

Breakdown of costs as follows:

Refurbish Previous Office into Ministerial Office

Department of Defence undertook their own refurbishment to meet their security requirements

MaPS expensed:	
\$3,267.00	(inclusive of GST) for general repairs and maintenance.
\$390.50	(inclusive of GST) to remove signage, install new signage.
\$2,640.00	(inclusive of GST) new office furniture.
\$6,297.50	

Establishment of New Electorate Office

\$647,875.87	(inclusive of GST) fit out
\$2,079.00	(inclusive of GST) for signage.
\$2,081.20	(inclusive of GST) removalist costs.
\$6,017.00	(inclusive of GST) furniture items.
\$658,053.07	



RICHARD MARLES MP

Federal Member for Corio

Senator the Hon Don Farrell
Special Minister of State
The Senate
PO Box 6100
Parliament House
Canberra ACT 2600

Dear Minister,

As the newly elected Deputy Prime Minister I am advised that I am entitled to additional office space.

Accordingly, I write to seek your approval to have an Office Holder office within my electorate. My electorate office is based in the CBD of Geelong and I would like to have my Office Holder office situated close by.

Could you kindly assess whether this request can be met at your earliest convenience.

Thank you for taking the time to assess this request. If my office can be of any assistance in the assessment please do not hesitate to be in contact. This can be done through s22 [REDACTED] in my office on (03) 5221 3033.

Yours sincerely,

A handwritten signature in cursive script that reads "Richard Marles".

Hon Richard Marles MP
Deputy Prime Minister

3rd June 2022



Electorate Office
(03) 5221 3033

17A Yarra Street
Geelong VIC 3220

Canberra Office
(02) 6277 4330

PO Box 6022
Parliament House
Canberra ACT 2600



Senator the Hon Don Farrell

Minister for Trade and Tourism
Special Minister of State
Senator for South Australia

REF: MC22-001536

The Hon Richard Marles MP
Deputy Prime Minister
Minister for Defence
Parliament House
CANBERRA ACT 2600

Richard

Dear Deputy Prime Minister

Thank you for your email dated 3 June 2022 regarding the establishment of your Ministerial office in Geelong. I believe the request has since changed to an electorate office relocation with the current Corio electorate office becoming your Ministerial office.

I have asked the Department of Finance (Finance) to liaise with your office to establish the requirements of the relocation.

Finance and its property services provider, Ventia, will work to identify a compliant property that meets your requirements. After a suitable property has been located, Finance will develop and submit a fully costed proposal for my consideration.

Ventia will aim to negotiate lease terms that maximise value for money for the Commonwealth. You should be mindful of not discussing lease terms with a potential landlord or managing agent to avoid jeopardising the lease negotiation process.

The contact officer for this matter in Finance is your State Manager, ^{s22} [REDACTED] who can be contacted on ^{s22} [REDACTED]

Yours sincerely

Don Farrell
Don Farrell
14 July 2022



Senator the Hon Don Farrell

Minister for Trade and Tourism
Special Minister of State
Senator for South Australia

REF: MS22-000610

The Hon Richard Marles MP
Deputy Prime Minister
Minister for Defence
Parliament House
CANBERRA ACT 2600

A handwritten signature in blue ink that reads 'Richard' with a horizontal line underneath.

Dear Deputy Prime Minister

I am writing to you regarding the in-principle approval provided to you on 14 July 2022 to relocate your electorate office, pending approval of a fully costed proposal.

The Parliamentary Business Act 2017 (the Act) empowers the Special Minister of State to determine certain public resources to be provided to a Federal member. These resources include one electorate office (or more in certain cases) within a member's electorate, an additional office for Ministers, and the resources to fit out and operate these offices. These publicly funded resources must be used in accordance with members' obligations under the Act, including that they be used for the dominant purpose of conducting their parliamentary business and provide value for money.

I have considered the proposal as provided to me by the Department of Finance (Finance) for the property located at Ground Floor, 100 Brougham Street, Geelong. Finance has provided me with advice that the proposal represents value for money in providing an electorate office for Corio.

Considering the in-principle agreement provided and the advice I have received from Finance, within my capacity as Special Minister of State, I have agreed the establishment of your new electorate office at this address, with the current Corio electorate office becoming your Ministerial office.

Finance will enter into a lease for the new tenancy for a period of three years with two options to extend for a further three years each.

Finance and its property services provider, Ventia, will continue to liaise with your office regarding the fitout and relocation.

Please note all works are subject to a tender process. You should be mindful of not discussing the scope of works or estimated costs with potential contractors, to avoid unintentional disclosure of information that could jeopardise the procurement process or lead to delays.

If you have any questions about this decision, please do not hesitate to contact my office. However, if you wish to discuss the progress of this request and the management of your electorate office, please contact s22 [REDACTED] State Manager, on s22 [REDACTED]

Yours sincerely



Don Farrell

21st September 2022