

From: [REDACTED]
To: [REDACTED]
Cc: [Perry, Ayesha](#); [REDACTED]
Subject: AGO Office Relocation - Request for Info/Update [DLM=For-Official-Use-Only]
Date: Wednesday, 23 September 2015 1:50:58 pm
Attachments: [image002.png](#)

For Official Use Only

Hi [REDACTED]

David Fredericks has asked me to 'coordinate' the AGO relocation on behalf of AGD so I can ensure we don't miss anything and that all the relevant areas chip in to assist with their relevant bits and pieces (eg Help Desk; Information Division; Support Services; Security etc).

Grateful for latest advice on when the AGO will be shutting down for the move so I can get relevant bodies lined up to assist with moving of ICT equipment; assets; boxes; etc and ensure that the AGD network is all up and running as soon as possible after you close your doors. We also need to liaise with some contractors/vendors to move some of the items like the AGD MFD/photocopier and probably our larger items like safes/cabinets.

Ideally, it would be great to get a specific time that AGO staff will be out of the office so we can have a team come in and move everything without getting in people's way and get the move done.

Regards

[REDACTED]

[REDACTED]

[REDACTED]

Attorney-General's Department

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