

RELOCATION COMMUNICATIONS PLAN

STAKEHOLDERS:

PRIORITY	ORGANISATION	CONTACT	METHOD	WHO (ED, ED+CHAIR, GM)
1 - INTERNAL				
1.a.	Staff – General Manager	Lynda de Koning	Advised	ED
1.a.	Staff – Executive Producer	Virginia Hyam	Online meeting	ED
1.b.	Permanent core staff	Rosie, Edwina, Cecile, Nate, Sam, Claire	Team meeting (online) + in-person meeting for office-based staff	ED
1.c.	Close contractors	Bookkeeper, Production Manager	Email	ED
2 – FUNDERS / GOVT / WA PEAKS / TENANT				
2.a.	DCITS	Nikki Miller, Amber Craike & Paul Caulfield	Informal meeting/discussion, then official correspondence (embargoed)	ED
2.a.	Creative Australia (APAM)	Alice Nash, Ellen Dwyer, Zohar Spatz	Informal meeting/discussion, then official correspondence (embargoed)	ED
2.a.	Creative Australia (Heads of Practice)	Annette Madden, Sarah Greentree	Informal meeting/discussion, then official correspondence (embargoed)	ED
2.a.	Creative Australia (Capability)	Adam McGowan	Informal meeting/discussion, then official correspondence (embargoed)	ED
2.a.	OFTA	Various	Official correspondence (embargoed)	ED + Chair
2.b	CircuitWest	Philippa Maughn	Informal meeting / discussion (embargoed)	ED
2.b	Chamber of Arts & Culture	Rick Heath	Informal meeting / discussion (embargoed)	ED

2.b	Arts and Culture Trust	Marc Crees, Madeline Joll	Informal meeting / discussion (embargoed)	ED
2.b.	Perth Festival	Anna Reece, Marah Braye, Rachael Whitworth	Informal meetings or official correspondence (embargoed)	ED
2.c.	Encounter Theatre (Priority tenant)	Jay Emmanuel, Fleur Hardy	Informal meeting early followed by email notification re office decision.	ED
3. OTHER STAKEHOLDERS				
3.a.	Selected speakers - APAX, TPT, PTP	Close partners	Email	ED
3.a.	PAPA Network & Arts Markets Managers	Stage QLD, VAPAC, SAPA, NAPACA, CW	Email and/or meeting prior to APAX	ED
3.a.	National Peak Orgs	Various, selected	Emails	ED + Chair
3.b.	Members, APAX Delegates	PAC Members / 2026 APAX Delegates	Announcement at APAX, followed immediately by comms to members discussion list.	ED + Chair
3.c.	Minister's Office - WA	Minister McGurk	Official correspondence	ED + Chair
3.c.	Minister's Office - Fed.	Minister Bourke, Joanna Vaughan	Official correspondence	ED + Chair
3.c.	State & Territory Govt – Arts offices	Various	Official correspondence	ED + Chair
3.c.	Business Events Perth	Georgia Bivens	Email	ED
3.c.	City of Perth	Kim Jameson	Email	ED
3.c.	DFAT	Various offices - TBC	Official correspondence	ED + Chair
3.c.	Dry Kirkness		Official correspondence	ED
3.c	Level One		Official correspondence – notice of future address changes required.	ED

4. ADMINISTRATIVE				
4.	Tenant	Volker Ritzka	Email notification (one month notice required) outlining options	GM
4.	ASIC		Pro forma paperwork - online portal	GM
4.	ACNC		Pro forma paperwork - online portal	GM
4.	ATO		Pro forma paperwork - online portal	ED/ GM
4.	Bendigo Bank		Pro forma paperwork	ED / GM
4.	Macquarie Bank		Pro forma paperwork (undertaken by Level One)	ED/ GM
4.	CBUS (default super fund)		Pro forma paperwork	GM
4.	Xero		Pro forma paperwork	ED
4.	Marsh		Pro forma paperwork	GM
4.	Workers Comp - SA		Pro forma paperwork	GM
4.	Workers Comp - WA		Pro forma paperwork – adjustment may be required.	GM
4.	Workers Comp - QLD		Pro forma paperwork	GM
4.	Workers Comp - VIC		Pro forma paperwork	GM
4.	Workers Comp - NSW		Pro forma paperwork – adjustment may be required	GM
	Knight Frank (landlord)		Update – proposed date one month’s notice 21 August.	GM

TIMELINE

	Week commencing	Other key dates	Priority 1: Staff	Priority 2: Priority Funders/ Govt. and Tenant	Priority 3: Members, Network, 2 nd Priority Govt.	Priority 4: Administrative
EMBARGOED	20-Jul		All staff meeting, followed up with Perth staff			
	27-Jul	GRAF meeting				
	3-Aug			2a - Funders / Govt. – DCITS, Creative Australia.		
	10-Aug	Board nominations open	Perth staff to advise preferred workspace options.	2b - Funders / Govt. (other states and territories), WA peaks		
	17-Aug	One month notice to property managers (21 Aug)		2.c. - Tenant – Encounter Theatre; informal notice (first right to office if PAC relinquishes the lease) Update – Advise tenants Encounter Theatre and Volker Ritzka of end of lease and notice to vacate (21 August)		
	24-Aug	NEW - Confirm Perth and Sydney virtual addresses				

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	31-Aug				3.a. Speakers, PAPA network and Arts Market Managers (as relevant)	Commence priority admin updates of new address.
ANNOUNCED	7-Sep	APAX			3.b. Members and 26' Delegates – Announce at APAX, immediate comms to members via email.	
					3.c. Schedule comms to 3c's following APAX announcement.	
	Post APAX					
	26-Oct	AGM			Re-confirm Sydney plan to members.	
	Nov	Member renewals			Notify Volker Ritzka	
	Dec	ED's (current) intended relocation timeframe.				
	Early 2027		Administrative notifications – new Sydney address, confirmation of Perth address (virtual or physical).			