Village Shopping Centre, Golden Grove	Fax	?

This particular situation may need to be repeated with one other set of Offices, but we await further instructions on this matter.

Please let me know ASAP the logistics of making this happen.

Kind Regards

Edward Dixon

Facilities Manager - Electorate Services

Workplace and Business Performance

Supporting the Department of the Premier and Cabinet
and the Department of Treasury and Finance

Ph: (08) 8226 3051 | Edward.Dixon@sa.gov.au | www.dpc.sa.gov.au

Level 3 State Administration Centre, 200 Victoria Square (Tamtanyangga) ADELAIDE SA 5000



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Department of the Premier
and Cabinet

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Haigh, Natalie (DTF)

From: Gazettas, Angie (DPTI)
Sent: Friday, 6 April 2018 8:46 AM
To: Evans, Chris (DPC)
Subject: RE: Electorate Of King - Temporary / Accommodation

No worries Chris.

Will meet you and Paul out there at 2pm.

Kind Regards**Angie Gazettas**

Client Manager – Strategy and Relationships

Development Division - Property

Department of Planning, Transport and Infrastructure

T (08) 8343 2074 • M 0427 122 985 • E angie.gazettas@sa.gov.au

Level 6, 50 Flinders Street, Adelaide SA 5001 (Reception located on Level 5) • PO Box 967, Adelaide SA 5001 • DX 967 • www.dpti.sa.gov.au



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From: Evans, Chris (DPC)

Sent: Thursday, 5 April 2018 5:15 PM

To: Gazettas, Angie (DPTI) <Angie.Gazettas@sa.gov.au>

Cc: Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>; Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Marwe, Travis (DPTI) <Travis.Marwe@sa.gov.au>; Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>; Smith, Tony (DPC) <Tony.Smith@sa.gov.au>

Subject: Re: Electorate Of King - Temporary / Accommodation

Hi Angie

Thanks for arranging the site visit at 2pm. Paul & I will be attending.

We will need to meet you on site as we are doing a few things prior to the inspection at the Village Shopping Centre.

Thanks

Chris

Sent from my iPhone

On 5 Apr 2018, at 4:41 pm, Gazettas, Angie (DPTI) <Angie.Gazettas@sa.gov.au> wrote:

Hi Paul,

Following our earlier conversation, I have contacted the managing agent for the Village Shopping Centre, specifically around the upcoming availability of the physio rooms and availability to inspect. Given the urgency of this, I was able to arrange an inspection for tomorrow afternoon at 2pm.

Unfortunately the other option that was identified as part of the market call Clause 7(1)(c) is now leased and therefore unavailable.

Kind Regards
Angie Gazettas

Client Manager – Strategy and Relationships

Development Division - Property

Department of Planning, Transport and Infrastructure

T (08) 8343 2074 • M 0427 122 985 • E angie.gazettas@sa.gov.au

Level 6, 50 Flinders Street, Adelaide SA 5001 (Reception located on Level 5) • PO Box 967,

Adelaide SA 5001 • DX 967 • www.dpti.sa.gov.au

<image002.gif> <image003.gif> <image004.gif> <image005.gif>

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From: Tatarelli, Paul (DPC)

Sent: Thursday, 5 April 2018 11:32 AM

To: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>; Gazettas, Angie (DPTI)

<Angie.Gazettas@sa.gov.au>

Cc: Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Marwe, Travis (DPTI) <Travis.Marwe@sa.gov.au>;

Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>;

Smith, Tony (DPC) <Tony.Smith@sa.gov.au>

Subject: RE: Electorate Of King - Temporary / Accommodation

Hi Angie,

Clause 7(1)(c)

The Priority is to look into the property we discussed today and come up in the market call in the Village Shopping Centre, Golden Way as a possible location for the recently displaced new Member for Wright.

Thanks for your assistance with this. Much appreciated

Regards

Paul Tatarelli

From: Evans, Chris (DPC)

Sent: Wednesday, 4 April 2018 4:45 PM

To: Gazettas, Angie (DPTI) <Angie.Gazettas@sa.gov.au>

Cc: Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Marwe, Travis (DPTI) <Travis.Marwe@sa.gov.au>;

Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>;

Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>; Smith, Tony (DPC) <Tony.Smith@sa.gov.au>

Subject: Electorate Of King - Temporary / Accommodation

Afternoon Angie

The new Member for King has forwarded the below electorate office accommodation option for further investigation, can you please make enquires on the suitability of it for an MP electorate office.

In addition, can we please make contact with Centre Management of the Village Shopping Centre, Cnr of The Golden Way & The The Grove Way, Golden Grove and enquire whether there is any vacant tenancies suitable for temporary electorate office accommodation (70m² as a minimum requirement).

Should you have any queries with any of the above please call.

From: Natasha Bertram <nbertram@savills.com.au>
Sent: Tuesday, 20 March 2018 3:59 PM
To: Paula Luethen <paula.luethen@sa.liberal.org.au>
Subject: FW: Office Accommodation Locations

Good Afternoon Paula

Thank you for your call earlier today in regards to your new office location.

I would like to present to you a couple of options for your consideration:

Clause 7(1)(c)

Both owners are negotiable and incentives will be determined by term of lease.

I would be more than happy to discuss either property with you in more detail if either of these properties are suitable.

All the best for the remainder of the voting and I look forward to working with you.

Regards

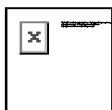
Natasha Bertram
Executive
Retail Leasing
Savills Australia

Level 2, 50 Hindmarsh Square, Adelaide, SA 5000

Mobile No: [+61 \(0\) 412 335 476](tel:+618412335476)
Direct Ph: [+61 8 8237 5023](tel:+61882375023)
Direct Fax: [+61 \(0\) 8 8237 5099](tel:+61882375099)
Email: nbertram@savills.com.au
Website: savills.com.au

Download my [vCard](#)

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In addition, can we please make contact with Centre Management of the Village Shopping Centre, Cnr of The Golden Way & The The Grove Way, Golden Grove and enquire whether there is any vacant tenancies suitable for temporary electorate office accommodation.

Regards

Chris Evans

Accommodation, Security and WH&S Manager

Electorate Services

Supporting the Department of the Premier and Cabinet

and the Department of Treasury and Finance

Ph: 8226 2859 | Mob: +61 0429 097 767

chris.evans@sa.gov.au | www.dpc.sa.gov.au

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<image006.gif>

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Haigh, Natalie (DTF)

From: Healy, Mick (DPC)
Sent: Tuesday, 10 April 2018 1:43 PM
To: Wright EO; Evans, Chris (DPC)
Cc: Dixon, Edward (DPC)
Subject: RE: questions about tomorrows relocation move
Attachments: Map.pdf

Hi Kristianne

I'll be looking after this and answer the best I can. See below.

Regards

Mick Healy

Facilities Management Supervisor, Electorate Services
 Supporting the Department of the Premier and Cabinet
 and the Department of Treasury and Finance

Department of the Premier and Cabinet

Ph: +61 8 8226 5318 | Mob: 0429 455 185

mick.healy@sa.gov.au | www.dpc.sa.gov.au

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From: Wright EO [mailto:Wright@parliament.sa.gov.au]
Sent: Tuesday, 10 April 2018 11:41 AM
To: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>
Cc: Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>
Subject: questions about tomorrows relocation move

Hi Chris

We are packing!

Some questions about our relocation tomorrow:

What is the actual address of the office? I know it's Old Port Wakefield Road, Virginia but can't find a street number or suite number. [The address on the lease is Lot 42 Old Port Wakefield Road, Virginia. You won't find it on Google Maps. I've attached a map of my own.](#)

Is there any opportunity to meet at the new office before the move happens today or tomorrow? [No chance I'm afraid.](#)

What time are the removalists supposed to arrive at Wright? [Richard Mitchell's are booked for 9:00AM tomorrow. I'll be there at about the same time. PNSG at around 10:00AM.](#)

Are they removing everything straight away to the Virginia Office? Or will it be stored for a period of time? Is so, how long? [Everything will be moved straight to Virginia.](#)

What will they be able to provide – we don't have enough boxes as our urgent order for archive boxes from Officeworks hasn't yet arrived. [I'll call them straight away to have them bring some removalist boxes with them. How many do you need?](#)

When and how do we get the keys? Tomorrow? Thursday? [I'll have keys with me that I can hand over.](#)

When will the security people be at Virginia to give us alarm codes and enable access cards? I've arranged security in advance and will have new PINs and swipes ready to handover.

Has PNSG been notified so that they can transfer our data to new computers, activate wifi etc? PNSG are all over this.

Will our telephone number be relocated to the Virginia office? If unable to do so, can it be diverted to a mobile number? Your main business number 8289 0700 will be diverted. The existing Taylor auxiliary number/s will be added to the Line Hunt Group for the transferred number.

I'm sure there'll be more questions! Call me on my mobile (0429 455 185) if you need.

Cheers

Kristianne Foreman

Office Manager to
Mr Blair Boyer MP
MEMBER FOR WRIGHT
PO Box 1111 Golden Grove Village SA 5125
Suite 1, The Golden Grove Village Shopping Centre
The Golden Way, Golden Grove 5125
P: 08 8289 0700 F: 08 8289 1430
E: wright@parliament.sa.gov.au

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Haigh, Natalie (DTF)

From: Evans, Chris (DPC)
Sent: Friday, 6 July 2018 11:52 AM
To: Gazettas, Angie (DPTI)
Cc: Marwe, Travis (DPTI); Fox, Alison (DPTI); Tatarelli, Paul (DTF); Healy, Mick (DPC)
Subject: RE: Upcoming Lease Renewals - Electorate Office Portfolio - Virginia Horticultural Centre (Temp Wright EO)
Attachments: MoAA Virginia.pdf

Tracking:**Recipient****Read**

Gazettas, Angie (DPTI)

Marwe, Travis (DPTI)

Fox, Alison (DPTI)

Tatarelli, Paul (DTF)

Read: 6/07/2018 11:57 AM

Healy, Mick (DPC)

Good morning Angie

Please find attached signed MoAA for Wright Electorate Office.

Should you have any queries with any of the above please call.

Regards

Chris Evans

Accommodation, Security and WH&S Manager, Electorate Services, Organisation and Governance

State Administration Centre, Level 3, 200 Victoria Square ADELAIDE SA 5000

t 822 62859 | m 0429 097 767 | e chris.evans@sa.gov.au | w treasury.sa.gov.au

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From: Gazettas, Angie (DPTI)
Sent: Thursday, 5 July 2018 5:37 PM
To: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>
Cc: Marwe, Travis (DPTI) <Travis.Marwe@sa.gov.au>; Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Tatarelli, Paul (DTF) <Paul.Tatarelli@sa.gov.au>
Subject: RE: Upcoming Lease Renewals - Electorate Office Portfolio - Virginia Horticultural Centre (Temp Waite EO)

Good evening Chris,

As per our discussion, please find attached the MoAA for the Temp Wright EO at the Virginia Horticultural Centre for six (6) months from 5 May 2018 to 4 November 2018 (initial term) with a further six (6) months renewal term from 5 November 2018 to 5 May 2019 for your approval.

Please ensure that you fill in the Agency Space Details on page 8 of the MoAA, and ensure the relevant delegate with the appropriate financial delegation signs a copy of the MoAA, before returning a scanned copy to me via email for further action.

If you have any questions in respect to the above, please do not hesitate to contact me.

Kind Regards

Angie Gazettas

Client Manager – Strategy and Relationships

Development Division - Property

Department of Planning, Transport and Infrastructure

T (08) 8343 2074 (ext 22074) • M 0427 122 985 • E angie.gazettas@sa.gov.au

Level 6, 50 Flinders Street, Adelaide SA 5001 (Reception located on Level 5) • PO Box 967, Adelaide SA 5001 • DX 967 • www.dpti.sa.gov.au



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From: Gazettas, Angie (DPTI)

Sent: Tuesday, 5 June 2018 10:43 AM

To: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>

Subject: FW: Upcoming Lease Renewals - Electorate Office Portfolio - Virginia Horticultural Centre (Temp Waite EO)

Hi Chris,

As discussed please find attached a copy of the original ARF for the Temp Waite EO (Virginia Horticultural Centre). The tenancy is currently on a rolling monthly term (with 3 months' notice to terminate by either party). The Licensee (Hortex) have no issue with agreeing to a further 6 month term however we are waiting on their written confirmation of this so we can prepare and provide you with a MoAA for the extended term.

Out of Scope

Kind Regards

Angie Gazettas

Client Manager – Strategy and Relationships

Development Division - Property

Department of Planning, Transport and Infrastructure

T (08) 8343 2074 (ext 22074) • M 0427 122 985 • E angie.gazettas@sa.gov.au

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From: Evans, Chris (DPC)

Sent: Wednesday, 18 April 2018 9:58 AM

To: Gazettas, Angie (DPTI) <Angie.Gazettas@sa.gov.au>

Cc: Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Marwe, Travis (DPTI) <Travis.Marwe@sa.gov.au>; Tatarelli, Paul

(DPC) <Paul.Tatarelli@sa.gov.au>; Smith, Tony (DPC) <Tony.Smith@sa.gov.au>; Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>

Subject: RE: Upcoming Lease Renewals - Electorate Office Portfolio - Virginia Horticultural Centre (Temp Waite EO)

Hi Angie

Please find the attached Agency Request for Lease Renewal of Existing Accommodation.

In addition, DTF provide approval to place this Lease on monthly holdover while being negotiated.

Regards

Chris Evans

Accommodation, Security and WH&S Manager
Electorate Services

Supporting the Department of the Premier and Cabinet
and the Department of Treasury and Finance

Ph: 8226 2859 | Mob: +61 0429 097 767

chris.evans@sa.gov.au | www.dpc.sa.gov.au

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From: Gazettas, Angie (DPTI)

Sent: Tuesday, 17 April 2018 4:29 PM

To: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>

Cc: Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Marwe, Travis (DPTI) <Travis.Marwe@sa.gov.au>; Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>; Smith, Tony (DPC) <Tony.Smith@sa.gov.au>; Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>

Subject: RE: Upcoming Lease Renewals - Electorate Office Portfolio - Virginia Horticultural Centre (Temp Waite EO)

Hi Chris,

That shouldn't be a problem at all. If you could complete and return the attached form so I can formally instruct our lease negotiators that would be great.

Whilst the negotiations are progressed, if you could provide approval to place this lease on monthly holdover to ensure that the rent is paid during this period that would be greatly appreciated.

Kind Regards

Angie Gazettas

Client Manager – Strategy and Relationships

Development Division - Property

Department of Planning, Transport and Infrastructure

T (08) 8343 2074 • M 0427 122 985 • E angie.gazettas@sa.gov.au

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From: Evans, Chris (DPC)
Sent: Tuesday, 17 April 2018 4:17 PM
To: Gazettas, Angie (DPTI) <Angie.Gazettas@sa.gov.au>
Cc: Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Marwe, Travis (DPTI) <Travis.Marwe@sa.gov.au>; Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>; Smith, Tony (DPC) <Tony.Smith@sa.gov.au>; Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>
Subject: RE: Upcoming Lease Renewals - Electorate Office Portfolio - Virginia Horticultural Centre (Temp Waite EO)

Morning Angie

Can you please seek a (6) month extension + (6) month option - Virginia Horticultural Centre (Temp Waite EO)

Should you have any queries with any of the above please call.

Regards

Chris Evans

Accommodation, Security and WH&S Manager
Electorate Services

Supporting the Department of the Premier and Cabinet
and the Department of Treasury and Finance
Ph: 8226 2859 | Mob: +61 0429 097 767

chris.evans@sa.gov.au | www.dpc.sa.gov.au

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From: Gazettas, Angie (DPTI)
Sent: Tuesday, 17 April 2018 9:40 AM
To: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>
Cc: Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Marwe, Travis (DPTI) <Travis.Marwe@sa.gov.au>; Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>; Smith, Tony (DPC) <Tony.Smith@sa.gov.au>; Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>
Subject: RE: Upcoming Lease Renewals - Electorate Office Portfolio
Importance: High

Good morning Chris,

As advised last month, the head lease at the **Virginia Horticultural Centre (Temp Waite EO)** with Hortex has been renewed and therefore are happy to place our current licence agreement on a monthly tenancy with either party providing two months' notice to terminate. The current term expires 4 May 2018.

In order to formally document this change on our system, could you please provide DTF's approval via return email to place this licence on a monthly tenancy?

As our accounts team are finalising the rental charges for May later this afternoon, if you are able to provide this approval as soon as possible that would be greatly appreciated.

Kind Regards

Angie Gazettas

Client Manager – Strategy and Relationships

Development Division - Property
Department of Planning, Transport and Infrastructure
T (08) 8343 2074 • M 0427 122 985 • E angie.gazettas@sa.gov.au
Level 6, 50 Flinders Street, Adelaide SA 5001 (Reception located on Level 5) • PO Box 967, Adelaide SA 5001 • DX
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From: Gazettas, Angie (DPTI)
Sent: Friday, 2 March 2018 11:48 AM
To: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>
Cc: Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>; Smith, Tony (DPC) <Tony.Smith@sa.gov.au>; Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>
Subject: RE: Upcoming Lease Renewals - Electorate Office Portfolio

Good morning Chris,

Thank you for providing your comments below and the subsequent request forms for the Market Calls and some of the renewals. It is greatly appreciated.

Out of Scope

In addition to those, could you also provide comment (and provide relevant request forms) with respect to the following Electorate Offices;

Electorate Office	Address	Expiry Date	Notification Date	Renewal Comments	DPTI Recommendation	Agency direction
Out of Scope						

Out of Scope

DTF - Taylor	Virginia Horticultural Centre	04-May-18		Six (6) month extension available from 5 May 2018 until 4 November 2018. Please note, we are confirming with Hortex that they will continue to hold the Head Licence from 5 May 2018 – have followed this up today.	Agency Request form to be provided.
--------------	-------------------------------	-----------	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------

Should you have any questions regarding the above, please do not hesitate to contact me.

Kind Regards

Angie Gazettas

Client Manager – Strategy and Relationships

Development Division - Property

Department of Planning, Transport and Infrastructure

T (08) 8343 2074 • M 0427 122 985 • E angie.gazettas@sa.gov.au



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From: Evans, Chris (DPC)

Sent: Thursday, 1 February 2018 4:40 PM

To: Gazettas, Angie (DPTI) <Angie.Gazettas@sa.gov.au>

Cc: Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>; Tatarelli, Paul (DPC) <Paul.Tatarelli@sa.gov.au>; Smith, Tony (DPC) <Tony.Smith@sa.gov.au>; Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>

Subject: RE: Upcoming Lease Renewals - Electorate Office Portfolio

Hi Angie

I've provided comments/intentions below in (Red) to the best of my knowledge at this point in time.

However as you can imagine there are many variables to consider prior to committing to any leasing terms prior to the first group of notifications required by 1 April 2018.

If helpful you can commence negotiations as detailed below however it is unlikely we'll be in a position to formally provide notification prior to the election results being known.

In addition to the above, can you please undertake market calls for the below mentioned electorates (as per the attached electorate boundary maps), as per normal requirements for electorate office accommodation.

- Out of Scope
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-
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-
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-
-
-
-
- Wright

Should you have any queries with any of the above please call.

Regards

Chris Evans

Accommodation, Security and WH&S Manager

Electorate Services

Workplace and Business Performance

Supporting the Department of the Premier and Cabinet

and the Department of Treasury and Finance

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Level 13 State Administration Centre, 200 Victoria Square (Tamtanyangga) ADELAIDE SA 5000



Government of South Australia

Department of the Premier
and Cabinet

From: Gazettas, Angie (DPTI)
Sent: Thursday, 21 December 2017 12:30 PM
To: Evans, Chris (DPC) <Chris.Evans@sa.gov.au>
Cc: Healy, Mick (DPC) <Mick.Healy@sa.gov.au>; Dixon, Edward (DPC) <Edward.Dixon@sa.gov.au>; Fox, Alison (DPTI) <Alison.Fox@sa.gov.au>
Subject: Upcoming Lease Renewals - Electorate Office Portfolio

Good afternoon Chris,

I have compiled a list of the leases that will be coming up for expiry just after the State Election, which we will require to provide the respective Lessors with notification of our intention to exercise the existing right to renew.

If you are able to provide your comments with respect to DPC's intentions for the leases below that would be greatly appreciated.

Electorate Office	Address	Expiry Date	Notification Date	Renewal Comments	Agency direction
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Out of Scope

For the leases that DPC are confident will be renewed following the State Election, please fill out the attached Agency Request form so that I can instruct the Lease Negotiation team accordingly.

As there are a number of leases and potential moves to coordinate following the Election, any leases we can lock away prior will greatly assist.

Should you have any questions in relation to the above please do not hesitate to contact me.

Kind Regards

Angie Gazettas

Client Manager – Strategy and Relationships

Development Division - Property

Department of Planning, Transport and Infrastructure

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