

From: MEDIA
To: s22 ; MEDIA; s47E(d) ; s47E(d) ; Viertmann, Lily;
s47E(d)
Cc: s47E(d) ; Smith, Susie; s47E(d) ; Passfield, Hannah; s22
; Hannan, Bevan; s22
Subject: UPDATE: Canberra Times enquiry re: CN4081404 [SEC=OFFICIAL]
Date: Monday, 29 July 2024 2:51:12 PM
Attachments: image001.png

Hello s22
As an update, we have been in touch with Miriam Webber (Canberra Times) by phone today to close off her enquiry.
I gave her a call and let her know on background the contract was published in error, and there was nothing further for the agency to say at this stage.
The call ended cordially.
Thank you for your help with this enquiry.
Kind regards,
s22

, Media Adviser
Phone via Teams
Communications Division

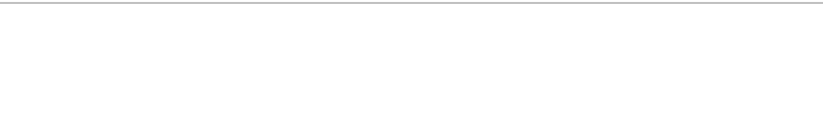


Services Australia acknowledges the traditional Custodians of the lands we live on
We pay our respects to a elders past and present of a Aboriginal and Torres Strait Islander nations

From: s22
Sent: Friday, July 26, 2024 7:44 PM
To: MEDIA ; s47E(d) ; s47E(d) ; Viertmann, Lily; s47E(d)
Cc: s47E(d) ; Smith, Susie ; s47E(d) ; Passfield, Hannah ; s22 ; Hannan, Bevan ; s22
Subject: RE: HEADS-UP: Canberra Times enquiry re: CN4081404 [SEC=OFFICIAL]
Hi s22

Thanks for your time this evening to work through this query. This lease is for CCC. However, the lease has not yet been finalised and was published prematurely on AusTender as a result of an admin error. We reached out to Department of Finance and they have now removed it.
As I mentioned, once the lease is finalised it will be republished.
Please let me know if you have any further questions

Thanks
s22 , A/g National Manager
Phone s22
Property and Corporate Support Branch
Corporate and Cross Government Services Division



Services Australia acknowledges the traditional Custodians of the lands we live on

We pay our respects to a d e s past and present of a Abor g na and orres Stra t s ander nat ons

From: MEDIA <media@servicesaustralia.gov.au>

Sent: Friday, July 26, 2024 4:58 PM

To: s47E(d)

s47E(d) @servicesaustralia.gov.au>; s22

s22 @servicesaustralia.gov.au>; s47E(d)

@servicesaustralia.gov.au>; Viertmann, Lily

s47F(1) @servicesaustralia.gov.au>; s47E(d)

@servicesaustralia.gov.au>

Cc: MEDIA <media@servicesaustralia.gov.au>; s47E(d)

@servicesaustralia.gov.au>; Smith, Susie

s47F(1) @servicesaustralia.gov.au>; s47E(d)

@servicesaustralia.gov.au>; Passfield, Hannah

s47F(1) @servicesaustralia.gov.au>; s22

@servicesaustralia.gov.au>; s22

@servicesaustralia.gov.au>; s22

@servicesaustralia.gov.au>; s22

@servicesaustralia.gov.au>; s22

@servicesaustralia.gov.au>; Hannan, Bevan

s47F(1) @servicesaustralia.gov.au>; s22

Subject: HEADS-UP: Canberra Times enquiry re: CN4081404 [SEC=OFFICIAL]

Good afternoon Lily, s22 and team,

Apologies for the Friday afternoon email. The Media Branch is seeking your assistance in identifying the office being referred to in this AusTender listing.

Hoping this is straightforward.

Kind regards,

s22 , Senior Media Adviser

Phone s22

Spokesperson team / Media Branch



Services Australia acknowledges the traditional Custodians of the lands we live on

We pay our respects to a d e s past and present of a Abor g na and orres Stra t s ander nat ons

From: Miriam Webber <miriam.webber@canberratimes.com.au>

Sent: Friday, July 26, 2024 4:26 PM

To: MEDIA <media@servicesaustralia.gov.au>

Subject: RE: Office lease

Caution: Do not click any links or open any attachments unless you trust the sender and believe the content to be safe.

Hi Services team,

Sorry to email so late, I'm hoping you can just quickly clarify this arvo which office this lease renewal is for?

<https://www.tenders.gov.au/Cn/Show/0e735cba-b5c5-474d-852d-295042cb39df>

Just hoping to include in Public Eye.

Cheers

Miriam

--

Miriam Webber

Politics and public sector reporter

The Canberra Times

0474 720 926

A Suite S2-96, Press Gallery, Parliament House, ACT, 2600

A 121 Marcus Clarke Street, Canberra Times, ACT, 2601

W www.canberratimes.com.au

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From: s47F(1)
To: [Viertmann, Lily](#); s22
Cc: s22 ; [Flinders, Chris](#); s47E(d) ; [Diamond, Angela](#)
Subject: RE: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]
Date: Friday, 26 July 2024 6:30:23 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.jpg](#)


Caution: Do not click any links or open any attachments unless you trust the sender and believe the content to be safe.

OFFICIAL

Hi Lily and s22
Confirming this contract has been removed from AusTender.
[Contract Notice List: AusTender \(tenders.gov.au\)](#)

Thanks,

s47F(1)


s47F(1) | Technical and Operations Director
Procurement and Grants Info Systems
Procurement Policy and Systems Branch
Procurement Division

T: s47F(1) | **M:** s47F(1)
E: s47F(1) | [@finance.gov.au](#)
A: s47F(1)

From: Viertmann, Lily
Sent: Friday, July 26, 2024 6:46 PM
To: s22
Cc: s47F(1) s22 ; [Flinders, Chris](#) ; [Diamond, Angela](#)
Subject: RE: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Approved with thanks
Lily Viertmann | General Manager
Chief Audit Executive, Chief Information Governance Officer, Chief Sustainability Officer and Deputy Chief Security Officer
Corporate and Cross Government Services Division | Corporate Enabling Group
Phone s47F(1)

s47F(1)

Serv ces Austr a acknow edges the rad tona Custod ans of the ands we ve on We pay our respects

to a d e s past and present of a Abor g na and orres Stra t s ander nat ons

From: s22 <s22@servicesaustralia.gov.au>
Sent: Friday, July 26, 2024 6:45 PM
To: Viertmann, Lily s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>
Cc: s47F(1) <[s47F\(1\)@finance.gov.au](mailto:s47F(1)@finance.gov.au)>; s22 <s22@servicesaustralia.gov.au>; Flinders, Chris <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>; Diamond, Angela <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>

Subject: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Lily,

Can you please reply all to all to this email, providing your SES approval for Contract Notice CN4081404 be removed from AusTender. This request is being made as the notice was published in error.

s22

Director Technology Sourcing Branch
 Chief Information Office Division
 Phone s22
 Mobile s22



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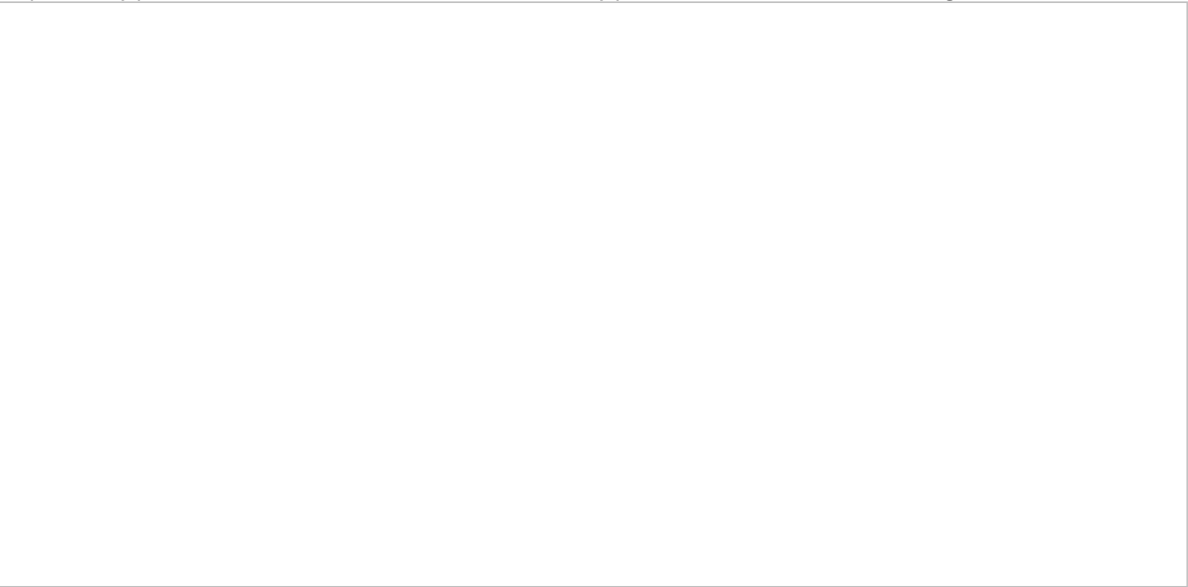
Be careful with this message

External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.

From: s22
To: s47F(1)
Cc: s22 ; Viertmann Lily; Flinders Chris; s22 ; Diamond Angela; s22
Subject: FW: Request to re-publish CN4081404 on AusTender [SEC=OFFICIAL]
Date: Wednesday, 2 October 2024 1:49:47 PM
Attachments: image001.png
image002.png

Hi s47F(1)

The lease that related to CN4081404 was fully executed yesterday, Tuesday October 1st 2024. Can you please advise if this email is sufficient to republish the CN notice that was manually removed from AusTender on July 26. All previously published information is accurate as the validity period and value remains unchanged.



Please reach out if you have any questions.

s22

Director Technology Sourcing Branch
Chief Financial Officer Division
Phone s22
Mobile s22



From: Brown, Megan
Sent: Wednesday, October 2, 2024 9:15 AM
To: s22
Cc: Flinders, Chris ; Diamond, Angela ; Viertmann, Lily ; s22
Subject: RE: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]
Hi s22

The lease for CCC was signed yesterday, 1 October 2024 and the lease term was 12 years.
Could you reach out to Finance and seek their assistance to re-publish the contract notice on AusTender?
Much appreciated!

s22 , A/g National Manager
Phone s22
Property and Corporate Support Branch
Corporate and Cross Government Services Division



Service Australia acknowledges the traditional custodians of the land we live on
We pay our respects to the elders past and present and to the Aboriginal and Torres Strait Islander peoples.

From: s22 @servicesaustralia.gov.au>
Sent: Monday, September 2, 2024 9:18 AM
To: s22 @servicesaustralia.gov.au>

Cc: Flinders, Chris **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au); Diamond, Angela **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au); Viertmann, Lily **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)
Subject: RE: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Morning,
Has the lease for CCC been signed, if so can you please confirm via email that this has occurred, the date of execution and the lease term.
I will then contact the relevant area at the Department of Finance seeking their assistance to re-publish the associated contract notice (CN4081404) on AusTender.

s22
Director Technology Sourcing Branch
Chief Financial Officer Division
Phone **s22**
Mobile **s22**

From: Viertmann, Lily **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)
Sent: Friday, July 26, 2024 6:46 PM
To: **s22** [@servicesaustralia.gov.au](mailto:s22@servicesaustralia.gov.au)
Cc: **s47F(1)** [@finance.gov.au](mailto:s47F(1)@finance.gov.au); **s22** [@servicesaustralia.gov.au](mailto:s22@servicesaustralia.gov.au);
Flinders, Chris **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au); Diamond, Angela **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)
Subject: RE: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Approved with thanks
Lily Viertmann | General Manager
Chief Audit Executive, Chief Information Governance Officer, Chief Sustainability Officer and Deputy Chief Security Officer
Corporate and Cross Government Services Division | Corporate Enabling Group
Phone **s47F(1)**

s47F(1)
Service Australia acknowledges the traditional custodians of the land we live on. We pay our respects to the elders past and present and to the Aboriginal and Torres Strait Islander community.

From: **s22** [@servicesaustralia.gov.au](mailto:s22@servicesaustralia.gov.au)
Sent: Friday, July 26, 2024 6:45 PM
To: Viertmann, Lily **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)
Cc: **s47F(1)** [@finance.gov.au](mailto:s47F(1)@finance.gov.au); **s22** [@servicesaustralia.gov.au](mailto:s22@servicesaustralia.gov.au);
Flinders, Chris **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au); Diamond, Angela **s47F(1)** [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)
Subject: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Lily,
Can you please reply all to all to this email, providing your SES approval for Contract Notice CN4081404 be removed from AusTender. This request is being made as the notice was published in error.

s22
Director Technology Sourcing Branch
Chief Financial Officer Division
Phone **s22**
Mobile **s22**

From: [Viertmann, Lily](#)
To: [Brugeaud, Randall](#)
Cc: s22 ; s47E(d) ; s47E(d) ; Hannan, Bevan; [Diamond, Angela](#); s22
Subject: FW: HEADS-UP: Canberra Times enquiry re: CN4081404 [SEC=OFFICIAL]
Date: Friday, 26 July 2024 6:40:09 PM
Attachments: [image001.png](#)

Randall

The lease in question relates to CCC. It has been published in Austender prematurely as the lease negotiations are close but not yet final. With the help of procurement team we have contacted DOF to get the information removed from Austender. We will work with the media team to advise the journalist that this was an administrative error and has been rectified. We will update her once the matter is finalised.

I will have asked the team to look into our processes to ensure this does not happen again.

Lily Viertmann | General Manager

Chief Audit Executive, Chief Information Governance Officer, Chief Sustainability Officer and Deputy Chief Security Officer

Corporate and Cross Government Services Division | Corporate Enabling Group

Phone s47F(1)



s47F(1)

Services Australia acknowledges the traditional Custodians of the lands we live on. We pay our respects to all elders past and present of all Aboriginal and Torres Strait Islander nations.

From: MEDIA

Sent: Friday, July 26, 2024 4:58 PM

To: s47E(d) ; s22 ; s47E(d) ;

Viertmann, Lily ; s47E(d)

Cc: MEDIA ; s47E(d) ; Smith, Susie ; s47E(d) ; Passfield,

Hannah ; s22 ;

Hannan, Bevan ; s22

Subject: HEADS-UP: Canberra Times enquiry re: CN4081404 [SEC=OFFICIAL]

s22-duplicate

From: Miriam Webber <miriam.webber@canberratimes.com.au>

Sent: Friday, July 26, 2024 4:26 PM

To: MEDIA <media@servicesaustralia.gov.au>

Subject: RE: Office lease
s22-duplicate

From: s22
To: [Flinders, Chris](#)
Subject: FW: HEADS-UP: Canberra Times enquiry re: CN4081404 [SEC=OFFICIAL]
Date: Friday, 26 July 2024 7:07:52 PM
Attachments: [image001.png](#)

FYI

s22

Phone s22

Property and Corporate Support Branch



From: Viertmann, Lily
Sent: Friday, July 26, 2024 7:10 PM
To: Brugeaud, Randall
Cc: s22 ; s47E(d) ; s47E(d) ; Hannan, Bevan ; Diamond, Angela ; s22

Subject: FW: HEADS-UP: Canberra Times enquiry re: CN4081404 [SEC=OFFICIAL]
s22-duplicate

From: MEDIA <media@servicesaustralia.gov.au>

Sent: Friday, July 26, 2024 4:58 PM

To: s47E(d)

@servicesaustralia.gov.au; s22

@servicesaustralia.gov.au; s47E(d)

@servicesaustralia.gov.au; Viertmann, Lily

s47F(1) @servicesaustralia.gov.au; s47E(d)

@servicesaustralia.gov.au

Cc: MEDIA <media@servicesaustralia.gov.au>; s47E(d)

@servicesaustralia.gov.au; Smith, Susie

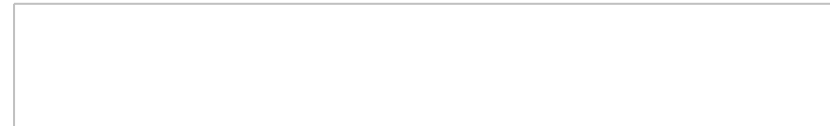
s47F(1) @servicesaustralia.gov.au; s47E(d)

@servicesaustralia.gov.au; Passfield, Hannah

s47F(1) @servicesaustralia.gov.au>; s22
 @servicesaustralia.gov.au>; s22
 @servicesaustralia.gov.au>; s22
 @servicesaustralia.gov.au>; s22
 @servicesaustralia.gov.au>; s22
 @servicesaustralia.gov.au>; Hannan, Bevan

s47F(1) @servicesaustralia.gov.au>; s22
 @servicesaustralia.gov.au>

Subject: HEADS-UP: Canberra Times enquiry re: CN4081404 [SEC=OFFICIAL]
s22-duplicate



From: Miriam Webber <miriam.webber@canberratimes.com.au>
Sent: Friday, July 26, 2024 4:26 PM
To: MEDIA <media@servicesaustralia.gov.au>
Subject: RE: Office lease
s22-duplicate

s22-duplicate

From: s22
To: Flinders, Chris
Subject: FW: Request to re-publish CN4081404 on AusTender [SEC=OFFICIAL]
Date: Tuesday, 11 March 2025 10:14:07 AM
Attachments: image002.png
image004.png
image005.png

FYI

s22
Director, National Contracts Corporate Planning and Program Design
Procurement Branch, Chief Financial Officer Division
Phone s22

From: s47E(d) @finance.gov.au>
Sent: Thursday, 3 October 2024 4:52 PM
To: s22 @servicesaustralia.gov.au>
Subject: RE: Request to re-publish CN4081404 on AusTender [SEC=OFFICIAL]

Caution: Do not click any links or open any attachments unless you trust the sender and believe the content to be safe.

OFFICIAL

Hi s22

CN4081404 has been republished, it can be viewed here [Contract Notice View - CN4081404: AusTender \(tenders.gov.au\)](#).

Please let me know if there are any issues.

Kind regards,
s47F(1)

AusTender Operations
Department of Finance
E: s47E(d) @finance.gov.au
A: s47F(1)
*Between 9am and 5pm ACT Local Time Monday to Friday
(Excluding ACT and national public holidays)*

From: s22 @servicesaustralia.gov.au>
Sent: Thursday, October 3, 2024 9:44 AM
To: s47E(d) @finance.gov.au>
Subject: RE: Request to re-publish CN4081404 on AusTender [SEC=OFFICIAL]

Thank you so much, have a great day

s22
Director, Technology Sourcing Branch

Chief Financial Officer Division
Phone s22
Mobile s22

From: s47E(d) @finance.gov.au>
Sent: Thursday, October 3, 2024 9:22 AM
To: s22 @servicesaustralia.gov.au>
Subject: RE: Request to re-publish CN4081404 on AusTender [SEC=OFFICIAL]

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OFFICIAL

Hi s22

No worries thank you for clarifying.

I will put a ticket in to have our developers reinstate the CN. I will email you again once its been actioned.

If you have any questions please let me know.

Kind regards,
s47F(1)

AusTender Operations
Department of Finance
E: s47E(d)@finance.gov.au
A: s47F(1)
*Between 9am and 5pm ACT Local Time Monday to Friday
(Excluding ACT and national public holidays)*

From: s22 @servicesaustralia.gov.au>
Sent: Thursday, October 3, 2024 7:33 AM
To: s47E(d) @finance.gov.au>
Subject: RE: Request to re-publish CN4081404 on AusTender [SEC=OFFICIAL]

Hi Team, the National Manager (SES Band 1) s22 has requested that this occur, her email is in the trail below.

s22

Director Technology Sourcing Branch
Chief Financial Officer Division
Phone s22
Mobile s22

From: s47E(d) <@finance.gov.au>
Sent: Wednesday, October 2, 2024 4:51 PM
To: s22 <@servicesaustralia.gov.au>
Subject: RE: Request to re-publish CN4081404 on AusTender [SEC=OFFICIAL]

Caution: Do not click any links or open any attachments unless you trust the sender and believe the content to be safe.

OFFICIAL

Good afternoon s22

The below has been forwarded to our team for assistance, please note s47F(1) is no longer in our team and has moved to another role.

Can you please provided SES Band 1 or above approval for us to action the below request to reinstate CN4081404?

If you have any questions please let me know.

Kind regards,

s47F(1)

AusTender Operations

Department of Finance

E: s47E(d) <@finance.gov.au>

A: s47F(1)

Between 9am and 5pm ACT Local Time Monday to Friday

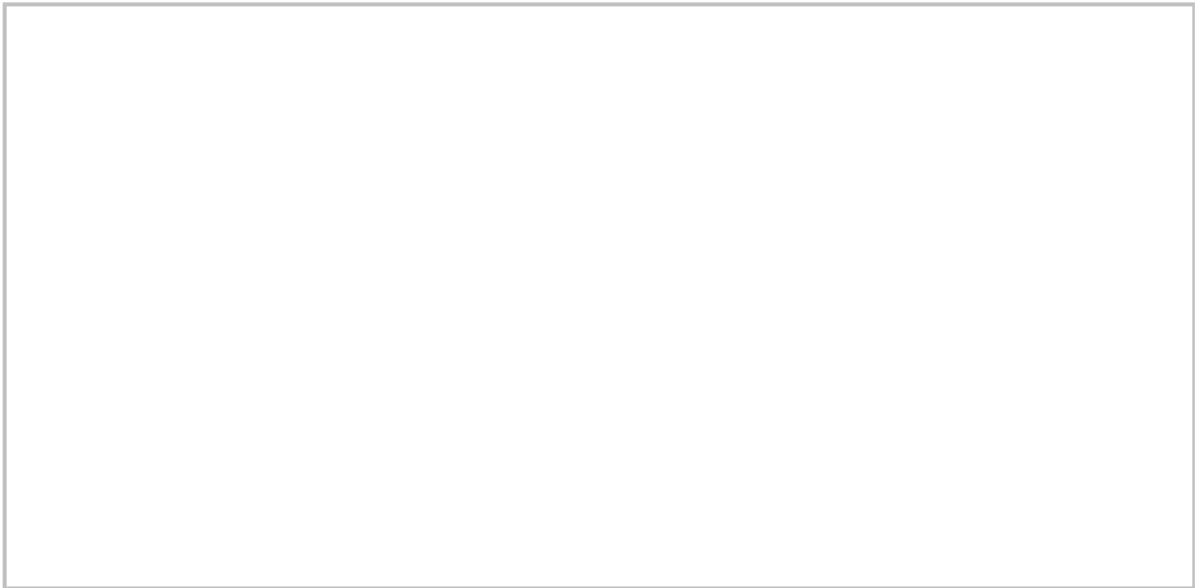
(Excluding ACT and national public holidays)

From: s22 <@servicesaustralia.gov.au>
Sent: Wednesday, October 2, 2024 2:20 PM
To: s47F(1) <@finance.gov.au>
Cc: s22 <@servicesaustralia.gov.au>; lily.viertmann <@servicesaustralia.gov.au>; Flinders, Chris s47F(1) <@servicesaustralia.gov.au>; s22 <@servicesaustralia.gov.au>; Diamond, Angela s47F(1) <@servicesaustralia.gov.au>; s22 <@servicesaustralia.gov.au>
Subject: FW: Request to re-publish CN4081404 on AusTender [SEC=OFFICIAL]

Hi s47F(1)

The lease that related to CN4081404 was fully executed yesterday, Tuesday October 1st 2024. Can you please advise if this email is sufficient to republish the CN notice that was manually removed from AusTender on July 26.

All previously published information is accurate as the validity period and value remains unchanged.



Please reach out if you have any questions.

s22

Director Technology Sourcing Branch
Chief Financial Officer Division
Phone s22
Mobile s22



From: s22 @servicesaustralia.gov.au>
Sent: Wednesday, October 2, 2024 9:15 AM
To: s22 @servicesaustralia.gov.au>
Cc: Flinders, Chris s47F(1) @servicesaustralia.gov.au>; Diamond, Angela s47F(1) @servicesaustralia.gov.au>; Viertmann, Lily s47F(1) @servicesaustralia.gov.au>; s22 @servicesaustralia.gov.au>
Subject: RE: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Hi s22

The lease for CCC was signed yesterday, 1 October 2024 and the lease term was 12 years.

Could you reach out to Finance and seek their assistance to re-publish the contract notice on AusTender?

Much appreciated!

s22, A/g National Manager
Phone s22
Property and Corporate Support Branch
Corporate and Cross Government Services Division



Service Australia acknowledges the Traditional Custodians of the land we live on
We pay our respects to all Elders past and present and to all Aboriginal and Torres Strait Islander nations

From: s22 @servicesaustralia.gov.au>
Sent: Monday, September 2, 2024 9:18 AM

To: s22 @servicesaustralia.gov.au>
Cc: Flinders, Chris s47F(1) @servicesaustralia.gov.au>; Diamond, Angela s47F(1) @servicesaustralia.gov.au>; Viertmann, Lily s47F(1) @servicesaustralia.gov.au>
Subject: RE: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Morning,

Has the lease for CCC been signed, if so can you please confirm via email that this has occurred, the date of execution and the lease term.

I will then contact the relevant area at the Department of Finance seeking their assistance to re-publish the associated contract notice (CN4081404) on AusTender.

s22
Director Technology Sourcing Branch
Chief Financial Officer Division
Phone s22
Mobile s22

From: Viertmann, Lily s47F(1) @servicesaustralia.gov.au>
Sent: Friday, July 26, 2024 6:46 PM
To: s22 @servicesaustralia.gov.au>
Cc: s47F(1) @finance.gov.au>; s22 @servicesaustralia.gov.au>;
Flinders, Chris s47F(1) @servicesaustralia.gov.au>; Diamond, Angela s47F(1) @servicesaustralia.gov.au>
Subject: RE: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Approved with thanks

Lily Viertmann | General Manager
Chief Audit Executive, Chief Information Governance Officer, Chief Sustainability Officer and Deputy Chief Security Officer
Corporate and Cross Government Services Division | Corporate Enabling Group
Phone s47F(1)

s47F(1)
Service Australia acknowledges the traditional custodians of the land we live on. We pay our respects to the past and present owners and elders of the land on which we live and work.

From: s22 @servicesaustralia.gov.au>
Sent: Friday, July 26, 2024 6:45 PM
To: Viertmann, Lily s47F(1) @servicesaustralia.gov.au>
Cc: s47F(1) @finance.gov.au>; s22 @servicesaustralia.gov.au>;
Flinders, Chris s47F(1) @servicesaustralia.gov.au>; Diamond, Angela s47F(1) @servicesaustralia.gov.au>
Subject: Request to remove CN4081404 from AusTender [SEC=OFFICIAL]

Lily,

Can you please reply all to all to this email, providing your SES approval for Contract Notice CN4081404 be removed from AusTender. This request is being made as the notice was published in error.

s22

Director Technology Sourcing Branch
Chief Financial Officer Division
Phone s22
Mobile s22



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PROPERTY SUBMISSION			
SITE NAME PROGRAM TENURE ID LIF Number	Tuggeranong NO (Caroline Chisholm Centre) Services Australia 00-032 s47D		
Property	Existing tenancy occupying whole of the building at 57 Athllon Drive, Greenway ACT		
Date of Submission	26-Oct-2023		
Heads of Agreement	Attached		
Federal Member, Party and Electorate	Federal Electorate Member Party	Bean David Smith ALP	
Purpose / Proposed Use	National Office		
Zone	ACT		
NLA	Office	40,244.00 m ²	Subject to Survey
	Storage	.00 m ²	
	Other	.00 m ²	
	TOTAL	40,244.00 m ²	
	Notes	N/A	
Approval Due Date	7-May-2024		
Critical Date	4-Oct-2024		
Lease Type	New Lease/Negotiation (with-GLS)		
Lease Term	Term	12	Years
		0	Months
		0	Days
	Commencement	05-July-2025	
	Expiry	04-July-2037	
Options	Options	One (1) Option of Five (5) Years	
	Option Notice Period	Options to be exercised Twelve (12) Months prior to expiry of the lease being 04-Jul-2036	
Building Outgoings	Net / Gross	Gross + Increases	
	Estimated \$	\$0 00	
	Rate /m ²	\$0 00	
	Payable Outgoings		
Lessee Outgoings	Estimated \$	s47D	
	Rate /m ²		
Lessor	Name	Athllon Trustee Pty Ltd	
	ABN	20 106 556 101	
	Address	c/- Colliers International Level 8 68 Northbourne Ave Canberra ACT 2600	
	Phone Number	02 6225 7346	
	Fax Number		

Lessor's Solicitor's Details	Firm	s47F(1)	
	Lawyer		
	Address		
	Phone Number		
	Email Address		
Car Parking	s47D		
Lease Incentives	\$63,384,300 to be taken as Lessor contribution or reimbursement to fitout, building upgrades or other capital works for or on behalf of the Tenant.		
Lessor Works	As detailed in high-level concept designs provided by the Landlord in their lease offer dated 12 December 2022, the Lessor will progress upgrades to their asset per (but not limited to) below list and having regard to the Due Diligence Report		
Lease Document	Document Type	New Lease Document	
	Base Document	CNL	
	Has Previous Lease Been Executed?	Yes	
	Notes	N/A	
CNL Document Compliance	Document	Compliance	Document Version
	Performance Specifications	N/A	N/A
	ADCL	N/A	N/A
	Lease (CNL)	Full Compliance	2022
Amendments to CNL Document	Standard CNL (or ADCL) documents to be used, still subject to lessor's solicitor review		
NABERS	Yes - Lease includes NABERS rating		
	NABERS Rating	5.5	Stars
	Climate Change Exception	Exception NOT required	
	Notes	N/A	
Green Lease Schedule	Yes - GLS will be included		
	GLS Version	A1	
	Climate Change Exception	Exception NOT required	
	Notes	N/A	

LEASING COMMENTARY	
SITE NAME	Tuggeranong NO (Caroline Chisholm Centre)
PROGRAM	Services Australia
TENURE ID	00-032
LIF Number	s47D
Leasing Manager	s47F(1)



Forward Commitment Projection and Indemnity Details

SITE NAME	Tuggeranong NO (Caroline Chisholm Centre)
PROGRAM	Services Australia
TENURE ID	00-032
WO Number	s47D

For the Authorisation of	Lily Viertmann	General Manager	Corporate and Cross Government Services Division
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Contract (Lease) Details

Lessor	Name	Athllon Trustee Pty Ltd
	ABN	20 106 556 101
	Address	c/- Colliers International Level 8 68 Northbourne Ave Canberra ACT 2600
Contract Term	12	Years
	0	Months
	0	Days
For the Provision of	Property Lease Existing tenancy occupying whole of the building at 57 Athllon Drive, Greenway ACT	
Type of Funds	Departmental	

Forward Commitment Projection

By Financial Year	25 / 26	26 / 27	27 / 28	28 / 29	29 / 30	30 / 31
Indexation (GST exclusive)	s47D					
Total Probable Cost (GST and Indexation exclusive)						
GST						
Total Probable Cost (GST and Indexation Inclusive)						
By Financial Year	31 / 32	32 / 33	33 / 34	34 / 35	35 / 36	36 / 37
Indexation (GST exclusive)	s47D					
Total Probable Cost (GST and Indexation exclusive)						
GST						
Total Probable Cost (GST and Indexation Inclusive)						
By Financial Year	37 / 38	-	-	-	-	TOTAL
Indexation (GST exclusive)	s47D					
Total Probable Cost (GST and Indexation exclusive)						
GST						
Total Probable Cost (GST and Indexation Inclusive)	s47D					\$ 368,274,186.12

Indemnity Details

s47D

s47D

Whole of Life Costs	
SITE NAME	Tuggeranong NO (Caroline Chisholm Centre)
PROGRAM	Services Australia
TENURE ID	00-032
WO Number	s47D

Whole-of-Life Cost Summary			
s47D			

Rent Reviews			
Rent Reviews	Mid-Term		
	Type	Fixed (Percentage)	
	Frequency	Annual, on...	July
	Percentage	3.25%	
	CPI Details		
	Market Review Type		
	Notes		
	At Commencement of Options		
	Type	Market	
	Percentage		
	CPI Details		
	Market Review Type	No ratchet	
	Notes		

Other Costs		
After Hours Air Conditioning Costs	The Tenant is to pay the cost of after hours airconditioning at the current rate of ^{s47D} per floor	
Cost to Operate Services	The Landlord pays for all gas, water and electricity costs for the operation of Services during normal business hours	
Legal Costs	Each party bears their own legal costs	
Lessee Outgoings	Annual Lessee Outgoings Estimate	^{s47D}
	Rate /m ²	^{s47D}

PGPA Act (2013) Section 23 – Spending Proposal

SITE NAME	Tuggeranong NO (Caroline Chisholm Centre)
PROGRAM	Services Australia
TENURE ID	00-032
WO Number	s47D

Lessor	Name	Athllon Trustee Pty Ltd
	ABN	20 106 556 101
	Address	c/- Colliers International Level 8 68 Northbourne Ave Canberra ACT 2600

	Year	Annual	Rate per m ²
Annual Rental	1	s47D	s47D
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	TOTAL		

Car Parking	s47D		
	Year	Annual	Rate per Bay
	1	s47D	s47D
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
TOTAL			

Storage Rental	Year	Annual	Rate per m ²
	TOTAL	\$ -	

Building Outgoings	Year	Annual	Rate per m ²
	TOTAL	\$ -	

	Year	Annual	Rate per m ²
GST (all costs)	1	s47D	s47D
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		

	10	s47D	s47D
	11		
	12		
	TOTAL		
Make Good Obligation	Rating	Rate per m ²	Estimated Cost
	Nil	s47D	s47D
Total Estimated Lease Term Commitment	The total estimated lease term commitment is \$368,274,186.12, comprising s47D		
	s47D		
	TOTAL	\$	368,274,186.12
Approval	<p>1. The details contained in this submission are true and correct.</p> <p>2. The property is "available on the market" as that expression is used in Section 40 of the Lands Acquisition Act, 1989 as it was: Please tick appropriate box.</p> <p><input type="checkbox"/> advertised as available for sale <input checked="" type="checkbox"/> listed with a real estate agent <input type="checkbox"/> offered in response to a public advertisement</p> <p>3. The provisions of the Public Governance, Performance and Accountability Act have been observed and/or applied as appropriate in relation to this transaction.</p>		
APPROVAL			
Summary			
Property	Existing tenancy occupying whole of the building at 57 Athllon Drive, Greenway ACT		
Term	12 Years, 0 Months and 0 Days		
NLA	s47D		
Total Estimated Lease Term Commitment	\$368,274,186.12		
PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY ACT (2013)			
s47F(1)			
Signature: _____			
Date: 9/5/24			
Position: _____			
General Manager			
Lily Viertmann			
Print Name:			

For and on behalf of the National Manager, Property & Corporate Support, as an "approver" for the expenditure of Relevant Money in accordance with the Public Governance, Performance & Accountability Act 2013 – section 23 of the PGPA Act.

LANDS ACQUISITION ACT

APPROVED pursuant to Section 40 of the Lands Acquisition Act 1989
s47F(1)

Signature _____

Date:

1 / 5 / 24

As a Delegate of the Minister for Finance

Position: General Manager

Corporate and Cross Government Services Division

Position Number: s47F(1)

Name:

Lily Viertmann

s47E(d)

s22

* Division: [Show Members](#)

s47E(d)

[illegible]

s47E(d), s47D

Display Contract C000005025

s47E(d), s47D

Contract Number C000005025

Contract Name 12 Year Lease - 57 Athlton Drive (CCC)

Contract Type Contract

Status Released

Supplier s47D ATHLLON TRUSTEE PTY LIMITED

Contract Owner s47D s47F(1)

s47E(d), s47D

▼ Basic

Identification

Contract Number: C000005025
Contract Name: 12 Year Lease - 57 Athlton Drive (CCC)
Contract Type: Contract
Basic Contract: ☐
Confidential: Not Confidential

Organization

* Purchasing Organization: Services Australia Purchasing Org
* Purchasing Group: Corporate [Show Members](#)

Dates

* Valid From / To: 05.07.2025 - 04.07.2037
Alert Expiration: 180 Day(s)

Currency, Values and Pricing

* Currency: AUD
Display Currency/ Exchange Rate Date:
Target Value: s47D AUD
Alert Release Value: 0 %
Release Value: 0.00 AUD
Payment Terms: s47D Payable in s47D

Service and Delivery

Delivery Time: 0 Day(s)
Incoterm Key/ Location:
Under/ Overdelivery Tolerance: 0.00 % / 0.00 % ☐ Unlimited

Status and Statistics

Created On: 26.06.2024
Created By: s47E(d)
SES Officer:
Override Spending Approver ID: ☒
* Spending Approver ID: s47E(d)
Old Reference Number:
Indigenous Business SME: ☐
Indigenous Employment Opportunity: ☐
Indemnity:

s47D

Display Contract C000005025

s47D

s47D

Contract Number C000005025 Contract Name 12 Year Lease - 57 Athllon Drive (CCC) Contract Type Contract Status Released Supplier s47D ATHLLON TRUSTEE PTY LIMITED Contract Owner s47D s47F(1)

s47D

▼ Notes

Assigned To	Category	Text Preview
Item01"12	Item Long Text	PSUB for 12 Year Lease at 57 Athllon Drive, Greenway ACT (CCC)

s47D

▼ Attachments

Assigned To	Description	File Name	Version	Visible Internally only	Type	Changed by	Changed on
Item01"12 Year Lease - 57 Athllon Drive (CCC)"	PSUB - 12 Year Lease Renewal to 2037	Approved PSUB - 57 Athllon Drive, Greenway ACT pdf	1	<input checked="" type="checkbox"/>	pdf	s47E(d)	29 05 2024

Display Contract C000005025

Contract Number C000005025 Contract Name 12 Year Lease - 57 Athillon Drive (CCC) Contract Type Contract Status Released Supplier s47D ATHILLON TRUSTEE PTY LIMITED Contract Owner s47D s47F(1)

Current Status: Finished

Current Process Step:

Currently Processed By:

Approval Process Data: Download as XML

Header Approval Note

end date
(s47E(d) 15 07 2024 09:33:35 AUSACT)

Add Comment

Header Approval Status

Sequence	Process Step	Status	Processor Determination	Processor	Received On	Processed On	Forwarded By
001	SRM Contract Approval	Approved	PCM Support	s22	15 07 2024 09:29:19	15 07 2024 09:33:37	
002	SRM Contract Approval	Approved	Forward-Year Commitment Agreement	s22	15 07 2024 09:33:38	16 07 2024 14:00:40	
003	SRM Contract Approval	Approved	Spending Approver	s47F LH Viertmann	16 07 2024 14:00:41	16 07 2024 14:45:24	
004	SRM Contract Approval	Approved	PCM Support	s22	16 07 2024 14:45:25	16 07 2024 14:54:11	

Reviewer(s) for the Document

Reviewer Level	Reviewer Type	Processor	Received On	Processed On	Forwarded By
The table does not contain any data					

Co Code: 1000 Services Australia Document Type: SRM Outline Agreement Document No.: C000005025 Version No.: 0000

✕ Close

📄 Versions

About the Procurement Process

Was this contract created under a standing offer (SON)? ☐ Yes ☒ No

Was AusTender used to approach the market? ☐ Yes ☒ No

* Procurement Method: Limited Tender

Was an exemption used to conduct the limited tender procurement? ☒ Yes ☐ No

* Limited Tender Exemption: A1 Leasing of immovable property or any ...

About the Contract

Agency Reference ID: C000005025

Supplier Name: ATHLLON TRUSTEE PTY LIMITED

Total value of contract inclusive of GST in AUD: 368,274,186.12

* What is the most relevant Product or Services Category (UNSPSC)?: 80131500

* Short contract description for reporting purposes: Property Lease

* Contact Code: PROCUREMENT & CONTRACT MANAG...

* Office Postcode: 2900

Is the contract suitable for publication on AusTender? ☒ Yes ☐ No

* Contract Start Date: 05.07.2025

* Planned Contract End Date: 04.07.2037

Is the majority of the contract for consultancy services? ☐ Yes ☒ No

Does the contract contain any confidentiality provisions? ☐ Yes ☒ No

Was the procurement process undertaken by an official located overseas? ☐ Yes ☒ No

Will the goods or services be consumed overseas? ☐ Yes ☒ No



Executive Committee – 2 August 2023

Tuggeranong Precinct, Caroline Chisholm Centre – lease negotiations

Theme: Organisational Health

Sponsor: Chief Operating Officer

Presenter: General Manager Corporate and Cross Government Services

Recommendations

It is recommended that the Committee:

1. **endorse** the execution of the Heads of Agreement for a new 12 year lease at the Caroline Chisholm Centre with the nominal expiration date of July 2037.
2. **endorse** that Services Australia continue to consolidate our footprint into 2 buildings within Tuggeranong, Caroline Chisholm Centre and Louisa Lawson Building.

Key risks and issues

Tuggeranong strategy

1. In August 2022 and February 2023, the Committee endorsed a variety of options for the commencement and continuation of the planning and design stages for Tuggeranong.
2. Since that time, the Corporate and Cross Government Services Division (the Division) has facilitated a series of consultative workshops targeting Groups/Divisions/Branches in the Tuggeranong geographical area. These workshops focused around understanding the functional property requirements to shape and identify the true spatial requirements for the agency's workforce.
3. Additionally, the Committee also endorsed a series of principles that will shape our future accommodation offering:
 - no individual ownership of desks
 - flexible desk allocations to business areas
 - ratio allocation of desks to staff
 - co-located business areas.
4. Based on the overarching functional requirements gleaned from the workshops, the Committee endorsed accommodation principles and our workforce numbers within Tuggeranong. The Division identified that Services Australia (the agency) can move forward with a Tuggeranong strategy. This would only require us to hold 2 buildings, those being Caroline Chisholm Centre (CCC) and Louisa Lawson Building.
5. **s22-out of scope**

OFFICIAL

6. This approach negates the need to facilitate the construction of a bespoke Information and Communications Technology hub within Tuggeranong as we have the space, capacity and incentive funding to achieve a 2 building solution through positive lease negotiations with the CCC landlord.
7. In reducing to 2 buildings within Tuggeranong, the agency achieves the following benefits:
 - a reduction in sqm across the Tuggeranong area from 98,650sqm to 66,306sqm
 - s47D
 - provides maximum capital incentive funding for a staged refit of CCC
 - a reduction in our carbon footprint and a move towards properties that are sustainable and able to scale and respond to surge
 - updated workspaces that are flexible and able to be adapted to support diverse types of work and ways of working
 - provides a people-centric and technology enabled work environment – attracting talent that requires contemporary, human-centred design, clever use of technology and incorporating well-being indices into our workplaces.
8. The Division is in the process of finalising a detailed master report that will provide specific engineering details on how and where each critical function will be located within Tuggeranong under this scenario.

CCC lease negotiations

9. s47D

s47D

10. The key points of the terms and conditions are as follows:
 - 12 year extension, expiring 4 July 2037, with a 5 year option
 - annual rent of \$^{s47D} per sqm (reduced from current rate of \$^{s47D})
 - \$^{s47D} per car parking bay totalling ^{s47D} per year (costs currently included in the rent)
 - 3.25% annual increases.

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11. Incentive funding of \$63.38 million to be put towards the fit out/refurbishment works, building upgrades or other capital works for the agency.
12. s47

13. The negotiations have been ongoing since September 2021, Attachment A demonstrates how the offer has increased in value for the agency.

Background

14. On 10 August 2022, the Division outlined the proposed property strategy for Tuggeranong. The Committee endorsed proceeding with negotiations with the CCC landlord with the objective to maximise the capital incentive to enable the building to be refurbished and provide the opportunity to cease other buildings in the immediate area (EC22-002062 refers).
15. On 9 February 2023, the Division provided an update to the property strategy for Tuggeranong. The Committee agreed for the continuation of the planning and design stages of Tuggeranong that included incorporation of agile based work and density overlays (EC22-004645 refers).

Strategic alignment

16. This proposal is consistent with the Property Strategy and the Corporate Plan 2022–2023.

Stakeholder perspectives

17. Stakeholders did not raise any significant concerns during the consultation process.

Financial considerations

18. The Division will manage the continuation of planning and requirements gathering with stakeholders within existing budgets.

Whole-of-government considerations

19. The Commonwealth Property Management Framework, Australian Public Service (APS) Workforce Strategy, and the APS Location Strategy will influence the direction of the planning phases.

Next steps

20. Pending agreement, the Division will progress with executing the Heads of Agreement and proceed to finalise the lease extension through the lease endorsement process with the Department of Finance.
21. The Division will progress with the detailed planning for the capital works program for CCC, with the intent to have a staged floor-by-floor approach. A high-level program is at Attachment B, however it will continue to be refined over the course of the next few months.

OFFICIAL**Attachments**

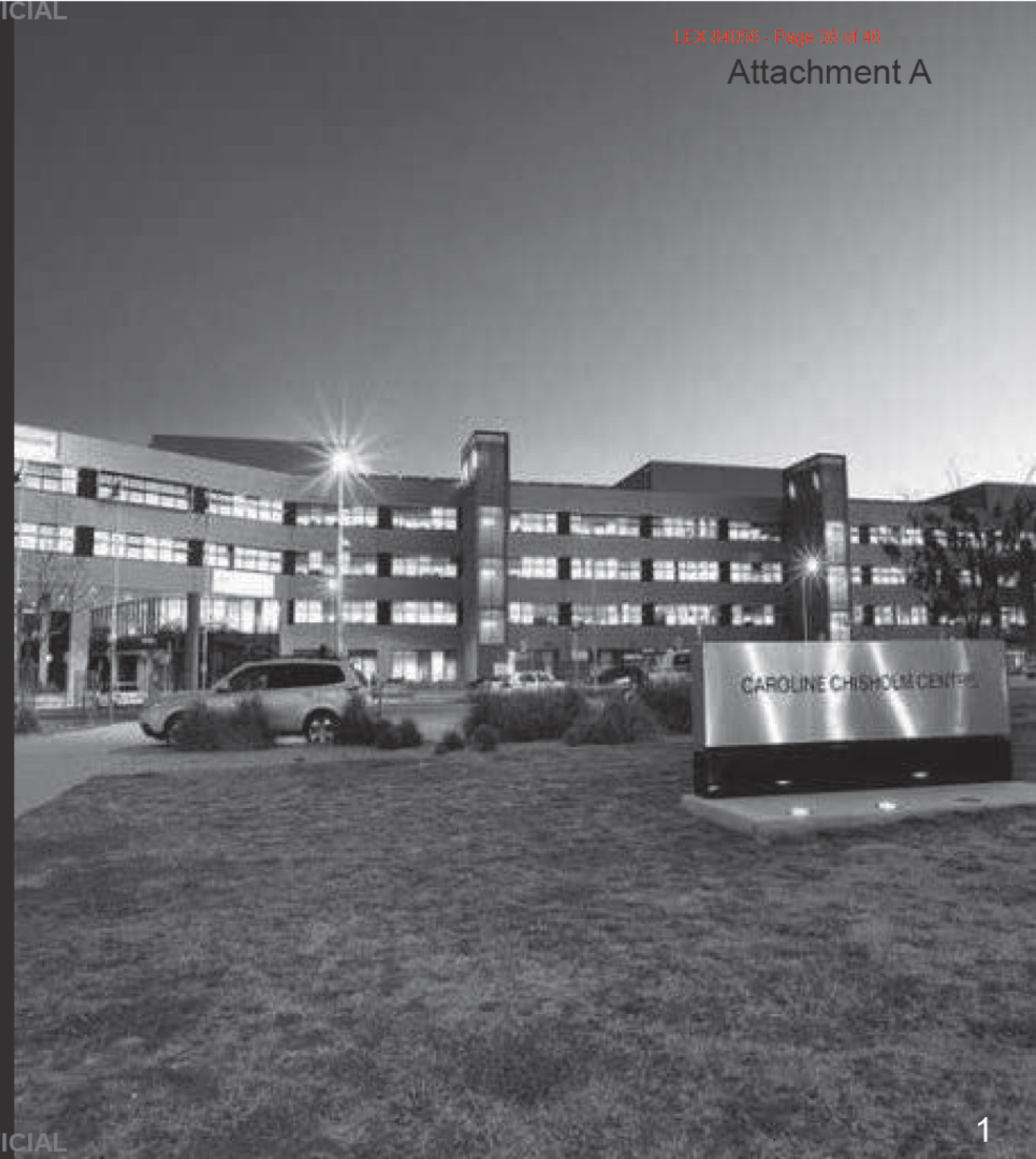
- Attachment A – Negotiations and Leasing Overview
- Attachment B – High Level Program – CCC

SES Hub recommendation:**Publish** ☐ **Do not publish** ☒**Publication comments:**

Recommend not publishing, as the paper contains commercially sensitive information.

Caroline Chisholm Centre Lease Renewal Update

May 2023

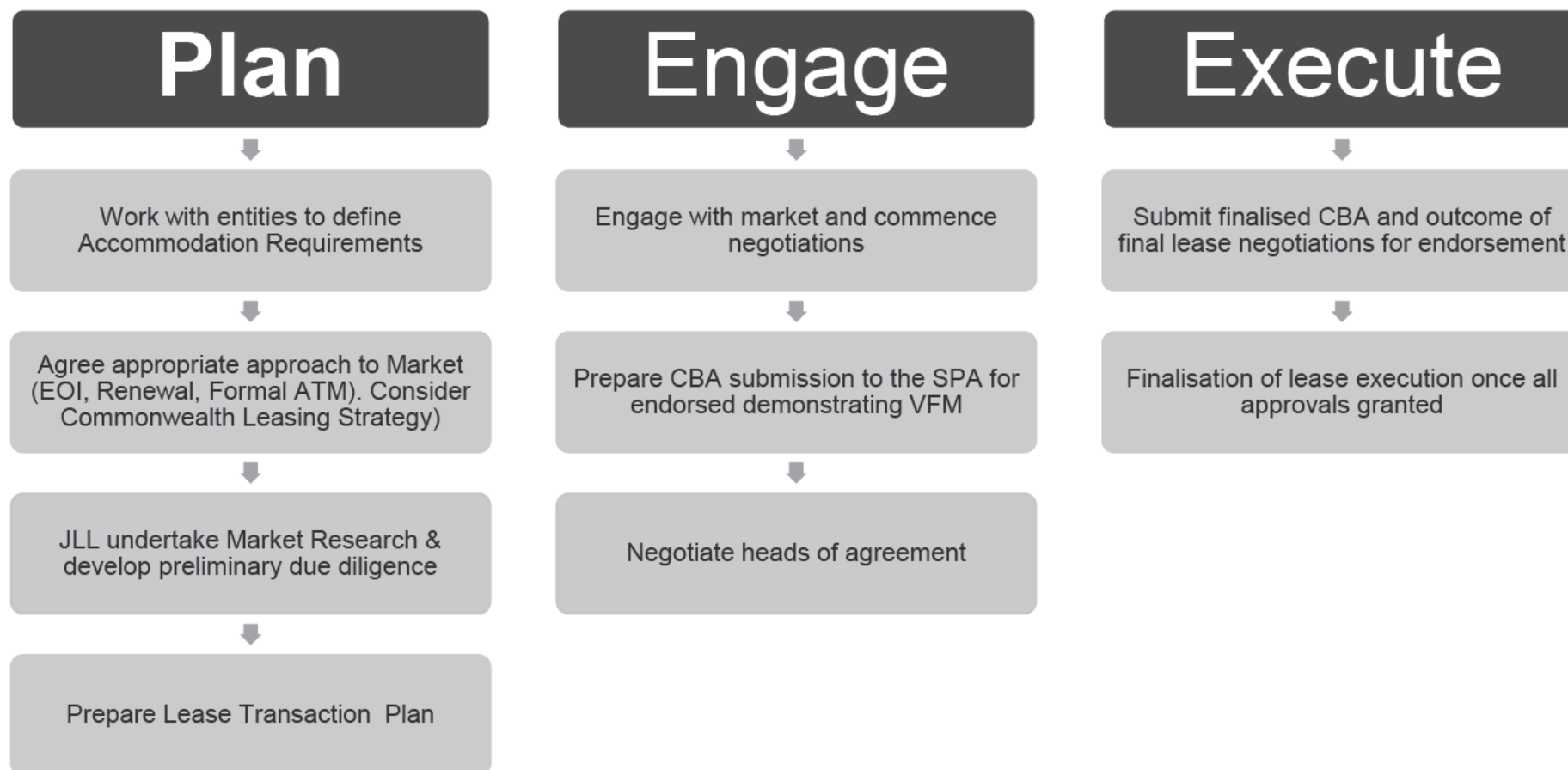


General Leasing Process Overview

Transactions +\$^{s47D} [REDACTED] WOLC

General Leasing Process Overview

Transactions + \$^{s47D} Whole of Life Costing



Comparison | Original Offer vs Current Offer

s47D

Key Callouts:

- Improved Rent Review Position – particularly agreement on market rent review (with no ratchet) at options.
- Improved Fit out contribution (circa s47D)
- Improved Commencing Rental Position (circa - s47D reduction = s47D P.A.)
- Use of CNL Document

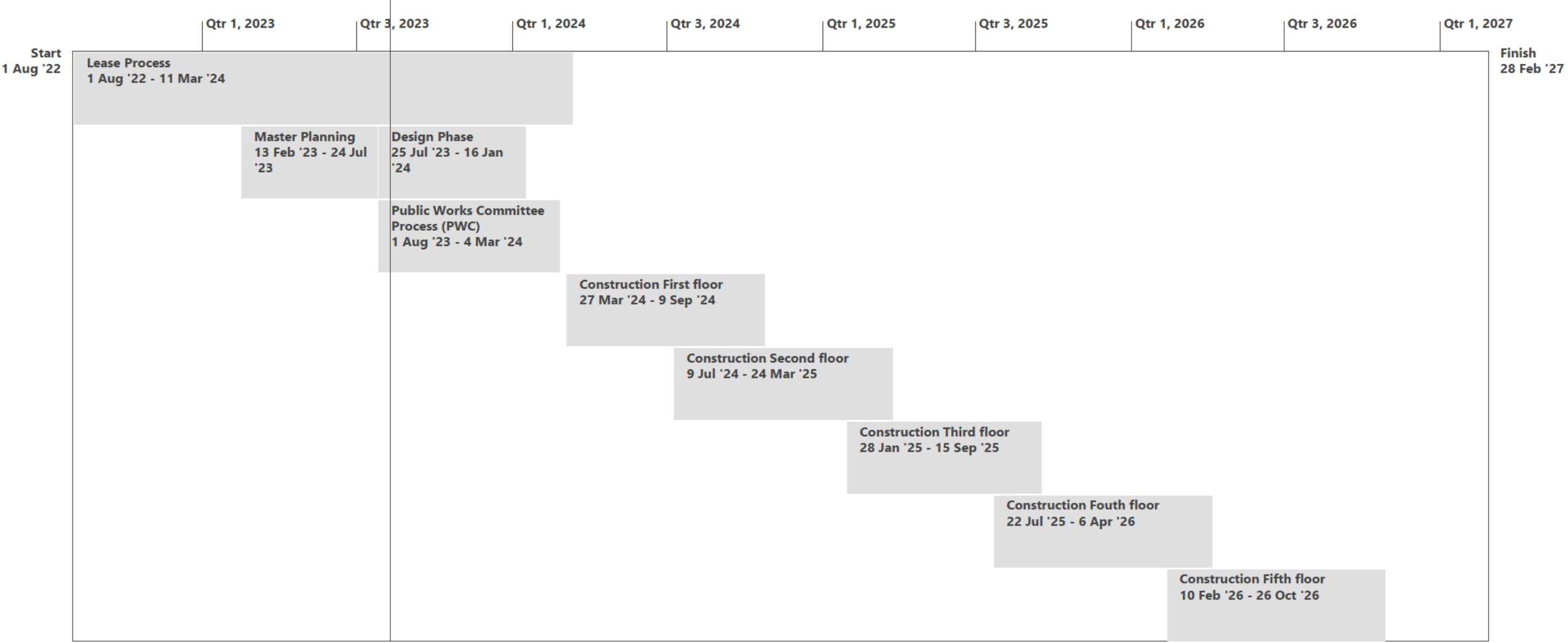
Caroline Chisholm Centre Lease Renewal Update

Canberra Market Commentary – Large Tenancies

Entity s47D	State	City	Property Name	Lease Start Date	Lease End Date	NLA	Rate per M2*
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** Note: these rates reflect a Gross per square metre rate to ensure consistency in comparison across tenancies. Where a tenancy has a net rental rate we have added the outgoings adjustment to present a consistent gross rent.*

s47D





Australian Government
Services Australia

OFFICIAL: Sensitive

Ref: EC23-000223

02 August 2023
Executive Committee
Record of Meeting - excerpt

Item 7: Tuggeranong Precinct, Caroline Chisholm Centre – lease negotiations

The Chief Operating Officer and General Manager Corporate and Cross Government Services updated the Committee on lease negotiations for the Caroline Chisholm Centre (CCC), and the plan for the Tuggeranong precinct. **s47D**

Members discussed challenges presented by working from home arrangements for fire warden and first aid positions as it relates to on-site availability and coverage.

The Committee:

1. **endorsed** the execution of the Heads of Agreement for a new 12 year lease at the Caroline Chisholm Centre with the nominal expiration date of July 2037.
2. **endorsed** that Services Australia continue to consolidate our footprint into 2 buildings within Tuggeranong, Caroline Chisholm Centre and Louisa Lawson Building.

The Committee **agreed to not publish** papers for this item on the SES Hub.

Actions and secretariat notes arising: Nil

OFFICIAL: Sensitive