

From: [Tarnawsky, Jo MS](#)
To: [Moriarty, Greg MR](#)
Subject: [read by GM-GS]Re: QONs - DPM's Office in Russell [~~SEC=OFFICIAL:Sensitive~~]
Date: Saturday, 29 October 2022 11:44:59 AM

Thank you Greg. Much appreciated.

Ms Jo Tarnawsky
Chief of Staff

Office of the Deputy Prime Minister and Minister for Defence
Parliament House, Canberra, Australia
Tel: s47E(d)

On 28 Oct 2022, at 5:03 pm, Moriarty, Greg MR
<s47E(d)@defence.gov.au> wrote:

~~OFFICIAL: Sensitive~~

Dear Jo,

Thank you for your message.

I have spoken with relevant officers in the Department and confirm that neither the Deputy Prime Minister nor his office were engaged on the topic of Departmental works to develop additional executive office accommodation in Russell (R1).

I can also confirm that neither the Deputy Prime Minister nor his office were consulted on the proposal that this executive accommodation may be a more appropriate space for a Ministerial suite than the repurposed suite he has been using.

It is my understanding that the Deputy Prime Minister and other portfolio Ministers will continue to use existing executive accommodation in R1. The DPM seems quite happy with the facilities.

The additional executive suite is being delivered as part of an approved series of refurbishments of executive offices and workspaces in Russell. The project, which started in April 2022 will increase density, accommodate an expanded workforce, and deliver safety and security upgrades.

The executive suite is furnished to a standard fit-out for SES Band 3/ 3 Star officers and will be used as a flexible work space for Defence's senior leadership team and others such as prominent external reviewers.

Regards,

Greg

From: s47E(d) @defence.gov.au>
Sent: Tuesday, 25 October 2022 5:39 PM
To: s47E(d) @defence.gov.au>
Cc: s47E(d) @defence.gov.au>
Subject: QONs - DPM's Office in Russell [~~SEC=OFFICIAL:Sensitive~~]

~~OFFICIAL: Sensitive~~

Dear Greg,

Our Office has received prepared responses to 2 identical Questions on Notice relating to the Deputy Prime Minister's office accommodation in Russell.

Alarminglly, the QON responses identify for the first time that a new office has been constructed for the Deputy Prime Minister and at significant cost.

Upon receipt of this information, I contacted Deputy Secretary Celia Perkins yesterday to convey my concerns, to understand how this had happened and how such a cost has been incurred without any knowledge or consultation with our office.

As you are aware, the Deputy Prime Minister currently occupies an office space on level 2 at Russell. This office was repurposed from existing accommodation within the building. The office is fit-for-purpose and the Deputy Prime Minister, other Defence Ministers and Strategic Review leads are all very happy with the accommodation.

I was advised by Deputy Secretary Perkins that the previous government approved a refurbishment of the Russell offices. Under this program of work, I understand that a unilateral decision was made by Defence to expand the refurbishment to include an additional Executive Suite, which was not briefed nor approved by our office.

The Deputy Prime Minister does not need nor did he request an office be purpose built for him or any other minister. He was at no time briefed about Defence's decision to create an Executive Suite nor the relocation of ministerial signage identifying the suite as his.

The Deputy Prime Minister will not be taking occupancy of the newly constructed Executive Suite on level 5. Any signage that has been relocated from his current office on level 2 to level 5 should be relocated to its original location as a matter of urgency. Defence unilaterally deciding to relocate this signage is not a reason to take occupancy of a space that far exceeds the requirements of the Deputy Prime

Minister.

I note comments from Deputy Secretary Perkins in relation to internal memos potentially identifying the newly constructed Executive Suite as belonging to the Minister. I understand that those memos were internal, developed in isolation of this office and without our knowledge, request or approval. Potential disclosure of an internal Defence document identifying the space as being for the Minister (as decided by Defence) is also not a reason for the Deputy Prime Minister to take occupation of the space.

The QON answers proposed to our office have been amended and reference to the Executive Suite has been removed on this basis.

Effective economic management and appropriate allocation of Commonwealth resources is the cornerstone of this Government's policy mandate. I look forward to more open communication and consultation in the future.

Kind regards,

Jo

Ms Jo Tarnawsky

Chief of Staff

Office of the Deputy Prime Minister | Minister for Defence
Parliament House, Canberra, Australia
Tel: s47E(d)
Mob: s22

I acknowledge the Traditional Custodians of Country throughout Australia. I recognise their connection to traditional lands and waters and pay my respects to their Elders past and present.

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From: s47F
To: s47F
Subject: 221011:1001 - s47F] - s47F] EST06521 - L5 Alterations DPM Office Approval to Proceed - s47E(d)
Date: Tuesday, 11 October 2022 11:33:02 AM
Attachments: [image001.jpg](#)

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

From: s47E(d)@defence.gov.au>
Sent: Wednesday, 15 June 2022 7:35 AM
To: s47F@ap.jll.com>
Subject: EST06521 - L5 Alterations DPM Office Approval to Proceed - s47E(d)

Caution: Message from external sender

OFFICIAL

Good morning s47F,

Thanks for the chat last night. Please take this email as authority to proceed with design option A – That being the design that achieves the most desks (98).

You will see from Celia's comments below additional requests for the minister's Office. Any questions please let me know.

I would like to firm up a program to distribute to everyone at your earliest thanks.

Regards

s47E(d)

Director Estate Works Program Office
Estate Service Delivery Branch
Service Delivery Division
Security & Estate Group

M: s22 | T: s47E(d)
E: s47E(d)@defence.gov.au

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From: s47E(d) <[REDACTED]@defence.gov.au>
Sent: Tuesday, 14 June 2022 5:30 PM
To: s47E(d) <[REDACTED]@defence.gov.au>
Cc: s47E(d) <[REDACTED]@defence.gov.au>; s47E(d) <[REDACTED]@defence.gov.au>; s47E(d) <[REDACTED]@defence.gov.au>
Subject: RE: EST06521 - L5 Alterations [SEC=OFFICIAL]

OFFICIAL

Thanks again to all,

I've consulted with MECC and can confirm R1-Level 5 alteration can proceed.

Please proceed with the First option A (page 1 – bathroom in in the corner nearest service riser).

Other details:

Security Zone 4 to Minsters office. Zone 3 to outer office.

Installation to include DPN, DSN and MCN (Ministerial communication network)

DSN, DPN printers.

Wall mounted TV inner and outer office.

Let me know if you need anything more to proceed.

When confirmed, let me know and we will coordinate messaging back to the current tenant.

All the best

Celia

Celia Perkins

Deputy Secretary – Security and Estate

Security and Estate Group | Department of Defence

s47E(d) , Russell Offices | PO Box 7904 | CANBERRA ACT 2610

P: s47E(d) | M: s22

E: s47E(d) <[REDACTED]@defence.gov.au>



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From: s47F
To: s47F ; s47E(d) ; s47E(d) ; s47F ; s47F
Cc: s47F
Subject: MECC inspection tomorrow 11.10.2022 1000hr - Establish Signage location
Date: Monday, 10 October 2022 5:18:48 PM

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi s47F,

I've asked s47E(d) to attend site tomorrow morning now that the hoarding is down to review where the glass sign and the office signage for the DPM should go.

I've included the Downer team who are assisting with moving it.

Requirements:

- Glass sign should be on the hallway wall visible from the lifts
- Door signage should only need to be on the door to the suite (external glass door) and not necessarily on the timber door within the suite
 - This should be in line with the CDF or Secretary office

Hope this helps,

@s47E(d), s47F will be there at 1000 if you can meet then. I'll send s47F your phone number.

Cheers

s47F
Senior Project Manager, Project & Development Services
Ms47F



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From: s47E(d)
To: s47F; s47E(d)
Cc: s47F
Subject: RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]
Date: Wednesday, 5 October 2022 4:49:09 PM

OFFICIAL

Sounds good.

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From: s47F @jll.com>
Sent: Wednesday, 5 October 2022 4:21 PM
To: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>
Cc: s47F @jll.com>
Subject: RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]

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Hi s47E, how about we meet at the café at R1 and head upstairs from there?

Kind regards,

s47F
Ms47F

From: s47E(d) @defence.gov.au>
Sent: Wednesday, October 5, 2022 4:08 PM
To: s47F @jll.com>; s47E(d) @defence.gov.au>
Cc: s47F @jll.com>
Subject: [EXTERNAL] RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]

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1200 works – that will give me time to find out the DPM's movements.

Should I meet you at the current location or would you like to meet in MECC first?

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From: s47F [redacted] <[redacted]@jll.com>
Sent: Wednesday, 5 October 2022 3:37 PM
To: s47E(d) [redacted] <[redacted]@defence.gov.au>; s47E(d) [redacted] <[redacted]@defence.gov.au>
Cc: s47F [redacted] <[redacted]@jll.com>
Subject: RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe. 

Thanks s47E, I have sent you an invite for 12noon tomorrow.

Please let me know if this time suits.

Kind regards,

s47F
Ms47F [redacted]

From: s47E(d) [redacted] <[redacted]@defence.gov.au>
Sent: Wednesday, October 5, 2022 2:50 PM
To: s47F [redacted] <[redacted]@jll.com>; s47E(d) [redacted] <[redacted]@defence.gov.au>
Cc: s47F [redacted] <[redacted]@jll.com>
Subject: [EXTERNAL] RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]

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I'll be at APH tomorrow from 1030 to 1130. Are you free at any other times tomorrow?

A walk through is fine.

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From: s47F [redacted] <[redacted]@jill.com>
Sent: Wednesday, 5 October 2022 2:48 PM
To: s47E(d) [redacted] <[redacted]@defence.gov.au>; s47E(d) [redacted] <[redacted]@defence.gov.au>
Cc: s47F [redacted] <[redacted]@jill.com>
Subject: RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]

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Hi s47E(d) [redacted]

Can s47 [redacted] and I come meet with you at 11am tomorrow 6/10?

Would it be possible to also walk through where the CFO and DEFMIN are currently located to determine the volume of items that require to be moved.

Kind regards,

s47F [redacted]
Ms47F [redacted]

From: s47E(d) [redacted] <[redacted]@defence.gov.au>
Sent: Wednesday, October 5, 2022 10:29 AM
To: s47F [redacted] <[redacted]@jill.com>; s47E(d) [redacted] <[redacted]@defence.gov.au>
Cc: s47F [redacted] <[redacted]@jill.com>
Subject: [EXTERNAL] RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]

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Hi s47F [redacted]

Happy to fit in with you. I have a meeting from 1030-1100, but I can be available any other time.

Cheers

s4 [redacted]
7E

s47E(d)

Director | Ministerial Support

Ministerial Executive Coordination and Communication (MECC) Division

Department of Defence

Russell Offices | Canberra

P: s47E(d) | M: s22

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From: s47F <[redacted]@jll.com>

Sent: Wednesday, 5 October 2022 9:46 AM

To: s47E(d) <[redacted]@defence.gov.au>

Cc: s47F <[redacted]@jll.com>; s47E(d) <[redacted]@defence.gov.au>

Subject: RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe. 

Hi s47E(d)

Thanks for your reply. s47E(d) could you advise on a time that you are available to discuss?

Kind regards,

s47F
M s47F

From: s47E(d) <[redacted]@defence.gov.au>

Sent: Wednesday, October 5, 2022 9:24 AM

To: s47F <[redacted]@jll.com>

Cc: s47F <[redacted]@jll.com>; s47E(d) <[redacted]@defence.gov.au>

Subject: [EXTERNAL] RE: CFO Relocation / DPM Office move [SEC=OFFICIAL]

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Hi s47F ,

Apologies for the turnaround but s47E(d) CC'd, has returned as the Director of Ministerial Support. He will be the best POC and will be best placed to have these conversations now he is back on deck.

Kind Regards,

s47E(d)



A/Director Ministerial Parliamentary and Cabinet
Ministerial and Executive Coordination & Communication (MECC) Division
Department of Defence

A: s47E(d) Russell Offices

T: s47E(d) M: s22

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From: s47F <@jll.com>
Sent: Tuesday, 4 October 2022 2:53 PM
To: s47E(d) <@defence.gov.au>
Cc: s47F <@jll.com>
Subject: CFO Relocation / DPM Office move
Importance: High

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe. 

Hi s47E(d)

I have been advised to reach out to you to confirm the mechanics of relocating the DEFMIN to his new office R1-L5 so that he is operational from the office Tuesday 18 October.

Are you available for a meeting tomorrow 5/10 or Thursday 6/10 to discuss?

The CFO will be relocated back to his office by Monday 17 October, can you please advise of the DEFMIN scheduled time in Canberra as we will need to ensure that he is not utilizing the CFO's office on Monday 17 Oct.

I'm looking forward to working with you to ensure a seamless move into the new office.

Kind regards,

s47F
s47F

JLL
Level 7 121 Marcus Clarke Street
Canberra ACT 2600
Ms47F

jll.com

I work on the lands of the Ngunnawal people



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From: s47F [REDACTED]@jll.com>
Sent: Monday, 10 October 2022 2:29 PM
To: s47E(d) [REDACTED]
Subject: Coat rack option 1

⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe. ⚠

Hi team

Wondering your thoughts on this coat rack option and whether you would like this more modern style or if you wanted something more traditional?

Cheers

s47F
[REDACTED]



s47F [REDACTED]
Senior Project Manager, Project & Development Services
M +s47F [REDACTED]



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From: s47E(d)
Sent: Thursday, 29 September 2022 5:25 PM
To: s47E(d)
Cc: s47E(d)
Subject: DPM LVL 5 Ministerial Suite [SEC=OFFICIAL]

OFFICIAL

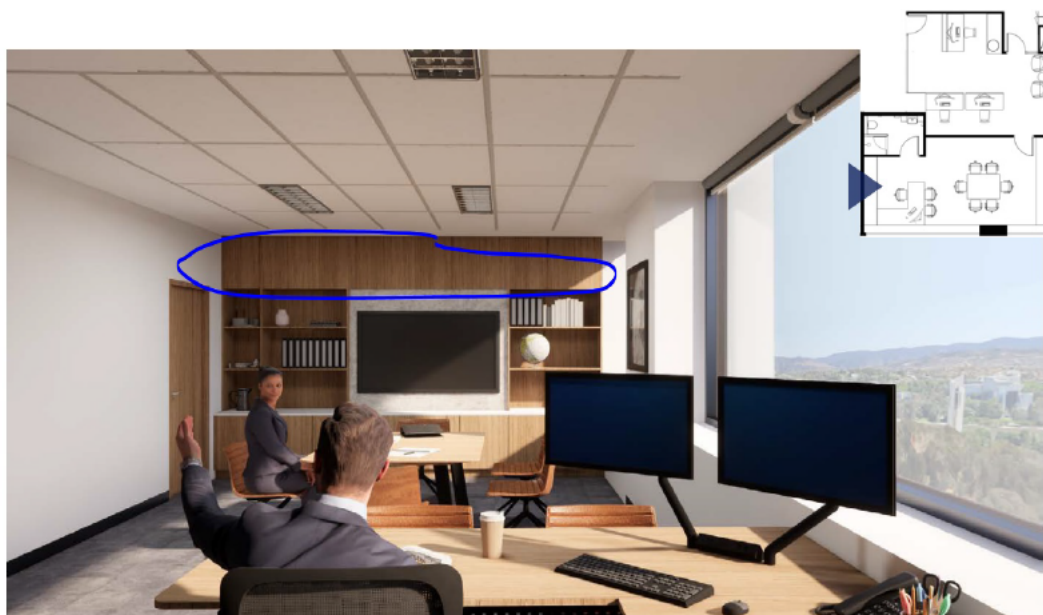
Good afternoon s47E(d) ,

Thanks for your feedback on the Ministerial Suite.

Unfortunately we are too far advanced in the delivery of the works to undertake some of the recommendations. Changes now would have significant impact to the program and would result in delays to occupation.

DEWPO's responses in red.

1. Can the s33(a)(i) box be moved back to the main wall and sit in the cabinetry? This will allow for the AV setup to sit in the cabinetry and have no cables/network ports and AV rack showing.
 - The s33(a) cannot be secluded in cabinetry due to security reasons and the need to be visual at all times.
2. MECC have request that there only be doors on the cabinetry on the bottom half of the TV cabinetry – so there can be display cabinets around the TV and above
 - Please see below image - The joinery unit within the office that houses the LCD, current drawings



have a fixed bulkhead above, as per the approved drawings and images. There are no doors.

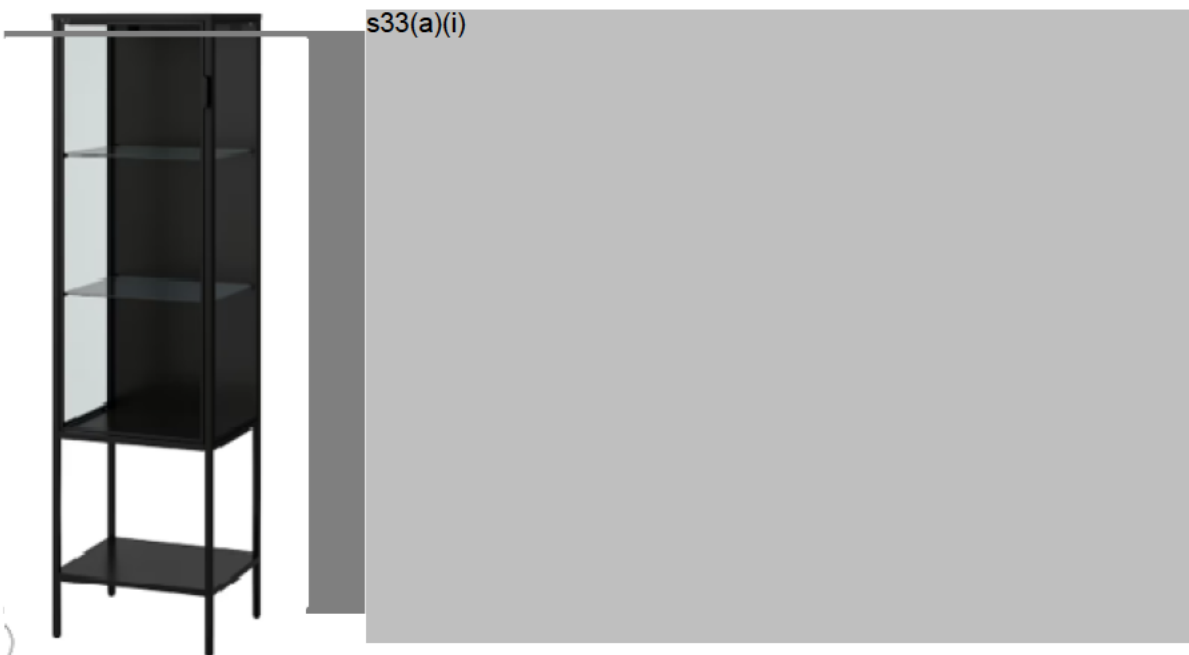
3. Additional Desk – MECC have requested an additional desk to sit along the glass wall – both DPE/DSE networks

- I attended the Ministerial Suite with the builder and PM yesterday to discuss, and there were significant concerns raised regarding the functionality of your proposed location for the desk
- We cannot achieve Building Code of Australia compliance (access related), and DDA (spacing behind the desk) elements that are not achievable
- Can you please confirm how many staff require desk allocation?? Previous correspondence stated 3 work stations, if this is to increase we will need to source alternative locations

4. As discussed during the meeting with Celia – Ensure DPM signage is ready/installed for the handover

Additionally, the Support Staff area for the new office, we understand there is a preference for display shelving to be included in the recess as highlighted on the plan below.

Can it be confirmed if a free standing unit such as the below is suitable? Being freestanding, this will allow for any changes at a later date should the display requirements change.



Thanks

Kind Regards

s47E(d)



Assistant Director – In Year Program Delivery
 Directorate Estate Works Program
 Estate Service Delivery Branch
 Service Delivery Division
 Security and Estate Group

Department of Defence

s47E(d) | Northcott Drive, Campbell ACT 2600
 T: s47E(d) E: s47E(d)@defence.gov.au

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From: s47F [redacted] <[redacted]@jll.com>
Sent: Tuesday, 27 September 2022 5:37 PM
To: s47E(d) [redacted] <[redacted]@defence.gov.au>; s47E(d) [redacted] <[redacted]@defence.gov.au>
Cc: s47F [redacted] <[redacted]@jll.com>; s47E(d) [redacted] <[redacted]@defence.gov.au>; s47E(d) [redacted] <[redacted]@defence.gov.au>; s47E(d) [redacted] <[redacted]@defence.gov.au>
Subject: RE: DPM Lvl 5 Ministerial Suite [SEC=OFFICIAL]

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Hi s47E(d) ,

Thanks for the below information, with regards to the s33(a) [redacted], the box have to be visible on the walls, they cannot be enclosed in cabinetry – due to tamper evident requirements.

The issue with these changes will potentially have an impact on the date given by Celia for occupation of the office by 18 October s47E(d) [redacted] <[redacted]@defence.gov.au> can you please provide approval of these changes? I'll then work with the contractor with what can be done in the timeframe set.

Kind regards,

s47F [redacted]
M +s47F [redacted]

From: s47E(d) [redacted] <[redacted]@defence.gov.au>
Sent: Tuesday, September 27, 2022 4:44 PM
To: s47F [redacted] <[redacted]@jll.com>
Cc: s47F [redacted] <[redacted]@jll.com>; s47E(d) [redacted] <[redacted]@defence.gov.au>; s47E(d) [redacted] <[redacted]@defence.gov.au>; s47E(d) [redacted] <[redacted]@defence.gov.au>
Subject: [EXTERNAL] DPM Lvl 5 Ministerial Suite [SEC=OFFICIAL]

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OFFICIAL

Afternoon s47F [redacted] ,

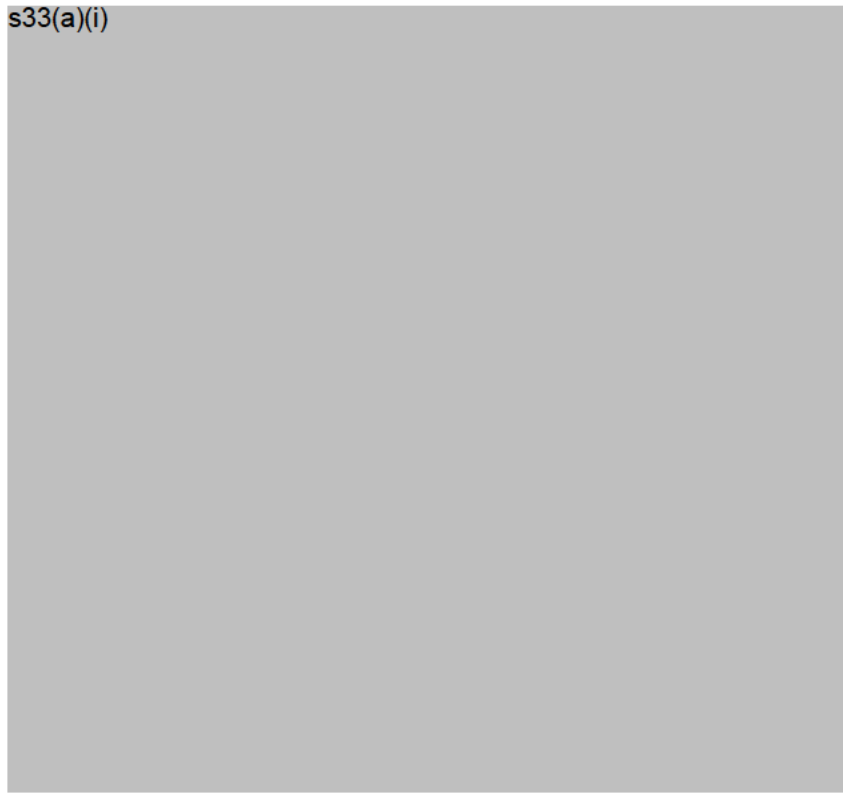
My team attended the DPM suite yesterday afternoon and was shown around by s47F [redacted] . The AV team also completed an assessment and hopefully will come back to us with a timeframe shortly.

There have been a few additional requests:

1. Can the s33(a)(i) [redacted] box be moved back to the main wall and sit in the cabinetry? This will allow for the AV setup to sit in the cabinetry and have no cables/network ports and AV rack showing
2. MECC have request that there only be doors on the cabinetry on the bottom half of the TV cabinetry – so there can be display cabinets around the TV and above
3. Additional Desk – MECC have requested an additional desk to sit along the glass wall – both DPE/DSE networks
4. As discussed during the meeting with Celia – Ensure DPM signage is ready/installed for the handover

I have drawn up the changes below – s47F was advised of everything and we are happy to provide any further information you need as well.

s33(a)(i)



Kind Regards,

s47E(d)

Premier Support
National VIP Support Manager
Directorate of Regional ICT Services
SMB | ICTOD | CIOG
Department of Defence

Anzac Park West | s47E(d) | Parkes | 2600
Premier Support 24/7 P: s47E(d)
M: s22 | E: s47E(d) [@defence.gov.au](mailto:s47E(d)@defence.gov.au)

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From: s47F @jll.com>
Sent: Friday, 7 October 2022 12:04 PM
To: s47E(d)
Cc: s47F; s47E(d)
Subject: For Review: DPM relocation meeting 06.10.2022
Attachments: Lessons Learnt - Checklist for moving (003).docx

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Hi s47E and s47E(d)

Thanks for your time on site to discuss the DPM's move and the bits and pieces surrounding it. Below is a summary of what was discussed and the directions you gave us yesterday (Thursday 06 Oct). I've attached our standard moving checklist which usually we share several weeks out to assist with moving

Move

1. The project will deliver crates to the current DPM office by early next week. Judging by the items we saw today I will send 5 to start with
 - I. This will include stickers to be placed on the crates please identifying the DPM items
2. You've mentioned the DPM will not be in location until at least the week of 17 Oct.
 - I. This means the effects could possibly be moved earlier than 17 Oct
3. Your team will commence packing the DPM's office early next week and advise if there's any furniture to be relocated
 - I. At this stage it is only personal effects to be moved (no furniture)
 - II. This includes a cabinet full of glassware and serving items
 - III. Anything in crates will be moved by removalists. Personal effects (such as photographs or anything that can't go in to crates) to be moved by the DPM staff
 - IV. Please advise if there are any other staff movements or if it's only the DPM's office (1 person and effects)
4. It's possible the DPM and support staff won't be in location or the office at R1-2 the week of 17 Oct. *Could you please confirm if this is correct*
 - I. This could assist with a faster occupation of the CFO team in to the office prior to 17 Oct.

So to simplify a timeline below;

Monday 10 October	Crates are delivered to DPM office
Monday 10 October to Wednesday 12 October	DPM Office staff (s47E and s47E(d)) to pack up DPM office <ol style="list-style-type: none"> 5. Personal effects 6. Glassware and items in cabinets 7. No furniture is being moved
Thursday 13 October	<i>DPM Office crates are ready for project to pack up and relocated in order for CFO to move to R1-2</i>
<i>I have included the line above in case we are able to facilitate a move quicker than 18 October</i>	
Monday 17 October	Project collects crates, flags and any other items nominated for collection and relocated to Level 5 DPM staff unpack items
Tuesday 18 October	DPM Office is ready for occupation Contractors are no longer in that space unless defects are raised or further works are requested

Security

1. s47E will be the POC and responsible for creating the SRA to finalise the security certification
2. Project will finalise the certification process with DOSA and manage the process around that
 - I. Certification of the Zone 4 space will not be achieved until after occupation. This is determined by when the acoustically rated security door will be installed (approximately 2-3 weeks after occupation)
 - II. We will coordinate with you for install, further to that the final security inspections and process
 - III. First acoustic test is booked in Monday 10 October, second test is currently booked in Wednesday 9 November

Furniture

1. I have sent a separate email regarding the joinery and slight changes to the cabinet
2. 6 flags to be relocated by the project and placed in front of the frosted glass
3. 3 flags to be relocated by the project and placed in the DPM's office on the large blank wall
4. Signage to be relocated from current office (I am confirming this with base management)
5. You have requested a hat stand be provided. I have requested direction from DEWPO director s47E(d) (as this has not previously formed part of our scope)

I hope that sums it up. Please let me know if there's anything I've missed.

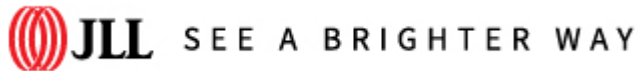
Cheers

s47E

s47F

Senior Project Manager, Project & Development Services

M +s47F



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DRAFT Checklist for Moving. <i>Note: This is next steps contracted Project Manager will take.</i>	
Seven (7) Weeks out from occupation <i>Action from user group:</i> <i>agreement of move in dates</i>	<ul style="list-style-type: none"> • Discussion about the entire process • Visit of current site to determine what's being moved • Initial discussion around move in dates
Three (3) weeks out from occupation <i>Action from user group:</i> <i>provide access to the project to current office space, to measure and account for items to be moved to the newly refurbished space. Identify any ICT software concerns or any questions for usability</i>	<ul style="list-style-type: none"> • Book in visit the current office space to measure and view items which need to be relocated back to the site, this includes safes, fridges, plants etc. Basically, whatever is to be moved will be coordinated by the project. • During this visit, contracted PM will request confirmation of how many personal crates are required for the office and book in a time/day to do the measurements and asset register, and to deliver the crates • Move out date/move in dates will be discussed. <ul style="list-style-type: none"> ○ <i>Eg, the office finishes work on a Friday, and all items are moved out in to the new office. Safes are delivered to their correct spots etc and ready for use Monday morning. This also includes ICT set up of desktop, ready for staff to walk in to the new space and start work. An ICT representative can be present the morning of work starting to assist with any user issues identified. Prior to this they would have conducted a test to ensure operational however some software issues may arise which were previously unknown</i> • Process of how the move will happen will be discussed and any questions answered. <ul style="list-style-type: none"> ○ <i>Key stakeholders should all be present for this discussion this should include the project POC, Project Manager, Contractor PM, EMP, CIOG and other representatives identified as per responsibility matrix.</i> • Defect inspection of the new space is booked in for stakeholder walk through, on a date after the construction completion date. <ul style="list-style-type: none"> ○ <i>This will be after the project team have completed their walkthrough and identified any defects, and prior to HOTO activities allowing the space to be occupied.</i>
Two (2) weeks out <i>Action from user group:</i> <i>Review of move in dates if required, acceptance of asset stickers and process</i>	<ul style="list-style-type: none"> • Move out/move in dates are agreed and reviewed if necessary (due to any changes that may occur)

	<ul style="list-style-type: none"> • Ongoing communications to advise of completion status etc • Contracted PM deliver asset stickers to users and secure crates. <ul style="list-style-type: none"> ○ <i>If this is too early due to customer stakeholder group requirements, then it can be done 1 week out if required. The stickers can be labelled to align with a desk number (marked up on a drawing) and agreed to prior to move day. The crates will then be delivered to the appropriate desk. If no permanent desk is allocated then an agreed area.</i>
<p>One (1) week out</p> <p>Action from user group: <i>final confirmation of move in date, time to move out. Ensure safes are locked up (within a day or two of move in day), and everything labelled to be moved. Ensure any final questions are raised.</i></p>	<ul style="list-style-type: none"> • Site visit to current office to check asset stickers, pick up of additional activities that hasn't been discussed. • Confirmation that safes and filing cabinets are locked up or cleaned out, marked for disposal with correct forms completed by the area. • Identification of any additional support needed e.g CIOG, Telstra
<p>Move in Day!</p> <p>Action from user group: <i>pack up crates, ensure labelled correctly.</i></p>	<ul style="list-style-type: none"> • Staff have their desk packed up and at an agreed time • The contractors and removalists will come through to collect the items listed including personal crates. These will be moved and all items except for the crates will be 'installed'. The personal crates will not be opened and accessed by the project or removalists.

From: Perkins, Celia MS
Sent: Tuesday, 31 May 2022 1:22 PM
To: s47E(d)
Cc: s47E(d)
Subject: Ministerial support [SEC=PROTECTED]

PROTECTED

Colleagues

The Minister for Defence is expected to be announced today, and has request an office in Russell to be available tomorrow 1 June 2022, from 6.30am.

The Minister will be located at s47E(d), in the office currently occupied by the CFO Steven Groves, and his support staff. [Desk Number's – s47E(d) and s47E(d) to be available for the Minister]

CFO and his immediate team will be relocated to s47E(d), the area occupied by HQ Joint Operations. This area will be shared with HQ Joint Operations annex.
CJOPS will continue to use desk space in s47E(d).
[Desk Numbers – s47E(d) and s47E(d) to be available for the CFO]

This is an interim measure to accommodate the Minister, with further work to be undertaken in the coming week
The above arrangements are be enacted today, I appreciate every leaning in and making this happen.

To ensure we make it over the line –
I'd appreciated advice/ responses to the following:

- Please confirm the removalists have arrived in s47E(d), and packing support is available to the CFO (if not removalists, can we shift a few people from the CSC to help)
- Confirm if there is a fridge in the office (if not get one in pronto)
- Ensure the door to s47E(d) has been unlocked for the CFO
- The Ministers carpark outside s47E(d) must be vacant from 2pm.
- Confirm Navy have been asked to vacate car park 30. Minister will use from 0600 tomorrow morning.

I'd also like a 'concierge' helper to be available on site tomorrow to assist Minister and team on Russell stuff – we'll deconflict with MECC but s47E(d) – one of your team would be ideal. From 0700am please.

Thanks to all,

Celia

Celia Perkins

Deputy Secretary – Security and Estate

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