

From: [REDACTED]
To: [REDACTED]
Cc: [Perry, Ayesha](#); [REDACTED]
Subject: RE: AGO Office Relocation - Request for Info/Update [DLM=For-Official-Use-Only]
Date: Wednesday, 23 September 2015 4:31:15 pm
Attachments: [image001.png](#)

For Official Use Only

Hi [REDACTED]

We will be moving tomorrow from 0800 onwards. It should only take the morning.

The best contact for Ministerial Wing Support ([REDACTED] is 02 6277 [REDACTED]).

Let me know if you need anything further?

[REDACTED]
Office of the Attorney-General
Leader of the Government in the Senate

T: 02 6277 [REDACTED] | M: [REDACTED]

From: [REDACTED]
Sent: Wednesday, 23 September 2015 1:51 PM
To: [REDACTED]
Cc: Perry, Ayesha; [REDACTED]
Subject: AGO Office Relocation - Request for Info/Update [DLM=For-Official-Use-Only]

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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]

Attorney-General's Department

Ph: (02) [Redacted] **Fax:** (02) [Redacted] **Mob:** [Redacted]

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