Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CRAFOI 2026-008
Date of Application	18 August 2026
Date of Decision	20 October 2026
Processing time (in working days)	44
Fees	Waived
Decision on Access	Partial Release
Information Requested (summary)	Information about the City Renewal Authority (CRA) former CRA Precinct Portal.

Publication Details		
Original application	☑ Published	☐ N/A
Decision notice	☑ Published	☐ N/A
Documents and schedule	☑ Published	☐ N/A
Decision made by Ombudsman	N/A	
Additional information identified by Ombudsman	N/A	
Decision made by ACAT	N/A	
Additional information identified by ACAT	N/A	

From: CED, FOI
To: CMTEDD FOI
Subject: RE: CED 26-264 - Possible full transfer
Date: Tuesday, 18 August 2026 2:25:52 PM

OFFICIAL: Sensitive - Personal Privacy

Thank you for that.

Kind regards,

Gem Yuying Zhao | Information Access Support Officer
Procurement and Business Operations | City and Environment Directorate | ACT Government
Phone: +61 (02) 6205 7015 | Email: Yuying.zhao@act.gov.au
GPO Box 158, Canberra ACT 2601 | www.act.gov.au

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: CMTEDD FOI <CMTEDDFOI@act.gov.au>
Sent: Tuesday, 18 August 2026 12:21 PM
To: CED, FOI <CEDFOI@act.gov.au>
Subject: RE: CED 26-264 - Possible full transfer

OFFICIAL: Sensitive - Personal Privacy

Good morning team

CMTEDD FOI accepts transfer of this request.

Thanks

CMTEDD Freedom Of Information Team
Phone: 02 6207 7754 | Email: CMTEDDFOI@act.gov.au
Corporate | Chief Minister, Treasury and Economic Development Directorate | ACT Government
220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | act.gov.au

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From: CED, FOI <CEDFOI@act.gov.au>
Sent: Tuesday, 18 August 2026 11:25 AM
To: CMTEDD FOI <CMTEDDFOI@act.gov.au>
Subject: CED 26-264 - Possible full transfer

OFFICIAL: Sensitive - Personal Privacy

Good morning team

Could you please advise if CMTEDD accepts full transfer of this request.

Thanks

Gem Yuying Zhao | Information Access Support Officer
Procurement and Business Operations | City and Environment Directorate | ACT Government
Phone: +61 (02) 6205 7015 | Email: Yuying.zhao@act.gov.au
GPO Box 158, Canberra ACT 2601 | www.act.gov.au

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: smartforms@act.gov.au <smartforms@act.gov.au>
Sent: Tuesday, 18 August 2026 10:36 AM
To: CED, FOI <CEDFOI@act.gov.au>
Subject: Freedom of Information (FOI) request, YNCMCCWB [SEC=, DLM=Sensitive: Personal]

Freedom of Information (FOI) request

Form data summary

Applicant name	
Responsible directorate	City and Environment Directorate
Reference code	YNCMCCWB

For issues or questions relating to SmartForms please contact the Payment Services Integration Team on *5 4607 or email smartforms.admin@act.gov.au.

Freedom of Information (FOI) request - Submission confirmation

Your submission has been successful. Please keep a copy of this receipt for your records.

Date and time

18 Aug 2026 10:35:01 AM

Reference code

YNCMCCWB

Chief Minister, Treasury and Economic Development Directorate (CMTEDD)

GPO Box 158
Canberra City, ACT 2601

Phone: 6207 7754
CMTEDDFOI@act.gov.au

Applicant information

☐ I want to submit this request anonymously

Assistance

Do you need assistance with preparing your request?

○ Yes

◉ No

Do you need an interpreter?

○ Yes

◉ No

Applicant details

Title | First name* | Last name

Pronouns

Chosen name

Business/Organisation

Contact details

Please provide at least one method of contact. We use this information to confirm details of the request and deliver information to you once your request is completed.

Phone number

Email address

Address line 1

Address line 2

Suburb

State

Postcode

Help us direct your request

The following information helps us send your request to the most appropriate team who will coordinate and respond to your request.

What type of information are you requesting? *

There are two types of information commonly asked for: personal information and non-personal or general information.

- Personal information refers to your own or another's personal affairs. If you wish to access personal information, you will need to provide proof of identity.

- Non-personal or general information is all the information held by government about how the government undertakes its functions and roles.

- ( ) Personal information
- (•) Non-personal (General) information

What do you know about the information you are requesting?*

- (•) I know the Directorate or agency
- ( ) I know the topic
- ( ) I am not sure

Directorate or agency*

- ( ) Canberra Health Services
- ( ) Chief Minister, Treasury and Economic Development Directorate
- (•) City and Environment Directorate
- ( ) Digital Canberra
- ( ) Education Directorate
- ( ) Health and Community Services Directorate
- ( ) Infrastructure Canberra
- ( ) Justice and Community Safety Directorate
- ( ) Multiple Directorate request

Request for

To help us process your request:

- Include enough detail in your application so we can identify what government information you want.
- As an alternative to using fields within the form, you may choose to attach documents or audio recordings.
- You may wish to include a statement on how the release of this information is in the public interest.

Scope of your request

What information are you requesting access to?*

I am writing [redacted] to request access to records held by the City Renewal Authority concerning the former CRA Precinct Portal.
I seek:
1. The final business case, project proposal or equivalent approval document for the establishment or development of the Precinct Portal.
2. The executed contract or purchase order for the development and/or operation of the Precinct Portal, including any variations, together with records showing the total amount paid under those arrangements.
3. The final brief, evaluation, recommendation or decision record concerning the decommissioning of the Precinct Portal in September 2023.
For clarity, I am seeking final or substantive records only.
Drafts, duplicate records, routine administrative correspondence, general emails and publicly available material may be excluded.
If no record fitting one of the above descriptions exists, please advise accordingly.
If any part of this request is likely to substantially increase processing time or charges, please contact my office before undertaking that work so the scope can be discussed.
Kind regards

Attach additional documents to support your application

Submit application

Timeframes

The Directorate responsible for your application must:

- inform you in writing within 10 working days that it has received your application
- communicate to you about any difficulties/ delays in processing your request
- provide you with a decision on access to the information within 30 working days or less

Requests may take longer than 30 days in situations where an extension has been granted.

If the Directorate must consult a third party, the deadline for providing a decision is extended by 15 working days. The Directorate will notify you if consultation is required.

After you submit your request, the information you supply will be provided to:

- City and Environment Directorate
- CEDFOI@act.gov.au

Our ref: CRAFOI 2026-008
[CMTEDDFOI 2026-227]

City Renewal Authority|
ACT Government
ABN 40 746 096 162
T 02 6205 1878
CityRenewal@act.gov.au

Nara Centre
Ground Floor
3 Constitution Avenue
Canberra City

GPO Box 158
Canberra City
ACT 2601

CityRenewalCBR.com.au
@CityRenewalCBR

[redacted]

FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), transferred to the City Renewal Authority on 18 August 2026.

Specifically, you have sought access to the following information:

> *I am writing* [redacted] *to request access to records held by the City Renewal Authority concerning the former CRA Precinct Portal. I seek:*
>
> *1. The final business case, project proposal or equivalent approval document for the establishment or development of the Precinct Portal.*
>
> *2. The executed contract or purchase order for the development and/or operation of the Precinct Portal, including any variations, together with records showing the total amount paid under those arrangements.*
>
> *3. The final brief, evaluation, recommendation or decision record concerning the decommissioning of the Precinct Portal in September 2023.*
>
> *For clarity, I am seeking final or substantive records only. Drafts, duplicate records, routine administrative correspondence, general emails and publicly available material may be excluded.*

Authority

I am an Information Officer appointed by the City Renewal Authority under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days.

As this matter required third party consultation, the decision due date was extended by 15 working days, in accordance with section 40(2) of the Act.

Therefore, a decision is due by **21 October 2026.**

Decision on access

Searches of City Renewal Authority have identified 11 documents within the scope of your request.

I have decided to grant **full access** to eight documents.

have decided to grant **partial access** to three documents.

The records identified as relevant to your application are listed in the schedule enclosed at **Attachment A**. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

Release of documents

The information being released to you is provided at **Attachment B**.

Statement of Reasons

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below. In reaching my access decisions, I have taken the following into account:

- the Act
- *Human Rights Act 2004*
- *Procurement Act 2001*
- the information that falls within the scope of your request
- third party consultation
- publicly available information, including information published on the ACT Contracts Register.

As a decision maker, I am required to determine whether the information within scope is in the public interest to release. To make this decision, I am required to:

- assess whether the information would be contrary to public interest to disclose as per **Schedule 1** of the Act.
- perform the public interest test as set out in section 17 of the Act by balancing the factors favouring disclosure and factors favouring nondisclosure in **Schedule 2** of the Act.

Exemptions claimed

Schedule 1: Information taken to be contrary to the public interest

No schedule 1 factors were identified.

Public Interest Test

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and nondisclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Schedule 2: Factors to be considered when deciding the public interest

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure (Section 2.1)

- *Section 2.1(a)(i) - promote open discussion of public affairs and enhance the government's accountability.*
- *Section 2.1(a)(ii) - contribute to positive and informed debate on important issues or matters of public interest.*
- *Section 2.1(a)(iv) - ensure effective oversight of expenditure of public funds.*
- *Section 2.1(a)(viii) - reveal the reason for a government decision and any background or contextual information that informed the decision.*

I am satisfied that releasing the information within scope of your request will reveal the reason for government decisions made concerning the City Renewal Authority (CRA) precinct portal. The CRA precinct portal was a tool developed to enable people to view and explore renewal efforts in the city, such as planned upgrades. Information within scope of your request concerns contract, and contract extensions, with the ACT Government for services paid for with public funds. Accordingly, I am satisfied that the above factors are relevant and I have given these factors significant weight.

I am satisfied that these factors favouring disclosure carry some weight. However, these factors are to be balanced against the factors favouring nondisclosure.

Factors favouring nondisclosure (Section 2.2)

- *Section 2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.*

I have decided that an individual's right to privacy is a significant factor. I have decided to redact signatures, and some personal handwriting, of third parties in the documents that include contracts. In making this decision, I have taken into consideration information that is publicly available on the ACT Contracts Register. I have taken into consideration third party consultation and available information. I have also taken into consideration that there are names included in official board meeting minutes. In this respect I have decided that it is not

unreasonable to disclose these details as the names are recorded in official board meeting minutes, which are official records of the CRA Board.

I have taken into consideration confidentiality clauses in the contract, being confidential text under the *Procurement Act 2001.*

Some of the requested information is publicly available, and I have taken that into consideration in my decision. Contract and variations 1 and 2 are available on the contract register - Contract - CR3200831, but have been included in the binder of documents for completeness.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Information outside scope of the request has been redacted in the material.

Charges

Under section 107(2)(e) of the Act, a fee must be waived if the applicant is a member of the Legislative Assembly.

Online publishing – Disclosure Log

Under section 28 of the Act, the City Renewal Authority maintains an online record of access applications called a disclosure log.

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form *Applying for an Ombudsman Review* to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

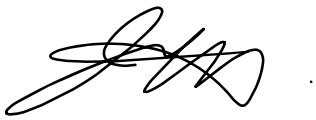
ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
http://www.acat.act.gov.au/

Should you have any queries in relation to your request please contact the Information Access Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely



Jan Horley

Information Officer
City Renewal Authority

20 October 2026

ACT Government | CITY RENEWAL AUTHORITY

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference No.
… access to records held by the City Renewal Authority concerning the former CRA Precinct Portal. I seek: 1. The final business case, project proposal or equivalent approval document for the establishment or development of the Precinct Portal. 2. The executed contract or purchase order for the development and/or operation of the Precinct Portal, including any variations, together with records showing the total amount paid under those arrangements. 3. The final brief, evaluation, recommendation or decision record concerning the decommissioning of the Precinct Portal in September 2023. For clarity, I am seeking final or substantive records only. Drafts, duplicate records, routine administrative correspondence, general emails and publicly available material may be excluded. If no record fitting one of the above descriptions exists, please advise accordingly.	CRAFOI 2026-008 [CMTEDDFOI 2026-227]

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
Business Case Proposal documents						
1	1	*20210225 - Item 03 ESC agenda item 3 - PIE*	-	Full	-	Yes
2	2-3	202109 - PIE Change request (budget) – APPROVED	22/09/2021	Full	-	Yes
3	4-7	*20200715* - ESC minutes - Executive Steering Committee Meeting Document for meeting 013, 15 July 2020	-	Full	Outside scope	Yes
Executed contract proposal documents						
4	8-10	Appendix C - Deed of Variation 1	-	Partial	Sch 2, s 2.2(a)(ii)	Yes
5	11-14	20220218 - Variation 2 - Signed	-	Partial	Sch 2, s 2.2(a)(ii)	Yes
6	15-18	Appendix D - Deed of variation 3 - … Signed	-	Partial	Sch 2, s 2.2(a)(ii)	Yes
7	19-22	Document - Payments made to Formswell since 2020	-	Full	Outside scope	Yes
Final briefing evaluation documents						
8	23-36	*Board Minutes 18 October 2023 CHAIR ENDORSED (A44300567)*	-	Full	Outside scope	Yes

9	37-40	*20230816 - PMF_PAG Close report - C&E FY22-23 (A43146854)*	18/08/2023	Ful	Outside scope+	Yes
10	41-51	*Annual Plan - Communications and Engagement 2023-2024 (A41259623)*	-	Full	Outside scope	Yes
11	52-57	*Report on Corporate C&E FY22-23 Q4 End of year report WORKING (A42766516)*	16/08/2023	Full	Outside scope	Yes
Total No of Docs						
11						

Item No.3 Portal of Interactive Engagement

[The agenda item details will be completed by the Program Management Office]

Purpose	Decision
PMF phase	3. Deliver
Project title (financial code)	Portal of Interactive Engagement
Project Manager / Project Executive	Jennifer Ramsay
Critical date	25/02/2021 – So Formswell can continue their development of the portal

PURPOSE

As per attachment B the PIE PCG meeting we are seeking:

- The review and approval of the 9 Actions
- The review and approval of the 5 decisions
- Noting of the additional information

INFORMATION TO SUPPORT DECISION MAKING

The attached information has been discussed through the PCG which includes cross-government representative and out of session consultation with SSICT and the Communications director.

Once the ESC has reached a decision the highlighted work will be completed and prepared to share current progress with the board on the 9th of April.

Attachments

A. 20210215 - PIE PCG – February Presentation
B. 20210215 - PIE PCG Agenda
C. 20210215 - Landing Page Option
D. WIP – Staging site. - U: act_cra P: formswell

Scope Change Request

Project Name	PIE				
Project Manager	Pat Rose				
Financial code	57793	**Objective folder**	Precinct - (57XXX) - Portal of Interactive	**P3M number**	57793
Date Project Implementation Plan was approved by Projects Advisory Group					28/10/2020

P3M Exceptions Report ID		**Date need for change was raised**	20 September 2021
Who identified the need for change		Patrick Rose	
Change type	Budget	**Change threshold**	Minor Change
Change delegate	Projects Advisory Group		

Description and impact of change

PIE was approved on 28/10/20 with a budget as follows:

- $96,000 capital development
- $40,000 20/21 maintenance (since lapsed and replaced by $40,000 in 21/22 Opex budget)
- $14,000 contingency

The development scope approved by this budget is complete and final invoices have been paid to Formswell. The capital development costs totalled $112,500. This change requests seeks approval for:

- The full draw down of the $14,000 contingency
- The allocation of additional new funding of $2,500 from CRA working capital.

Recommendation

That PAG approve the contingency drawdown of $14,000 and the allocation of new funding of $2,500 from CRA working capital.

Impact of recommendation on	
Budget	Increase in approved and assigned capital budget from $96,000 to $112,500.
Schedule	Nil
Quality of outcome	Great! – The project has had great engagement outcomes because we went the extra mile

Benefits	Better and more robust communication of a milestone project in our Renewal Precinct
Outputs	3D Renders, Sliders and visual elements.
Risk	Nil
Previous scope changes	

Approving bodies		
Approver	**Date of Approval**	**Comments**
David Putt, Director Finance	20 September 2021	The available working capital budget for 21/22 is $89,600 before this budget assignment. The budget assignment to PIE will total $22,500, which includes reinstatement of $6,000 of the original approved PIE budget which was not included in ratifying the 21/22 Capex Budget. Finance will now treat this project as closed and assess capitalisation or write-off commensurate with accounting policy.
Projects Advisory Group	22 September 2021	Approved

ACT Government | CITY RENEWAL AUTHORITY

Executive Steering Committee Meeting

Meeting 013

Wednesday, 15 July 2020

In attendance:

Craig Gillman (Chair)	Clint Peters	Dennis Eiszele
Jen Ramsay	Rowena Woods	Jan Horley (minutes)
Jack Steedman	Fiona Codd (item 5a)	Pat Rose (item 5d)
Mark Usherwood (item 5e)	Tommy Gordon (item 5f)	

MINUTES

1. **Minutes of previous meeting and action tracker**

   The minutes of the previous meeting were agreed, and the action tracker noted.

2. **Annual review of terms of reference**

   The Committee discussed the proposed amendments to the terms of reference and agreed to include further reference under the Committee's role and responsibilities to monitoring the: performance of the portfolio and projects; and implementation of the project management framework.

   The Committee endorsed the amended terms of reference.

3. **June project status reports**

   The Committee discussed each of the June project status reports. Details are provided at Attachment A.

   The Committee commended the high-quality reports produced by Cindy, John, Maggie and Mark.

   The Committee agreed the Communications and Engagement (C&E) section of each report would be cleared through Jen, prior to ESC review. C&E sections are to be drafted by the Project manager and C&E project lead in the first instance.

DRAFT

outside scope

outside scope

d. Portal for Interactive Engagement project canvas

The Committee approved the project canvas and agreed:

- once built, annual maintenance of the Portal will be funded from the Communications and Engagement budget
- project microsites will be funded by each project
- a total first year build and maintenance budget of $150,000:
    - to be funded through the internal budget or working capital fund (**Action item (102):** Finance team to confirm funding source)
    - Project Manager to seek the Committee's approval to access funding above $136.000.

outside scope

outside scope

outside scope

ACT Government

DEED OF VARIATION 1

Dated	_____
Parties	**AUSTRALIAN CAPITAL TERRITORY** **AND** **FORMSWELL PTY LTD** **ABN 39 608 497 594**
	SUPPLY AND DELIVERY OF THE PORTAL OF INTERACTIVE ENGAGEMENT
Prepared by	City Renewal Authority Lvl 8, 5 Constitution Avenue GPO Box 158 Canberra City ACT 2601 Email: cityrenewal@act.gov.au
Version	1.0

© Australian Capital Territory Government Solicitor 2019

PARTIES: **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) **(Territory)** represented by the **ENVIRONMENT, PLANNING & SUSTAINABLE DEVELOPMENT DIRECTORATE**.

FORMSWELL PTY LTD – 39 608 497 594 of 490 Northbourne Avenue, Dickson, ACT, 2602 **(Supplier)**.

BACKGROUND

A. The Territory and the Contractor executed an agreement (Agreement) on 12 November 2020 in relation to the provision of place management services. The Agreement can be found at **Appendix A**.

B. The parties have agreed to vary the Agreement in accordance with the terms of this Deed.

IT IS AGREED by the parties as follows.

1. Interpretation and Governing Law

(1) Unless the context requires or it is otherwise specified in this Deed, any words used in this Deed that are defined in the Agreement have the same meaning for the purpose of this Deed.

(2) This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

2. Effective Date

The variations to the Agreement described in this Deed take effect on 15 June 2021.

3. Variation

Services	Original contract value (incl GST)	Variation (incl GST)	New contract total (inlc GST)
Develop additional 3D assets for Haig Park	$135,740.00	$14,080.00	$149820.0

1. The Contract Price will not exceed $149820.00 (GST inclusive) unless agreed to in writing by the Territory.
2. The Territory has paid the Contractor $39,820.00 as of 15 June 2021 of the Total Contract Price.

SIGNED AS A DEED ON.....

SIGNED for and on behalf of the)
AUSTRALIAN CAPITAL TERRITORY)
in the presence of:)

Sch 2.2(a)(ii)

....
Signature of witness Print name

Sch 2.2(a)(ii)

.....
Print name

..... Signature of Territory delegate

SIGNED by or for and on behalf of)
FORMSWELL)
ABN 39 608 407 594 in the presence of:)

Sch 2.2(a)(ii)

.....
Signature of director/ secretary/ witness*
*DELETE whichever is not applicable (see note below)

Sch 2.2(a)(ii)

.....
Print name

..... Signature of director/ authorised officer/ individual*
*DELETE whichever is not applicable (see note below)

..... Print name

..... Signature of second authorised officer*
*only use if Incorporated Association (see note below)

..... Print name

Affix common seal if required under constitution

Note:

Date:	Must be dated on the date the last party signs the Deed or, if signed counterparts of the Deed are exchanged, the date of exchange. Also date the cover page.
Company:	Must be signed in accordance with section 127 of the *Corporations Act 2001* (Cth), for example, by 2 directors or a director and a secretary. Common seal may be affixed if required under the Contractor's constitution.
Individual:	Must be signed by the individual Contractor and witnessed.
Incorporated Association:	Must be signed in accordance with the Contractor's constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.

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ACT Government

Deed of Variation 2

Dated	18/02/2022
Parties	**AUSTRALIAN CAPITAL TERRITORY**
	AND **FORMSWELL DESIGN PTY LTD** **ABN 39 608 407 594**
Prepared by	City Renewal Authority Lvl 8, 5 Constitution Avenue GPO Box 158 Canberra City ACT 2601 Email: cityrenewal@act.gov.au
Version	2.0

PARTIES: **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) **(Territory)** represented by the **ENVIRONMENT, PLANNING & SUSTAINABLE DEVELOPMENT DIRECTORATE.**

Formswell Design Pty Ltd (39 608 407 594) of 490 Northboure Ave, Dickson, ACT 2602 **(Supplier)**.

BACKGROUND

- The Territory and the Contractor executed an agreement (Agreement) on 17 November 2020 in relation to the provision of the **portal of interactive engagement**. The Agreement can be found at **Appendix A**.
- The parties have agreed to vary the Agreement in accordance with the terms of this Deed.

IT IS AGREED by the parties as follows.

• Interpretation and Governing Law

- Unless the context requires or it is otherwise specified in this Deed, any words used in this Deed that are defined in the Agreement have the same meaning for the purpose of this Deed.
- This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

• Effective Date

The variations to the Agreement described in this Deed take effect on 18th February 2022.

• Variation

Services	Original contract value (incl GST)	Current contract value (incl GST)	Variation (incl GST)	New contract total (inc GST)
Upgrades, Testing and Reporting	$135,740.00 (inc GST).	$149,820.0 (inc GST).	$23,980.00	$173,800.00

- The Contract Price will not exceed $173,800.00 (GST inclusive) unless agreed to in writing by the Territory.

SIGNED AS A DEED ON 18/02/2022.....

SIGNED for and on behalf of the **AUSTRALIAN CAPITAL TERRITORY** in the presence of: ..... Signature of witness ..... Print name	)	Sch 2.2(a)(ii) Print name
SIGNED by or for and on behalf of **Formswell Design Pty Ltd (39 608 407 594)** in the presence of: ..... Signature witness* *DELETE whichever is not applicable (see note below) Rene Linssen Print name	)	..... Daniel Armstrong Print name ..... Signature of second authorised officer* *only use if Incorporated Association (see note below) ..... Print name

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Note:

Date: Must be dated on the date the last party signs the Deed or, if signed counterparts of the Deed are exchanged, the date of exchange. Also date the cover page.

Company: Must be signed in accordance with section 127 of the *Corporations Act 2001* (Cth), for example, by 2 directors or a director and a secretary. Common seal may be affixed if required under the Contractor's constitution.

Individual:	Must be signed by the individual Contractor and witnessed.
Incorporated Association:	Must be signed in accordance with the Contractor's constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.

ACT Government

Deed of Variation 3

Dated	15/09/2022
Parties	**AUSTRALIAN CAPITAL TERRITORY**
	AND **FORMSWELL DESIGN PTY LTD** **ABN 39 608 407 594**
Prepared by	City Renewal Authority Canberra Nara Centre, 3 Constitution Avenue GPO Box 158 Canberra City ACT 2601 Email: cityrenewal@act.gov.au
Version	2.0

PARTIES: **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) **(Territory)** represented by the **ENVIRONMENT, PLANNING & SUSTAINABLE DEVELOPMENT DIRECTORATE**.

Formswell Design Pty Ltd (39 608 407 594) of 490 Northbourne Ave, Dickson, ACT 2602 **(Supplier)**.

BACKGROUND

- The Territory and the Contractor executed an agreement (Agreement) on 17 November 2020 in relation to the provision of the **portal of interactive engagement**. The Agreement can be found at **Appendix A**.
- The parties have agreed to vary the Agreement in accordance with the terms of this Deed.

IT IS AGREED by the parties as follows.

• Interpretation and Governing Law

- Unless the context requires or it is otherwise specified in this Deed, any words used in this Deed that are defined in the Agreement have the same meaning for the purpose of this Deed.
- This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

• Effective Date

The variations to the Agreement described in this Deed take effect on 15th September 2022.

• Variation

Services	Original contract value (incl GST)	Current contract value (incl GST)	Variation (incl GST)	New contract total (inc GST)
Update to CRA portal and 3D asset creation	$135,740.00 (inc GST).	$173,800.0 (inc GST).	$84,040.00	$257,840.00

- The Contract Price will not exceed $257,840.00 (GST inclusive) unless agreed to in writing by the Territory.

SIGNED AS A DEED ON 23/09/2022.....

SIGNED for and on behalf of the **AUSTRALIAN CAPITAL TERRITORY** in the presence of: Sch 2.2(a)(ii) ..... Signature of witness Ben Naughton ..... Print name	)	Sch 2.2(a)(ii) ..... Malcolm Snow
SIGNED by or for and on behalf of **Formswell Design Pty Ltd (39 608 407 594)** in the presence of: Sch 2.2(a)(ii) ..... Signature witness* *DELETE whichever is not applicable (see note below) Print name Rene Linssen	)	Sch 2.2(a)(ii) ..... Signature of director Print name ..... Signature of second authorised officer* *only use if Incorporated Association (see note below) Dan Armstrong

Note:

Date:	Must be dated on the date the last party signs the Deed or, if signed counterparts of the Deed are exchanged, the date of exchange. Also date the cover page.
Company:	Must be signed in accordance with section 127 of the *Corporations Act 2001* (Cth), for example, by 2 directors or a director and a secretary. Common seal may be affixed if required under the Contractor's constitution.

Individual:	Must be signed by the individual Contractor and witnessed.
Incorporated Association:	Must be signed in accordance with the Contractor's constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.

Invoice Amount	Relates to Contracts or Variations	
Year	Y	Grand Total
FORMSWELL DESIGN PTY LTD		
2020	22,000.00	22,000.00
2021	137,830.00	137,830.00
2022	125,977.50	125,977.50
2023	7,920.00	7,920.00
2024	2,640.00	2,640.00
Grand Total	**296,367.50**	**296,367.50**

Operating Unit	Customer Taxpayer ID	Type	Relates to Contract and Varition?	Reference In the Invoice	PO Number	Created by	Trading Partner	Supplier Num	Supplier Site Name	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Tax Amount	Txn Listing	GL Date	Payment Curr	Payment Rate Date	Description	Quick Credit	Credited Invoice	Match Action	Project	Terms Date	Terms	Payment Method	Pay Group	Date Invoice Received	Taxation Country	Debt-Assessed Tax	Remit-To Bank Account Name	Remit-To Bank Account Number	[ ]
outside scope																																
ACTGOV Operating Unit	Standard	Y		PIE installment 1 and 3	CRA200110		FORMSWELL DESIGN PTY LTD	122330	E-459097555	25-Feb-21	ORDERNUMBERCRA200110	AUD	0	0	0	15-Apr-21	AUD	25-Feb-21	PIE - Part One Delivery			Purchase Order		25-Feb-21	7 Days	Electronic	P WBC CRI	17/03/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE installment 1 and 3	CRA200110	jennifer ramsay	FORMSWELL DESIGN PTY LTD	122330	E-459097555	25-Feb-21	INV-2502212	AUD	27,830 00	2,530 00	27830	22-Mar-21	AUD	25-Feb-21	PIE development			Purchase Order		25-Feb-21	7 Days	Electronic	P WBC CRI	17/03/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
outside scope																																
ACTGOV Operating Unit	Standard	Y		PIE installment 2 milrosite	CRA200110	patrick rose	FORMSWELL DESIGN PTY LTD	122330	E-459097555	27-May-21	INV-270521-2ND	AUD	11,990 00	1,090 00	11990	15-Jun-21	AUD	27-May-21	THE FIRST MICROSITE IS COMPLETED			Purchase Order		27-May-21	7 Days	Electronic	P WBC CRI	15/06/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE installment 2 milrosite	CRA200110	patrick rose	FORMSWELL DESIGN PTY LTD	122330	E-459097555	27-May-21	INV-270521	AUD	0	0	0	04-Jun-21	AUD	27-May-21	Delivery of Microsite 1 for PIE			Purchase Order		27-May-21	7 Days	Electronic	P WBC CRI	28/05/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE installment 5	CRA200110	patrick rose	FORMSWELL DESIGN PTY LTD	122330	E-459097555	18-Jun-21	INV-1806213	AUD	11,990 00	1,090 00	11990	07-Jul-21	AUD	18-Jun-21	Squiz comms expense			Purchase Order		18-Jun-21	7 Days	Electronic	P WBC CRI	23/06/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE installment 7	CRA200110	ryleigh mitchell	FORMSWELL DESIGN PTY LTD	122330	E-459097555	18-Jun-21	INV-1806215	AUD	11,990 00	1,090 00	11990	14-Jul-21	AUD	18-Jun-21	Completion of Braddon Microsite			Purchase Order		18-Jun-21	7 Days	Electronic	P WBC CRI	23/06/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE VAR	CRA200110	ryleigh mitchell	FORMSWELL DESIGN PTY LTD	122330	E-459097555	18-Jun-21	INV-1806217	AUD	14,080 00	1,280 00	14080	14-Jul-21	AUD	18-Jun-21	PIE - Haig Park 3D Asset Creation			Purchase Order		18-Jun-21	7 Days	Electronic	P WBC CRI	06/07/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE installment 8	CRA200110	ryleigh mitchell	FORMSWELL DESIGN PTY LTD	122330	E-459097555	18-Jun-21	INV-1806216	AUD	11,990 00	1,090 00	11990	14-Jul-21	AUD	18-Jun-21	PIE installment			Purchase Order		18-Jun-21	7 Days	Electronic	P WBC CRI	12/07/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE installment 6	CRA200110	patrick rose	FORMSWELL DESIGN PTY LTD	122330	E-459097555	18-Jun-21	INV-1806214	AUD	11,990 00	1,090 00	11990	05-Jul-21	AUD	18-Jun-21	Completion of Haig Microsite			Purchase Order		18-Jun-21	7 Days	Electronic	P WBC CRI	23/06/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE installment 4	CRA200110	patrick rose	FORMSWELL DESIGN PTY LTD	122330	E-459097555	18-Jun-21	INV-1806212	AUD	11,990 00	1,090 00	11990	29-Jun-21	AUD	18-Jun-21	Dickson Microsite complete			Purchase Order		18-Jun-21	7 Days	Electronic	P WBC CRI	23/06/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		PIE installment 9	CRA200110	ryleigh mitchell	FORMSWELL DESIGN PTY LTD	122330	E-459097555	01-Sep-21	INV-010921	AUD	23,980 00	2,180 00	23980	09-Sep-21	AUD	01-Sep-21	Formswell Invoice			Purchase Order		01-Sep-21	7 Days	Electronic	P WBC CRI	02/09/2021 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
outside scope																																
ACTGOV Operating Unit	Standard	Y		CRA PORTAL CA Licensing and suppor	CLD13616	kinlay thamo	FORMSWELL DESIGN PTY LTD	122330	E-459097555	14-Jul-22	INV-140722	AUD	84,040 00	7,640 00	84040	18-Oct-22	AUD	14-Jul-22	CLD13616 - Update to CRA portal and project management			Purchase Order		14-Jul-22	7 Days	Electronic	P WBC CRI	18/10/2022 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		CRA PORTAL UPDATES	CLD13616	doug millen	FORMSWELL DESIGN PTY LTD	122330	E-459097555	25-Jul-22	INV-250722	AUD	15,840 00	1,440 00	15840	29-Jul-22	AUD	25-Jul-22	Precinct Portal CA software license fee FY22-23			Purchase Order		25-Jul-22	7 Days	Electronic	P WBC CRI	29/07/2022 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		CRA PORTAL UPDATES	CLD13616	patrick rose	FORMSWELL DESIGN PTY LTD	122330	E-459097555	19-Dec-22	INV-191222-7	AUD	5 857 50	532 5	5857 5	08-Feb-23	AUD	19-Dec-22	Formswell Portal updates			Purchase Order		19-Dec-22	7 Days	Electronic	P WBC CRI	08/02/2023 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
outside scope																																
ACTGOV Operating Unit	Standard	Y		CRA PORTAL CA Licensing and suppor		doug millen	FORMSWELL DESIGN PTY LTD	122330	E-459097555	20-Jun-23	INV-200623	AUD	7,920 00	720	7920	25-Jul-23	AUD	20-Jun-23	Community analytics subscription (precinct portal) extension into FY23-24			Purchase Order		20-Jun-23	7 Days	Electronic	P WBC CRI	20/07/2023 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	
ACTGOV Operating Unit	Standard	Y		CRA PORTAL CA Licensing and suppor		doug millen	FORMSWELL DESIGN PTY LTD	122330	E-459097555	31-Jan-24	INV-310124	AUD	2,640 00	240	2640	22-Apr-24	AUD	31-Jan-24	Final invoice for precinct portal			Purchase Order		31-Jan-24	7 Days	Electronic	P WBC CRI	03/04/2024 0 00	Australia	0	FORMSWELL DESIGN PTY LTD	459097555	

outside scope

outside scope

Journal Name	Journal Line	Acct Date	Transaction Date	Category	GL Batch	AP Invoice Batch	Source	Account	Natural Account Description	Natural Account Description	Description	Debit	Credit	Vendor/Customer Name	Vendor/Customer Number	Trans Number	Line	Transaction Type	Transaction Amount	Invoice Line Description	Purchase Order Number	Net Amount DR(CR)	Month	Co	CC	Acct	Trading	Proj	Agcy Code	Spare	Proj & name	CC & name	CAPEX / OPEX	Acct & name	FS note mapping	COM mapping	Account
11-JUN-2020 Purchase Invoices AUD	5647	11/06/2020	18-MAY-20	Purchase I	Payables A 2834888 16757200	PA192001156	Payables	152.17970.712102.99.57784.9999.9999	Consultants	Consultants	INV: INV-180520 ; FORMSWELL DESIGN PTY LTD ; Portable Shade Design - Formswell : Dist ID 42180437	2200	0	FORMSWELL DESIGN PTY LTD	122330	INV-180520	1	Item Expense	2200.00	Portable Shade Design - Formswell		2200	Jun-20	152	17970	712102	99	57784	9999	9999	inactive PC	17970 Offs	missing,ch	712102 - C Expenses	712102 - Consultants	
22-MAR-2021 Purchase Invoices AUD	2070	22/03/2021	25-FEB-21	Purchase I	Payables A 2907993 17690343	PA202101036	Payables	152.17972.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-2502212 : FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 43937244	25300	0	FORMSWELL DESIGN PTY LTD	122330	INV-2502212	1	Item Expense	25300.00	Development of the Precinct Portal	CRA200110	25300	Mar-21	152	17972	211204	99	57797	9999	9999	inactive PC	17972 Plac	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	
15-APR-2021 Purchase Invoices AUD	5551	15/04/2021	25-FEB-21	Purchase I	Payables A 2915981 17771865	PA202101133	Payables	152.17972.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: ORDERNUMBERCRA200110 : FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44069207	25300	0	FORMSWELL DESIGN PTY LTD	122330	ORDERNUMBERCRA200110	1	Item Expense	25300.00	Development of the Precinct Portal	CRA200110	25300	Apr-21	152	17972	211204	99	57797	9999	9999	inactive PC	17972 Plac	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	
15-APR-2021 Purchase Invoices AUD	5552	15/04/2021	25-FEB-21	Purchase I	Payables A 2915981 17771865	PA202101133	Payables	152.17972.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: ORDERNUMBERCRA200110 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44070206	0	25300	FORMSWELL DESIGN PTY LTD	122330	ORDERNUMBERCRA200110	1	Item Expense	-25300.00	Development of the Precinct Portal	CRA200110	-25300	Apr-21	152	17972	211204	99	57797	9999	9999	inactive PC	17972 Plac	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	
04-JUN-2021 Purchase Invoices AUD	2189	04/06/2021	27-MAY-21	Purchase I	Payables A 2939981 17936823	PA202101351	Payables	152.17961.211204.99.99999.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-270521 ; FORMSWELL DESIGN PTY LTD ; Delivery of Microsite 1 for PIE : Dist ID 44365831	10900	0	FORMSWELL DESIGN PTY LTD	122330	INV-270521	1	Item Expense	10900.00	Delivery of Microsite 1 for PIE		10900	Jun-21	152	17961	211204	99	99999	9999	9999	99999 Cor	17961 Con	CORP	211204 - In Non-Curre	211204 - Infrastructure - WIP	
04-JUN-2021 Purchase Invoices AUD	2	04/06/2021	27-MAY-21	Purchase I	Payables A 2940981 17961821	PA202101351	Payables	152.17961.211204.99.99999.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-270521 ; FORMSWELL DESIGN PTY LTD ; Delivery of Microsite 1 for PIE : Dist ID 44365831	0	10900	FORMSWELL DESIGN PTY LTD	122330	INV-270521	1	Item Expense	-10900.00	Delivery of Microsite 1 for PIE		-10900	Jun-21	152	17961	211204	99	99999	9999	9999	99999 Cor	17961 Con	CORP	211204 - In Non-Curre	211204 - Infrastructure - WIP	
15-JUN-2021 Purchase Invoices AUD	289	15/06/2021	27-MAY-21	Purchase I	Payables A 2945981 17973577	PMO2100677	Payables	152.17972.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-270521-2ND ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44440923	10900	0	FORMSWELL DESIGN PTY LTD	122330	INV-270521-2ND	1	Item Expense	10900.00	Development of the Precinct Portal	CRA200110	10900	Jun-21	152	17972	211204	99	57797	9999	9999	inactive PC	17972 Plac	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	
29-JUN-2021 Purchase Invoices AUD	2858	29/06/2021	18-JUN-21	Purchase I	Payables A 2953008 18020667	PA202101474	Payables	152.17961.211204.99.99999.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-1806212 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44734861	10900	0	FORMSWELL DESIGN PTY LTD	122330	INV-1806212	1	Item Expense	10900.00	Development of the Precinct Portal	CRA200110	10900	Jun-21	152	17961	211204	99	99999	9999	9999	99999 Cor	17961 Con	CORP	211204 - In Non-Curre	211204 - Infrastructure - WIP	
30-JUN-2021 Purchase Invoices AUD	2322	30/06/2021	21-MAY-21	Purchase I	Payables A 2953015 18026030	PA202101479	Payables	152.17970.211204.99.99999.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-2105213 : FORMSWELL DESIGN PTY LTD : formswell - relocatable shade : Dist ID 44731575	14509.09	0	FORMSWELL DESIGN PTY LTD	122330	INV-2105213	1	Item Expense	14509.09	formswell - relocatable shade		14509.09	Jun-21	152	17970	211204	99	99999	9999	9999	99999 Cor	17970 Offs	CORP	211204 - In Non-Curre	211204 - Infrastructure - WIP	
01-JUL-2021 Purchase Invoices AUD	8	01/07/2021	21-MAY-21	Purchase I	Payables A 2956981 18053561	PA202101479	Payables	152.17970.211204.99.99999.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-2105213; FORMSWELL DESIGN PTY LTD ; formswell - relocatable shade : Dist ID 44731575	0	14509.09	FORMSWELL DESIGN PTY LTD	122330	INV-2105213	1	Item Expense	-14509.09	formswell - relocatable shade		-14509.1	Jul-21	152	17970	211204	99	99999	9999	9999	99999 Cor	17970 Offs	CORP	211204 - In Non-Curre	211204 - Infrastructure - WIP	
05-JUL-2021 Purchase Invoices AUD	1451	05/07/2021	18-JUN-21	Purchase I	Payables A 2955986 18046991	PA212200015	Payables	152.17972.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-1806214 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44753382	10900	0	FORMSWELL DESIGN PTY LTD	122330	INV-1806214	1	Item Expense	10900.00	Development of the Precinct Portal	CRA200110	10900	Jul-21	152	17972	211204	99	57797	9999	9999	inactive PC	17972 Plac	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	
07-JUL-2021 Purchase Invoices AUD	3094	07/07/2021	18-JUN-21	Purchase I	Payables A 2959982 18060077	PA212200026	Payables	152.17961.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-1806213 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44767846	10900	0	FORMSWELL DESIGN PTY LTD	122330	INV-1806213	1	Item Expense	10900.00	Development of the Precinct Portal	CRA200110	10900	Jul-21	152	17961	211204	99	57797	9999	9999	inactive PC	17961 Con	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	
14-JUL-2021 Purchase Invoices AUD	2449	14/07/2021	18-JUN-21	Purchase I	Payables A 2971981 18089472	PA212200058	Payables	152.17961.211204.99.99999.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-1806215 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44819672	10900	0	FORMSWELL DESIGN PTY LTD	122330	INV-1806215	1	Item Expense	10900.00	Development of the Precinct Portal	CRA200110	10900	Jul-21	152	17961	211204	99	99999	9999	9999	99999 Cor	17961 Con	CORP	211204 - In Non-Curre	211204 - Infrastructure - WIP	
14-JUL-2021 Purchase Invoices AUD	2450	14/07/2021	18-JUN-21	Purchase I	Payables A 2971981 18089472	PA212200058	Payables	152.17961.211204.99.99999.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-1806217 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44819674	12800	0	FORMSWELL DESIGN PTY LTD	122330	INV-1806217	1	Item Expense	12800.00	Development of the Precinct Portal	CRA200110	12800	Jul-21	152	17961	211204	99	99999	9999	9999	99999 Cor	17961 Con	CORP	211204 - In Non-Curre	211204 - Infrastructure - WIP	
14-JUL-2021 Purchase Invoices AUD	2455	14/07/2021	18-JUN-21	Purchase I	Payables A 2971981 18089472	PA212200058	Payables	152.17972.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-1806216 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal : Dist ID 44819676	10900	0	FORMSWELL DESIGN PTY LTD	122330	INV-1806216	1	Item Expense	10900.00	Development of the Precinct Portal	CRA200110	10900	Jul-21	152	17972	211204	99	57797	9999	9999	inactive PC	17972 Plac	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	
09-SEP-2021 Purchase Invoices AUD	4960	09/09/2021	01-SEP-21	Purchase I	Payables A 3022065 18285770	PA212200287	Payables	152.17961.211204.99.99999.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-010921 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal ; Dist ID 45144075 ; Formswell Invoice	5400	0	FORMSWELL DESIGN PTY LTD	122330	INV-010921	1	Item Expense	5400.00	Development of the Precinct Portal	CRA200110	5400	Sep-21	152	17961	211204	99	99999	9999	9999	99999 Cor	17961 Con	CORP	211204 - In Non-Curre	211204 - Infrastructure - WIP	
09-SEP-2021 Purchase Invoices AUD	4962	09/09/2021	01-SEP-21	Purchase I	Payables A 3022065 18285770	PA212200287	Payables	152.17972.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-010921 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal - Variation ; Dist ID 45144077 ; Formswell Invoice	3700	0	FORMSWELL DESIGN PTY LTD	122330	INV-010921	3	Item Expense	3700.00	Development of the Precinct Portal - Variation	CRA200110a	3700	Sep-21	152	17972	211204	99	57797	9999	9999	inactive PC	17972 Plac	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	
09-SEP-2021 Purchase Invoices AUD	4963	09/09/2021	01-SEP-21	Purchase I	Payables A 3022065 18285770	PA212200287	Payables	152.17972.211204.99.57797.9999.9999	Infrastructure - WIP	Infrastructure - WIP	INV: INV-010921 ; FORMSWELL DESIGN PTY LTD ; Development of the Precinct Portal ; Dist ID 45144076 ; Formswell Invoice	12700	0	FORMSWELL DESIGN PTY LTD	122330	INV-010921	2	Item Expense	12700.00	Development of the Precinct Portal	CRA200110	12700	Sep-21	152	17972	211204	99	57797	9999	9999	inactive PC	17972 Plac	missing,ch	211204 - In Non-Curre	211204 - Infrastructure - WIP	

outside scope

outside scope

outside scope

Role	Company	Name	Supplier	Name	Supplier InvoiceNo	Purchase Order No	ContractNo	InvoiceSeries	InvoiceNo	Currency	Amount	Vat	Net amount (base cur)	Amount (base cur)	Vat (base cur)	InvoiceDat Rate	e	Duedate	Accdate	Credit	Status	Group1	Group2	Group3	Group5	Account	Object1	Object2	Object4	Object5	Object6	Object7	Currency	Baseamo Amount	unt	Signed	Sign Role	Created	Create Role	Purchase Order No	Purchase order line
outside scope																																								
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-191222-7	CLD13616		ACTGOV	953097	AUD	5857.50	532.50	5325.00	5857.50	532.50	1.00	19/12/2022	26/12/2022	01/02/2023	No	Done		False	Formswel	InvoiceExport_230207113013_Invoice.txt	713418	152	17961	99	99999	9999	9999	AUD	5325.00	5325.00	patrick rose	Administrator	patrick rose	EPD_P35908	CLD13616	1.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-191222-7	CLD13616		ACTGOV	953097	AUD	5857.50	532.50	5325.00	5857.50	532.50	1.00	19/12/2022	26/12/2022	01/02/2023	No	Done		False	Formswel	InvoiceExport_230207113013_Invoice.txt	111285							AUD	532.50	532.50	jennifer ramsay	EPD_E01233	brett carey	ACT Super Administrator		
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-140722	CLD13616		ACTGOV	870066	AUD	84040.00	7640.00	76400.00	84040.00	7640.00	1.00	14/07/2022	21/07/2022	04/08/2022	No	Done		False	CLD13616	InvoiceExport_221018050052_Invoice.txt	713418	152	17961	99	99999	9999	9999	AUD	76400.00	76400.00	kinlay lhamo	Administrator	kinlay lhamo	EPD_P48020	CLD13616	1.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-140722	CLD13616		ACTGOV	870066	AUD	84040.00	7640.00	76400.00	84040.00	7640.00	1.00	14/07/2022	21/07/2022	04/08/2022	No	Done		False	CLD13616	InvoiceExport_221018050052_Invoice.txt	111285							AUD	7640.00	7640.00			PaletteServiceUser	Administrator		
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-250722	CLD13616		ACTGOV	864073	AUD	15840.00	1440.00	14400.00	15840.00	1440.00	1.00	25/07/2022	01/08/2022	26/07/2022	No	Done		False	Precinct P	InvoiceExport_220729050035_Invoice.txt	713418	152	17961	99	99999	9999	9999	AUD	14400.00	14400.00	doug millen	Administrator	doug millen	EPD_P57130	CLD13616	1.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-250722	CLD13616		ACTGOV	864073	AUD	15840.00	1440.00	14400.00	15840.00	1440.00	1.00	25/07/2022	01/08/2022	26/07/2022	No	Done		False	Precinct P	InvoiceExport_220729050035_Invoice.txt	111285							AUD	1440.00	1440.00	jennifer ramsay	EPD_E01233	PaletteServiceUser	Administrator		
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-170622			ACTGOV	846851	AUD	20240.00	1840.00	18400.00	20240.00	1840.00	1.00	17/06/2022	24/06/2022	22/06/2022	No	Done		False	Upgrade n	InvoiceExport_220623113003_Invoice.txt	713418	152	17961	99	99999	9999	9999	AUD	18400.00	18400.00	patrick rose	Administrator	patrick rose	EPD_P35908	CLD13616	1.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-170622			ACTGOV	846851	AUD	20240.00	1840.00	18400.00	20240.00	1840.00	1.00	17/06/2022	24/06/2022	22/06/2022	No	Done		False	Upgrade n	InvoiceExport_220623113003_Invoice.txt	111285							AUD	1840.00	1840.00			PaletteServiceUser	Administrator		
outside scope																																							
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-010921	CRA200110		ACTGOV	710669	AUD	23980.00	2180.00	21800.00	23980.00	2180.00	1.00	01/09/2021	08/09/2021	02/09/2021	No	Done		False	Formswel	InvoiceExport_210909113021_Invoice.txt	211204	152	17972	99	57797	9999	9999	AUD	12700.00	12700.00	ryleigh mitchell	Administrator	ryleigh mitchell	EPD_P55174	CRA20011	2.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-010921	CRA200110		ACTGOV	710669	AUD	23980.00	2180.00	21800.00	23980.00	2180.00	1.00	01/09/2021	08/09/2021	02/09/2021	No	Done		False	Formswel	InvoiceExport_210909113021_Invoice.txt	211204	152	17972	99	57797	9999	9999	AUD	3700.00	3700.00	ryleigh mitchell	Administrator	ryleigh mitchell	EPD_P55174	CRA20011	1.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-010921	CRA200110		ACTGOV	710669	AUD	23980.00	2180.00	21800.00	23980.00	2180.00	1.00	01/09/2021	08/09/2021	02/09/2021	No	Done		False	Formswel	InvoiceExport_210909113021_Invoice.txt	111285							AUD	2180.00	2180.00			brett carey	ACT Super Administrator		
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-1806216	CRA200110		ACTGOV	684001	AUD	11990.00	1090.00	10900.00	11990.00	1090.00	1.00	18/06/2021	25/06/2021	12/07/2021	No	Done		False	PIE Install	InvoiceExport_210714113031_Invoice.txt	211204	152	17972	99	57797	9999	9999	AUD	10900.00	10900.00	ryleigh mitchell	Administrator	ryleigh mitchell	EPD_P55174	CRA20011	2.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-1806216	CRA200110		ACTGOV	684001	AUD	11990.00	1090.00	10900.00	11990.00	1090.00	1.00	18/06/2021	25/06/2021	12/07/2021	No	Done		False	PIE Install	InvoiceExport_210714113031_Invoice.txt	111285							AUD	1090.00	1090.00	craig gillman	EPD_E01082	vivien zhao	Accounts Payable		
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-1806217	CRA200110		ACTGOV	681693	AUD	14080.00	1280.00	12800.00	14080.00	1280.00	1.00	18/06/2021	25/06/2021	06/07/2021	No	Done		False	PIE - Haiq	InvoiceExport_210714113031_Invoice.txt	211204	152	17961	99	99999	9999	9999	AUD	12800.00	12800.00	ryleigh mitchell	Administrator	ryleigh mitchell	EPD_P55174	CRA20011	1.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-1806217	CRA200110		ACTGOV	681693	AUD	14080.00	1280.00	12800.00	14080.00	1280.00	1.00	18/06/2021	25/06/2021	06/07/2021	No	Done		False	PIE - Haiq	InvoiceExport_210714113031_Invoice.txt	111285							AUD	1280.00	1280.00	craig gillman	EPD_E01082	mirjana durdev	Accounts Payable		
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-1806212	CRA200110		ACTGOV	672873	AUD	11990.00	1090.00	10900.00	11990.00	1090.00	1.00	18/06/2021	25/06/2021	23/06/2021	No	Done		False	Dickson M	InvoiceExport_210629113017_Invoice.txt	211204	152	17961	99	99999	9999	9999	AUD	10900.00	10900.00	patrick rose	Administrator	patrick rose	EPD_P35908	CRA20011	1.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-1806212	CRA200110		ACTGOV	672873	AUD	11990.00	1090.00	10900.00	11990.00	1090.00	1.00	18/06/2021	25/06/2021	23/06/2021	No	Done		False	Dickson M	InvoiceExport_210629113017_Invoice.txt	111285							AUD	1090.00	1090.00			brett carey	ACT Super Administrator		
outside scope																																							
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-1806215	CRA200110		ACTGOV	672872	AUD	11990.00	1090.00	10900.00	11990.00	1090.00	1.00	18/06/2021	25/06/2021	23/06/2021	No	Done		False	Completio	InvoiceExport_210714113031_Invoice.txt	211204	152	17961	99	99999	9999	9999	AUD	10900.00	10900.00	ryleigh mitchell	Administrator	ryleigh mitchell	EPD_P55174	CRA20011	1.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-1806215	CRA200110		ACTGOV	672872	AUD	11990.00	1090.00	10900.00	11990.00	1090.00	1.00	18/06/2021	25/06/2021	23/06/2021	No	Done		False	Completio	InvoiceExport_210714113031_Invoice.txt	111285							AUD	1090.00	1090.00			brett carey	ACT Super Administrator		
outside scope																																							
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-2502212	CRA200110		ACTGOV	619134	AUD	27830.00	2530.00	25300.00	27830.00	2530.00	1.00	25/02/2021	04/03/2021	17/03/2021	No	Done		False	PIE develc	InvoiceExport_210322113015_Invoice.txt	211204	152	17972	99	57797	9999	9999	AUD	25300.00	25300.00	jennifer ramsay	Administrator	jennifer ramsay	EPD_P34717	CRA20011	2.1
ACTGOV	ACT Government	122330_E_459097555	FORMSWELL DESIGN PTY LTD	INV-2502212	CRA200110		ACTGOV	619134	AUD	27830.00	2530.00	25300.00	27830.00	2530.00	1.00	25/02/2021	04/03/2021	17/03/2021	No	Done		False	PIE develc	InvoiceExport_210322113015_Invoice.txt	111285							AUD	2530.00	2530.00	craig gillman	EPD_E01082	mirjana durdev	Accounts Payable		
outside scope																																						

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ACT Government | CITY RENEWAL AUTHORITY

Board Minutes

Date	**Wednesday, 18 October 2023**
Location	**Conference Rooms 1 and 2, Level 5, Nara Centre**

Board Attendees

Name	Role	Name	Role
Ms Christine Covington	Chair	Mr Peter Mould	Member
Ms Marcia Doheny	Deputy Chair	Mr Nigel Chamier	Member
Ms Kate Brennan	Member	Ms Alison Kimber	Member

Executive Attendees

Name	Role	Name	Role
Mr Malcolm Snow	CEO	Mr Mark Lata	EBM Development
Mr Craig Gillman	Substantive DCEO	Ms Lucy Wilson	EBM Design and Place
Ms Jennifer Ramsay	A/g DCEO	Ms Fiona Codd	A/g Director Governance, Assurance and Capability

In attendance for relevant items

Name	Role	Name	Role
Mr Doug Millen	A/g Senior Director Communication and Marketing	Mr Mark Usherwood	A/g Senior Director, Place Experience
Ms Rowena Woods	A/g Director Governance, Assurance and Capability	Ms Sarah Campese	Secretariat
Mr John Pooley	Project Director	Mr Alan Franklin	Project Director
Ms Jan Horley	Senior Director PMO	Ms Cindy Cantamessa	Project Director

External attendees

Name	Role	Name	Role
Dr Erin Brady	DDG EPSDD	Mr James Bennett	EBM, Building, Design and Projects Branch
Ms Cara Doherty	Director, Building, Design and Projects Branch	Mr Mark Harrison	Sententia Consulting

Mr Ben Fuller	Minter Ellison		Mr Paul Hands	Risk Management Essentials
Mr Gordon Ramsay	CEO CFC Board		CFC Board Members	Ms Rachael Coghlan Deputy Chair, Ms Genevieve Jacobs, Mr Michael Sollis, Mr Tim Lo Surdo

Apologies

Name	Role		Name	Role
Ms Helen O'Neil	Chair CFC Board		Ms Christine Shannon	CFC Board Member

1	In-camera session

Management representatives left the room for the Board to have a short members-only discussion.

2	Welcome, Acknowledgement of Country, Apologies

Management representatives joined the meeting. The Chair opened the meeting at 9:06am by welcoming those in attendance and acknowledging that the meeting was being held on Ngunnawal Country. The Chair welcomed Mr Lata to his first full Board meeting.

The Chair advised members that items listed for noting would only be discussed further on an exception basis.

3	General Business

outside scope

outside scope

outside scope

outside scope

outside scope

outside scope

outside scope

outside scope

outside scope

8	Place Experience, Marketing, Communication and Engagement
8.01	PEM / CCMIL 2022-23 Snapshot publication

Mr Usherwood and Mr Millen joined the meeting. The Board was advised that the precinct portal had been challenging to keep current and that the ACT Government has introduced the Built for CBR website which provides similar public information. Every effort is being made to re-use content and there is some interest from other areas of Government to use the portal intellectual property.

Resolution

The Board resolved to:

Note the copy and distribution channels for the City Centre Marketing and Improvements Levy Annual Snapshot 2022/23.

outside scope

outside scope

outside scope

outside scope

	Meeting close

The meeting was closed at 3:15pm.

Approval of Minutes

These Minutes were approved by the City Renewal Authority Board on 7 December 2023.

Ms Christine Covington

Chair

7 December 2023

outside scope

outside scope

Lessons learnt

outside scope

What could be improved?

- Recommendation re. Precinct Portal.

outside scope

outside scope

outside scope

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Annual plan 2023-2024

Communications and Engagement

DRAFT

16 March 2023

outside scope

outside scope

outside scope

outside scope

outside scope

Objective 2: Develop understanding and demonstrate the effectiveness of the Authority's renewal approach

Key results

outside scope

- Precinct Portal and website engagement.
- TBC website content maintenance assurance metric.

outside scope

Work packages

Work area	Work packages
outside scope	
Website and Precinct Portal	• Develop and deliver a process that ensures currency and accuracy of our website content. • As part of this process, rationalise and delete content where possible across the Authority's website, YourSay, Built for CBR and Precinct Portal.
outside scope	

outside scope

outside scope

outside scope

outside scope

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Communications and engagement report

Reporting period: Q4, FY22-23

16 August 2023

Prepared by: Doug Millen, Kat Duncan, Dom Lavers

Summary

outside scope

outside scope

Issues

outside scope	
Scope	Maintenance of four websites challenging – Precinct Portal has been deprioritised.

Objectives and key results

outside scope

outside scope

2. Develop understanding and demonstrate the effectiveness of the Authority's renewal approach.

KEY RESULT	Goal	Actual

outside scope

Precinct Portal pageviews	**1200**	**719**

outside scope

The promotion of the Precinct Portal continues to be deprioritised by our team as we focus on content maintenance across three other platforms: Built for CBR, YourSay, and the corporate website.

outside scope

outside scope

outside scope