

From: §47F
To: §22(1)(a)(ii)
Cc: §22(1)(a)(ii) §47F; PSCP
Subject: FW: Information Request - Data breach and Conflict of Interest [SEC=OFFICIAL]
Date: Thursday, 21 December 2023 12:09:20 PM
Attachments: [image012.jpg](#)
[image013.jpg](#)
[image014.png](#)
[image015.gif](#)
[image016.jpg](#)

Dear §22(1)(a)(ii)

Responses to your queries below.

Should you have any further questions, please do not hesitate to contact me directly.

§47F

§47F

Contract Lead | Whole of Australian Government | Property

T §47F
E §47F [@ventia.com](#)
W [ventia.com](#)

From: §22(1)(a)(ii) §47F [@finance.gov.au](#)>
Sent: Monday, December 18, 2023 3:30 PM
To: §47F <§47F [@ventia.com](#)>
Cc: PSCP <[pscp@property.finance.gov.au](#)>; §22(1)(a)(ii) <§22(1)(a)(ii) [@finance.gov.au](#)>; §47F <§47F [@ventia.com](#)>
Subject: RE: Information Request - Data breach and Conflict of Interest [SEC=OFFICIAL]

External Email: This email was received from outside our company. Do not click links or open attachments you were not expecting. Report all suspicious emails using Phish Alert on your Outlook toolbar or menu. Block all unwanted email using your [Email Management Portal](#).

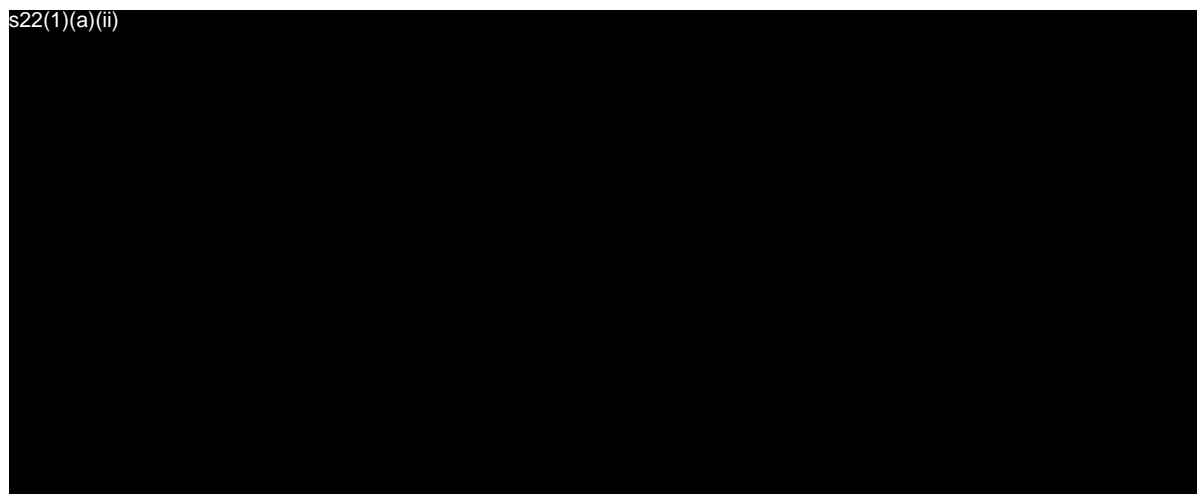
OFFICIAL

Hi §47F

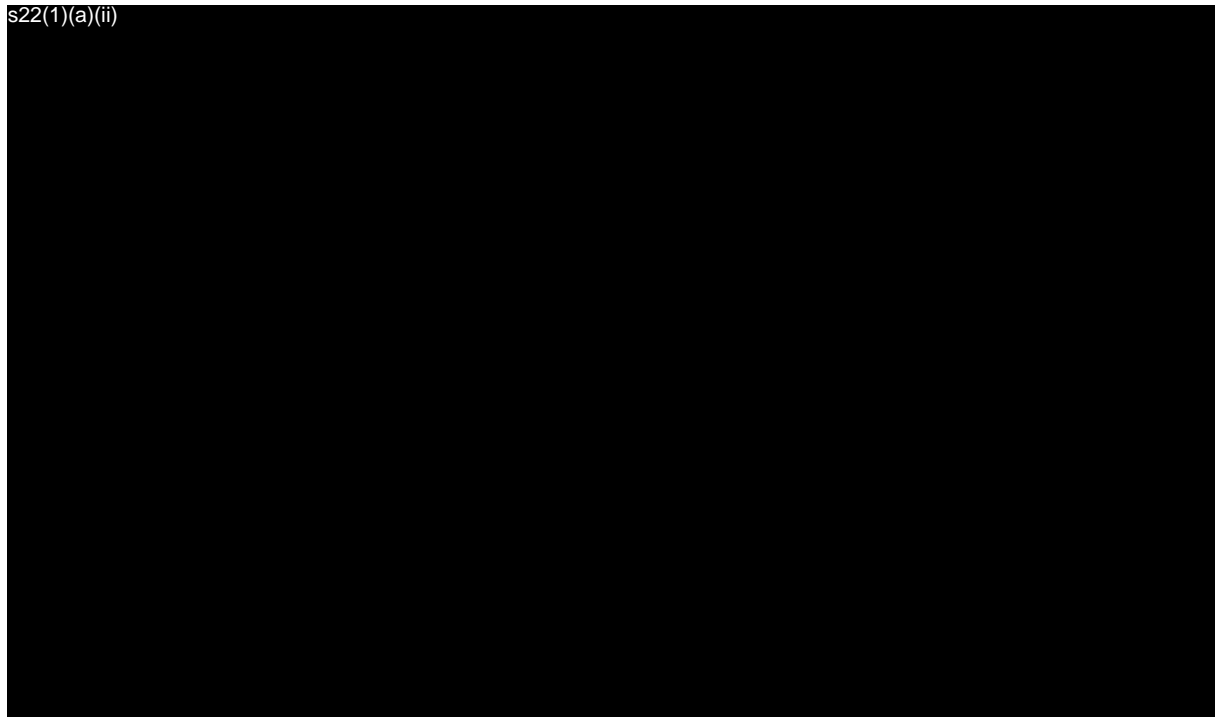
Thank you for the below responses regarding the data and conflict of interest issues.

I have some further questions:

§22(1)(a)(ii)



s22(1)(a)(ii)



3. Conflict of Interest:

Finance's expectation is that all conflict matters are managed as per the Deed and the PSCP Arrangements – PSP Conflict Management Guide including the immediate notification by the PSP to Finance where there is an actual conflict, perceived conflict or known risk of a conflict occurring.

- Please outline the steps taken to mitigate the conflicts (actual, perceived or known risk) for the transactions where sites were presented to the AEC and the landlord was represented by Colliers.

We (Colliers) have now undertaken two Additional Services projects (Under a Schedule 12) for the AEC involving the procurement of Industrial/Commercial properties to facilitate constitutional events. The first of these was the most recent Federal Election where we sourced ~70 properties and the most recent Referendum where we sourced ~50 properties. In delivering both of the processes we have adapted and refined the documentation/reporting that we have provided at the instruction of the AEC and this has been well received. Early in the Election project, we provided all agent details in the market sweep documentation however this information was being used by members of the relevant AEC State Offices to contact agents directly which raised concerns, including impacting on negotiations, and leaving AEC staff exposed to potential complaints. As a result, AEC instructed us to hide those cells. This process was also implemented for the referendum project. Several other documents were added to the suite of information provided for the Referendum project, and the name and phone number of the Agent is provided to facilitate inspections. We continue to work closely with the AEC to agree a preferred approach to delivery. As we neared completion of the Referendum Project, a full listing of the properties sourced through the project including the Agents name was compiled. This list was submitted to the AEC on 10 August 2023. We are also committed to providing any further information relating to any specific transactions as advised.

- Please advise the process Ventia will be taking to ensure conflicts are identified and timely notification is provided to Finance to ensure compliance with the Deed.
To ensure ongoing declaration of all potential Conflict of Interests we have specifically included this requirement in the Schedule 12 which has recently been executed by the AEC. We are working with the AEC to ensure that all relevant disclosures are made and have

implemented the following:

- Weekly Conflict of Interest Register being provided to both Finance and the AEC;
- Market Sweep documentation have been redesigned to provide more detailed information including the following:
 - Agent Detail
 - Whether the site was deemed as suitable or unsuitable
 - Rational for why a site has been assessed as unsuitable.
- Regular meetings are set with AEC to work through each of the process and ensure all potential conflicts are discussed.

It would be appreciated if responses can be provided prior to COB Thursday 21 December.

Please let me know if you have any questions on the above.

Thanks

§22(1)(a)(ii)



§22(1)(a)(ii) | Director
 Whole of Government Property Services
 Property and Construction Division
 Department of Finance
T: §22(1)(a)(ii)
E: §22(1)(a)(ii) [@finance.gov.au](mailto:§22(1)(a)(ii)@finance.gov.au)
A: One Canberra Avenue, Forrest ACT 2603

For further information on the PSCP Arrangements, please see the [Department of Finance website](#)



From: §22(1)(a)(ii) <§22(1)(a)(ii)@finance.gov.au>
Sent: Tuesday, December 12, 2023 9:59 PM
To: §47F <§47F@ventia.com>
Cc: PSCP <pscp@property.finance.gov.au>; §47F <§47F@ventia.com>; §47F <§47F@ventia.com>; §22(1)(a)(ii) <§22(1)(a)(ii)@finance.gov.au>
Subject: RE: Information Request - Data breach and Conflict of Interest [SEC=OFFICIAL]

OFFICIAL

Hi §22(1)(a)(ii)

Thank you for your email.

Finance will review the below information and get back to you should we have any questions.

Regards,

§22(1)(a)(ii)

§22(1)(a)(ii) [redacted]

§22(1)(a)(ii) | A/g Director (Ventia)
Whole of Government Property Services
Property and Construction Division
Department of Finance
T: §22(1)(a)(ii) | E: §22(1)(a)(ii) @finance.gov.au
A: One Canberra Avenue, FORREST ACT 2603

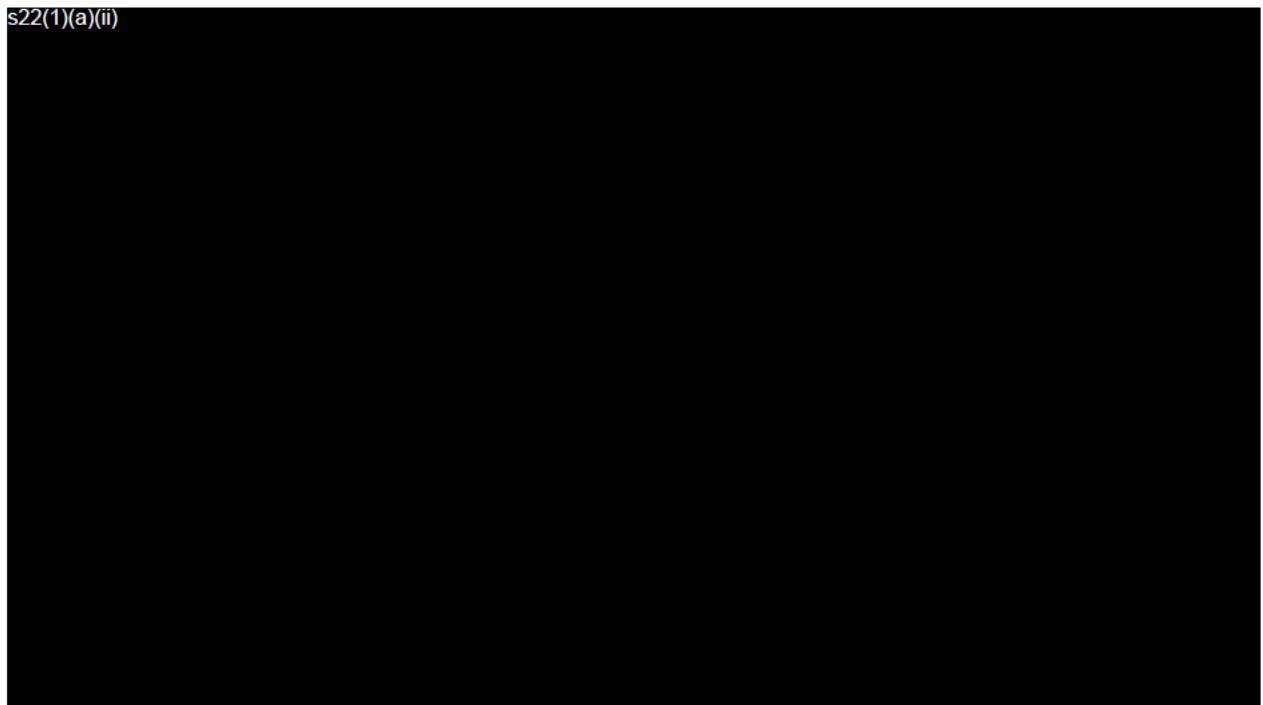
Property_Email_Signature_FA_05
[redacted]

From: §47F <§47F@ventia.com>
Sent: Tuesday, December 12, 2023 5:32 PM
To: §22(1)(a)(ii) <§22(1)(a)(ii)@finance.gov.au>
Cc: PSCP <pscp@property.finance.gov.au>; §47F <§47F@ventia.com>; §22(1)(a)(ii) <§22(1)(a)(ii)@finance.gov.au>; §47F <§47F@ventia.com>
Subject: RE: Information Request - Data breach and Conflict of Interest [SEC=OFFICIAL]

Hi §22(1)(a)(ii)

Please find below our response to the items that you have raised:

§22(1)(a)(ii)



3. Conflict of Interest:

Regularly Ventia and Colliers provide details to Finance on how we manage the perceived Conflict of Interest whereby Colliers providing tenant advisory services in a market of Landlords agents. Our process for management of potential conflicts has not altered for the AEC Referendum site sourcing activity.

During the AEC Referendum we (Colliers) were tasked with procuring an additional 50 sites nationally on sort term arrangements to assist with the logistics of the Referendum. During this process we provided reporting to the AEC of potential sites including the names of the Landlords agents. This identified other offices of Colliers as Landlords agents and a small selection of sites. Colliers and Ventia assumed that this reporting was transparent and provided detail if the AEC had and concerns with the site options presented. On request from AEC we were asked to hide this column so that extensions of the AEC outside of the property area did not contact the Landlords agent directly. During the process and subsequently we have discussed our process with Mel Hinde (Assistant Commissioner AEC) to give confidence to the management of any perceived conflict of interest. For future bulk site sourcing events, Colliers have advised that they will specifically provide a separate register so that these concerns are explicitly highlighted.

I hope this detail clarifies our actions on each of your concerns raised. As always we are happy to discuss if there are any further actions deemed necessary to resolve these items.

Thanks,

s47F

Workspace | Property



Ventia

28 National Circuit
Canberra ACT 2603 Australia

D +s47F

E s47F@ventia.com

W www.ventia.com

A list of Ventia Group entities can be found [here](#).

From: s22(1)(a)(ii) <s22(1)(a)(ii)@finance.gov.au>

Sent: Thursday, December 7, 2023 6:01 PM

To: s47F <s47F@ventia.com>

Cc: PSCP <pscp@property.finance.gov.au>; s47F <s47F@ventia.com>; s22(1)(a)(ii) <s22(1)(a)(ii)@finance.gov.au>; s47F <s47F@ventia.com>

Subject: Information Request - Data breach and Conflict of Interest [SEC=OFFICIAL]

External Email: This email was received from outside our company. Do not click links or open attachments you were not expecting. Report all suspicious emails using Phish Alert on your Outlook toolbar or menu. Block all unwanted email using your [Email Management Portal](#).


OFFICIAL

Hi s47F

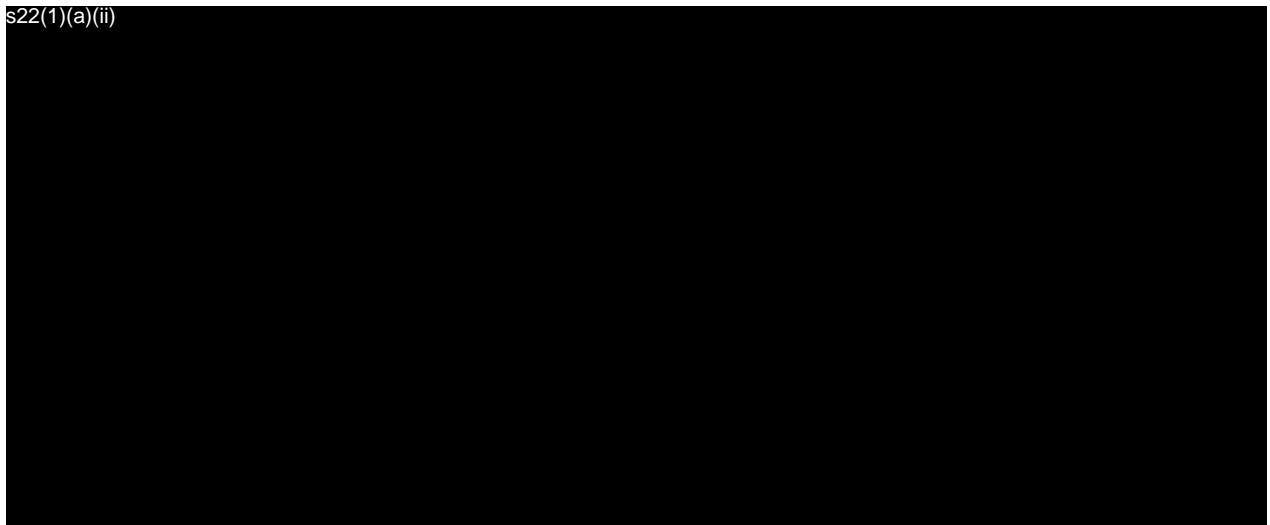
Finance is requesting information as per the below outlined issues.

s22(1)(a)(ii)

s22(1)(a)(ii)



s22(1)(a)(ii)



3. Conflict of Interest (COI) - (Australian Electoral Commission):

- Finance understands a number of the AEC operational sites related to the referendum may not have been declared under the COI guidelines as required under the Deed and the COI framework.
 - We note that a Schedule 12 was executed for the procurement of these sites, however there is no record of a potential conflict being recognised by Ventia or notified as per the Deed requirements. Finance is seeking to better understand this matter. Therefore can Ventia please provide information with regard to this matter and the steps and actions that Colliers will be taking to ensure this does not occur again. To assist with this, we will also reach out to the AEC to obtain information on the incident.

For clarity I have attached the PSCP Arrangements – PSP Conflict Management Guide which outlines roles and responsibilities and relevant Deed clauses regarding conflict of interest matters.

Under the Deed Finance is required to investigate these matters once brought to our attention. We are seeking to get the whole picture of the reported events, and to understand what happened and why it occurred and what next steps may be.

Can you please provide responses to the above issues and questions by **COB Tuesday 12 December 2023**.

Please reach out if you have any questions relating to the above.

Thanks and kind regards

s22(1)(a)(ii)



s22(1)(a)(ii) | Director

Whole of Government Property Services

Property and Construction Division

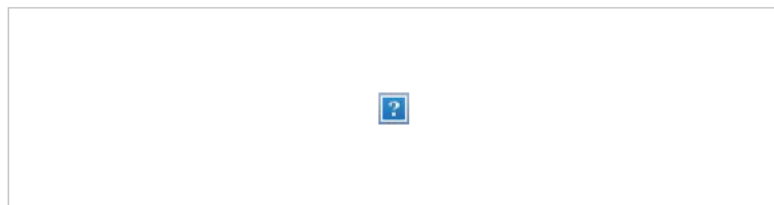
Department of Finance

T: s22(1)(a)(ii)

E: s22(1)(a)(ii)@finance.gov.au

A: One Canberra Avenue, Forrest ACT 2603

For further information on the PSCP Arrangements, please see the [Department of Finance website](#)



Disclaimer

IMPORTANT – This email, and any attachments transmitted with it, may be confidential and privileged. If you are not the intended recipient, you are hereby notified that any dissemination, use or disclosure of this email and any attachments transmitted with it may cause commercial damage to both/either the sender and/or the intended recipient and is strictly prohibited. If you have received this email in error, please contact the sender by return email, do not use or disclose the contents and delete the message and any attachments from your system. Before opening or using attachments, check them for viruses and defects. The Company's liability is limited to resupplying any affected attachments. Information regarding privacy can be accessed here: http://ventia.com/ckeditor_assets/attachments/39/ventia-privacy-statement.pdf

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.

Colliers respects your privacy.

[Australian Privacy Policy](#) | [Unsubscribe from all emails](#)

If outside Australia, please refer to your local Colliers website for more information.
This e-mail, its content and attachments (if any) ("E-mail") are for the addressee(s) only. This E-mail contains information which may be sensitive, secret and confidential. If you are not the intended recipient of this E-mail, please immediately notify the sender, do not use or disclose any of the E-mail, and delete this E-mail and your reply email from your system.
Unless specifically stated, this E-mail does not constitute advice or commitment. We do not accept liability for computer viruses, data corruption, interruption, unauthorised access or unauthorised amendment. Colliers does not guarantee, warrant or represent, either implied or express, that the information contained in this E-mail is accurate, complete or current.

We exclude all inferred or implied terms, conditions and warranties arising out of or in connection with this E-mail, including any liability for loss or damage arising.
This notice should not be removed.