



# ATO Barton – Fit-Out Design Process

## Leasing process



### Commonwealth leasing process

This process includes:

- an approach to market
- evaluation of proposals
- lease negotiations
- Ministerial endorsement through Department of Finance
- PGPA Act s23(3) Delegate approval, and
- outcome announced to all staff.

## Concept Design



### Design team provides the ATO with an initial concept design

The initial concept design will be based on information provided to the design team by the Site Working Group (SWG). There will then be design review and feedback from specialist areas and the SWG.



### Design team makes amendments

The design team will make changes on an ongoing basis as they receive new and updated information from SWG and specialists as part of the iterative design process.



### ATO reviews updated concept design provided by the design team

The design team will make changes to the initial concept design and provide the ATO a revised concept design. ATO seeks validation and refinement from SWG members and specialist areas based on business needs.



### Design Process continues into a proposed fit-out design

The design team will make final changes to the proposed fitout and provide the ATO with a fully validated recommendation (proposed fit-out design).



## Fit-Out Works Commence

*Following completion of design and parliamentary budget approval*

### Tendering, procurement and construction of the fit-out commences

Staff will continue to be updated through site communications and SWG activities.

## Ongoing staff engagement and communication

### Workshops with SWG to verify detail in initial concept design

Workshops will be held with the SWG representatives to validate business requirements and seek feedback on the initial concept design based on their business needs.

### Workshops with specialist areas

Workshops will involve ATO specialists such as ICT, security, Work Health and Safety. They will cover specific topics in relation to the proposed fit-out.

### Workshops with SWG to verify detail in updated concept design

Workshops will be held with the SWG with the objective of ensuring the proposed built areas, furniture and collaboration zones meet the needs for the business lines proposed to be allocated to them.

### Consultation on proposed fit out design commences with staff

The consultation process will involve consulting with employees and their representatives about the proposed fit-out design, including:

- presenting the proposed design providing an opportunity for feedback
- reviewing feedback provided
- making any final changes based on feedback
- confirmation to employees and their representatives of the final design that will be progressed