

From: [REDACTED]
To: [REDACTED]
Cc: [Perry, Ayesha](#); [REDACTED]
Subject: RE: AGO Office Relocation - Request for Info/Update [DLM=For-Official-Use-Only]
Date: Thursday, 24 September 2015 8:53:46 am
Attachments: [image001.png](#)

For Official Use Only

Hi [REDACTED]

We have numbered each desk in the old and new offices, so the team will be able to easily move the relevant IT bits and bobs (i.e. desk #10 goes to desk #10).

The Ministerial Wing Support Team has told us that the big fridge in the main area in our old office is property of the AGD – does this sound right to you? If not, please let us know because we will need 10 mins to move everything out of it.

We have sketches of the new office layout up here for your perusal also.

Thanks

[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 6:25 PM
To: [REDACTED]
Cc: [Perry, Ayesha](#); [REDACTED]
Subject: RE: AGO Office Relocation - Request for Info/Update [DLM=For-Official-Use-Only]

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Hi [REDACTED]

Thanks for this info, AGD will have 3-4 people available from 0830 tomorrow to commence the movement of all of our ICT equipment/assets (PCs, monitors, printers, MFDs etc). To assist with the process, it would be great if could have a simple process of Post-It notes on each current desk with the name of the owner, and then a similar post-it on their new desk in the new suite so we can move items directly from one location to the other.

I will also see if I can send up [REDACTED] and/or [REDACTED] n from my team to ensure that any other 'assets' (eg TVs etc) are also moved as we are not actually allowed to touch those cause they are wall mounted etc.

Do you happen to have a floor plan for the new suite with allocated desks or anything like that?

Regards

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From: ■
Sent: Wednesday, 23 September 2015 4:31 PM
To: ■
Cc: Perry, Ayesha; ■
Subject: RE: AGO Office Relocation - Request for Info/Update [DLM=For-Official-Use-Only]

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Hi ■

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

The best contact for Ministerial Wing Support (■) is 02 6277 ■.

Let me know if you need anything further?

■

Office of the Attorney-General
Leader of the Government in the Senate

T: 02 6277 ■ | M: ■

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

For Official Use Only

Hi ■

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



Attorney-General's Department

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

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