



COPY

Senator the Hon. Michael Ronaldson
Minister for Veterans' Affairs
Minister Assisting the Prime Minister for the Centenary of ANZAC
Special Minister of State

Ref: B14/196

Senator-elect Bob Day AO
Senator-elect for South Australia
77 Fullarton Road
KENT TOWN SA 56067

20 MAR 2014

Bob
Dear Senator-elect Day,

It was good to meet with you last week in Adelaide.

During the meeting, we discussed your proposal to remain at your current office rather than occupy the electorate office of the outgoing Senator for South Australia, Senator the Hon Don Farrell, which is located at 19 Gilles Street, Adelaide. I confirm your advice to me that you have disposed of your interest in the Kent Town property.

I am prepared to give further consideration to your proposal to remain in your existing office space. As discussed, the arrangement would likely be subject to the following conditions to ensure full transparency:

- (i) your current office space in Kent Town meeting the necessary Commonwealth requirements and standards;
- (ii) rent on your current office space would not be charged for the remaining period of the existing lease term on the 19 Gilles St electorate office;
- (iii) there will be no offset if the Commonwealth is successful in sub-leasing the office at 19 Gilles Street;
- (iv) you would be personally responsible for any costs associated with relocating furniture and equipment from 19 Gilles St to your current office space; and

In order to progress this matter, I have asked the Department of Finance to provide me with a detailed briefing on the feasibility of the above arrangement. I will contact you again shortly thereafter.

Yours sincerely,

[Signature]
SENATOR THE HON. MICHAEL RONALDSON

From: Bob Day [bobday@familyfirst.org.au]
Sent: Monday, 5 May 2014 6:17 PM
To: [REDACTED]
Subject: RE: 77 Fullarton Rd [SEC=UNCLASSIFIED]

Dear [REDACTED]

The new owner is Fullarton Investments Pty Ltd 77 Fullarton Road, Kent Town SA 5067.

The director of Fullarton Investments Pty Ltd is [REDACTED] 205 Monaco Street, Broadbeach Waters Qld 4218.

Regards

Bob Day

From: [REDACTED]@finance.gov.au
Sent: Saturday, 26 April 2014 11:24 PM
To: Bob Day
Subject: RE: 77 Fullarton Rd [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good evening Senator-elect,

I have now received the floor plan for your office, along with the building suitability report. I am currently working on preparing briefing details for the Special Minister of State.

In the interim, can you please forward me the details of the new owner of the building. I understand from our discussions that the sale doesn't go through until June, however I will need their details for briefing purposes, as well lease negotiations.

Regarding your question on staffing, I have forwarded your email to my entitlements manager, [REDACTED] is best placed to discuss staffing with you. Should you need to contact her, [REDACTED] details are [REDACTED]@finance.gov.au or [REDACTED]

Kind Regards,

[REDACTED] State Manager
Ministerial & Parliamentary Services
Department of Finance
T: [REDACTED] | F: 08 8205 1099 | M: [REDACTED] E: [REDACTED]@finance.gov.au
A: Level 13, 100 King William St, ADELAIDE SA 5000

UNCLASSIFIED

From: Bob Day [mailto:[REDACTED].com.au]
Sent: Monday, 21 April 2014 12:11 PM
To: [REDACTED]
Cc: senator.ronaldson@aph.gov.au
Subject: RE: 77 Fullarton Rd [SEC=UNCLASSIFIED]

I refer to previous correspondence and discussions regarding the establishment of my new senate office and in particular our meeting of 7 April on site at 77 Fullarton Road with [redacted] her assistant [redacted] and yourself.

Despite a number of enquiries by new cross-bench senators we are yet to be advised what our new staffing allocations will be. It has been confirmed however that no staff can be appointed prior to 1 July notwithstanding the fact the senate will be sitting on 7 July to consider important legislation. Considering none of the new cross-bench senators has any parliamentary experience, this is of some concern to us.

If a progress report on my senate office could be provided I would be very grateful.

Kind regards

Bob Day AO
Senator-elect for SA
77 Fullarton Road
KENT TOWN SA 5067
Tel 08 7070 0077
Mob 0412 791 920

From: [redacted] [redacted]@finance.gov.au]
Sent: Wednesday, 26 March 2014 12:38 PM
To: Bob Day
Subject: 77 Fullarton Rd [SEC=UNCLASSIFIED]

UNCLASSIFIED

Good afternoon Senator-elect,

You have hopefully by now received a letter from the Special Minister of State (SMOS) indicating a willingness to give further consideration to your electorate office being established at 77 Fullarton Rd instead of 19 Gilles St. The SMOS I requested the Department of Finance prepare a detailed briefing on the feasibility of establishing the office at 77 Fullarton Rd. In order to prepare the briefing, I will need to visit and assess your current office space. I will also need to bring the following people with me:

1. [redacted] Design project manager, who will conduct a site measure and undertake a report on your office space (checking for the necessary Commonwealth requirements and advising on what work would be needed to comply). [redacted] may have another staffer with her to assist with the site measure and preparation of existing floor plan.
2. [redacted] DTZ, who will undertake lease negotiations for the office. [redacted] will require contact details for the owner of the building, however will not have any contact with them until after we have met onsite.

I am happy to make a time when you will be available onsite, so that we can meet and talk through the process, and can give you a clearer picture of exactly what [redacted] will need to do to comply with the request from the SM.

Once I have your availability, I will check the availability of [redacted] and arrange us all to attend at the same time as to minimise inconvenience to your office.

Kind Regards,

[redacted]
[redacted] State Manager
Ministerial & Parliamentary Services
Department of Finance



Senator the Hon. Michael Ronaldson

Minister for Veterans' Affairs
Minister Assisting the Prime Minister for the Centenary of ANZAC
Special Minister of State

Senator-elect Bob Day
Senator-elect for South Australia
77 Fullarton Road
KENT TOWN SA 5067

23 JUN 2014

Dear Senator-elect Day,

I refer to our meeting in my office on 28 May 2014, and to our telephone conversation last week, regarding your electorate office accommodation.

As we discussed last week, my understanding from our meeting was that you would establish your official office as a Senator on the ground floor of your current building in Kent Town. However, if you were desirous of having a separate privately-funded office upstairs, that was a matter between you and the building owner.

As I now understand it, there is not sufficient space on the ground floor of your building for a full office as a Senator, and that you have provided this advice to the Department of Finance (Finance). Therefore, the remaining options that can be explored are for a first floor office or a split-level office.

I am advised by Finance that its South Australian Manager, Mr Ben Hooper, having visited the building with you earlier this year, considers that it is suitable for an electorate office, subject to meeting certain Commonwealth standards. I am also advised by Finance that the focus at the time was on a first floor office and assessments were made on this basis. Finance has therefore advised that it is able to provide definitive advice on the work that it required to bring a split-level office up to Commonwealth standard, particularly in relation to work health and safety. I have therefore requested that Finance immediately arrange for an access consultancy service to assess the property.

In respect of establishing your electorate office and subject to receiving a report from the access consultancy service, I wish to confirm that the conditions that will need to be met:

- i) Should a lift be required in order to comply with the *Disability (Access to Premises – Buildings) Standards 2010* (Premises Standards), it will need to be installed at your or the building owner's expense.
- ii) In order to comply with the security requirements for an electorate office, the costs of construction of a basic, secure reception point will need to be met by yourself or the building owner.
- iii) Similarly, the installation of an alarm and duress system will need to be installed at your expense or that of the building owner.
- iv) You will be required to offset the Gilles Street rent until such time as it is sub-let.

As you are aware, the building report indicated that the air-conditioning system is past its economic life expectancy and is severely degraded. I note your advice, however, that the system has actually been shut down and replaced with a number of split systems. Subject to a further report on this, it would not be my intention to require the air-conditioning system upgrade until the expiry of the Gilles St lease.

As I have indicated from the start of our discussions, I have no option but to ensure that your tenancy at Kent Town is at no cost to the Commonwealth. As I also indicated very early on, other incoming Senators in recent times have had no choice but to move into the office of a retiring Senator. It is my understanding that the office of soon to retire Senator Farrell is viewed by Finance as absolutely fit for purposes and there is no justification whatsoever for the office being closed as a Senator's office. The location of the office is your primary concern, however, I am unable to take that into account when determining these matters.

Given that your term is soon to commence, I am prepared to approve your temporary occupancy in the Adelaide Commonwealth Parliament Offices until this matter has been resolved.

The contact officer in the Department of Finance in relation to this matter is Ms Sharon Forester, Entitlements Manager, on (02) 6215 3827.

Yours sincerely,

SENATOR THE HON. MICHAEL RONALDSON



COPY

Senator the Hon. Michael Ronaldson

Minister for Veterans' Affairs
Minister Assisting the Prime Minister for the Centenary of ANZAC
Special Minister of State

Senator Bob Day AO
Senator for South Australia
Suite 8, Level 13
100 King William St
ADELAIDE SA 5000

Ref: B14/1250

09 OCT 2014

Job
Dear Senator Day,

I am writing to you in relation to your request to establish your electorate office at 77 Fullarton Road, Kent Town.

The Department of Finance (Finance) has advised me that officers met with you on 11 August 2014 to further examine the feasibility of establishing your office at Fullarton Road. I am informed that following that meeting, Finance provided you with plans setting out how areas of the Kent Town premises might be configured to create an effective electorate office of approximately 182m². These plans outlined the works that would need to be undertaken to convert the existing space into an office that met both the requirements of the Commonwealth in terms of your entitlement, and the various regulatory requirements attaching to such premises. I am advised that you have agreed to the plans and indicated you are prepared to have the works undertaken at your expense.

On that basis and subject to those other conditions about which we have spoken and which are set out below, I am prepared to agree to the establishment of your electorate office within the premises at 77 Fullarton Road upon receipt of your written acknowledgement that you accept the principles of the lease as detailed below.

As I have indicated from the commencement of our discussions on this subject, there can be no rent payable by the Commonwealth in respect of the Fullarton Road premises until such time as the lease on the office of former Senator the Hon Don Farrell at Level 5, 19 Gilles Street, Adelaide ceases, or until Finance is able to sub-lease that office. In the event that Finance is able to sub-let only on terms that are unfavourable, rent payable on the Fullarton Road property shall not exceed that of the rental return on Gilles Street.

I understand that the proposed office includes use of an existing communications room and that this is likely to reduce the usual cost of connection to the parliamentary IT network. Nevertheless, the costs of that work, as carried out by the Department of Parliamentary Services, will be payable by you. Finance proposes that the alarm and duress system currently installed at Gilles Street be transferred to the Fullarton Road premises and I have agreed to this.

I have asked that Finance's property manager commence the search for a tenant for Gilles Street. I have also asked that a lease over the proposed 182m² at Fullarton Road be negotiated with the rental provisions as outlined:

- i. The lease will be executed upon completion and certification of the fit-out and other establishment works described.
- ii. Subject to the above, the lease will incorporate the following:
 - a) Annual rental and the provision for any reviews will be determined having regard to the advice of a valuer appointed by the South Australian Division of the Australian Property Institute.
 - b) An initial lease term ending on 30 June 2020.
 - c) A rent free period until 14 August 2016, or until such time as Finance is able to sub-lease the existing Gilles Street office under the terms specified above. An early termination clause allowing for the surrender of the lease in the event you cease to be a Senator for South Australia.
 - d) No make good obligations for Finance.

The Finance action officer for this matter is the South Australian State Manager, ^{S22} [REDACTED] who can be contacted on ^{S22} [REDACTED] will continue to liaise with you on all matters to do with your proposed office and lease.

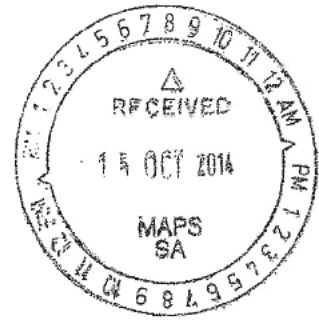
I am pleased that we have been able to agree on an arrangement for your electorate office that satisfies your requirements while remaining cost-neutral to the Commonwealth.

Yours sincerely,

SENATOR THE HON. MICHAEL RONALDSON



Senator Bob Day AO
Senator for South Australia



15 October, 2014

Senator the Hon Michael Ronaldson
Special Minister of State
Parliament House
CANBERRA ACT 2600

Michael

Dear Senator the Hon Ronaldson

Thank you for your letter regarding the establishment of my electorate office at 77 Fullarton Road.

Yes, I accept the principles of the lease as per your letter and agree to undertake the works at my expense including the costs associated with connection to the parliamentary IT network.

Thank you for your consideration.

Yours sincerely

[Redacted signature]

cc [Redacted] South Australian State Manager