

From: ARTHY, Kareena <Kareena.Arthy@apvma.gov.au>
Sent: Wednesday, 29 March 2017 7:39 PM
To: Hallam, Diana
Cc: Hyett, Richard; JANIEC, Stefanie; Price, Simon
Subject: RE: Armidale Transition Office Opening [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi Di – that is great news and we will certainly fit in with the DPM. Who in your office should we talk to about dates etc?

FYI – the ARAC is meeting in Armidale on 27 April and I was going to follow up with you an earlier invitation for the DPM to do something with them. It is a fair time in the future, but one option is to do a very soft opening of the office (so we can get IT and everything sorted out) and do a more formal opening on the 27th with the DPM and ARAC members. Just an idea, but, as I said, happy to work in with your diary.

Here is the link to the current jobs being advertised in Armidale: <https://careers.apvma.gov.au/vacancies/current>

It is important to remember that these jobs are the beginning to get things rolling. We expect to be advertising more once we get things bedded down.

Cheers
 Kareena

For-Official-Use-Only

From: Hallam, Diana [mailto:Diana.Hallam@agriculture.gov.au]
Sent: Wednesday, 29 March 2017 11:54 AM
To: ARTHY, Kareena <Kareena.Arthy@apvma.gov.au>
Cc: Hyett, Richard <Richard.Hyett@agriculture.gov.au>; JANIEC, Stefanie <Stefanie.Janiec@apvma.gov.au>; Price, Simon <Simon.Price@agriculture.gov.au>
Subject: RE: Armidale Transition Office Opening [DLM=For-Official-Use-Only]

Hi Kareena

Thanks very much for the invitation. Yes, the DPM would be pleased to have a role in the office opening, but has no capacity next week so if it is possible to defer a 'function' until a later date that would be appreciated. Happy to provide some alternative dates.

I don't think a joint release with the HS Minister is required, we are merely tenants in the building, not partnering with DHS. Please correct me if I'm wrong.

Can I please ask for the details on the jobs being advertised in Armidale?

Thanks

Diana

Diana Hallam
 Chief of Staff

From: ARTHY, Kareena [<mailto:Kareena.Arthy@apvma.gov.au>]
Sent: Tuesday, 28 March 2017 4:22 PM
To: Hallam, Diana <Diana.Hallam@agriculture.gov.au>
Cc: Hyett, Richard <Richard.Hyett@agriculture.gov.au>; JANIEC, Stefanie <Stefanie.Janiec@apvma.gov.au>
Subject: Armidale Transition Office Opening [DLM=For-Official-Use-Only]

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Hi Di – we are just finalising the lease agreement with DHS and have organised the signage. We will officially be tenants from 1 April. We are now working through the logistics of 'opening' the transition office and putting the sign up, which we can do anytime from lunch time Monday. So we can pull everything together, does the DPM want to have a role in the opening of the office? If so, what sort of role and any particular timing? Because we are collocating with DHS, would the DPM like a joint release with the Human Services Minister? Once we have an idea, we can come back to you in the next day or two with more specific proposals.

Cheers
Kareena

Kareena Arthy
Chief Executive Officer

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From: ARTHY, Kareena <Kareena.Arthy@apvma.gov.au>
Sent: Tuesday, 28 March 2017 1:32 PM
To: Hallam, Diana
Cc: Hyett, Richard; JANIEC, Stefanie; McDonald, Andrew T; Williamson, David
Subject: Re: Armidale business model [DLM=For-Official-Use-Only]

I will be briefing the department. Will let you know the details. Cheers Kareena

----- Reply message -----

From: "Hallam, Diana" <Diana.Hallam@agriculture.gov.au>
To: "ARTHY, Kareena" <Kareena.Arthy@apvma.gov.au>
Cc: "Hyett, Richard" <Richard.Hyett@agriculture.gov.au>, "JANIEC, Stefanie" <Stefanie.Janiec@apvma.gov.au>, "McDonald, Andrew T" <Andrew.McDonald@agriculture.gov.au>, "Williamson, David" <David.Williamson@agriculture.gov.au>
Subject: Armidale business model [DLM=For-Official-Use-Only]
Date: Tue, Mar 28, 2017 1:14 PM

Hi Kareena

Yes, I'd certainly appreciate the opportunity to review the draft report / receive a briefing. Are you taking the Department through it at all, Richard and I would be happy to join you at that meeting.

Thanks

Diana

Diana Hallam
 Chief of Staff
 Office of the Hon Barnaby Joyce MP

From: ARTHY, Kareena [mailto:Kareena.Arthy@apvma.gov.au]
Sent: Tuesday, 28 March 2017 11:05 AM
To: Hallam, Diana <Diana.Hallam@agriculture.gov.au>
Cc: Hyett, Richard <Richard.Hyett@agriculture.gov.au>; JANIEC, Stefanie <Stefanie.Janiec@apvma.gov.au>
Subject: Armidale business model [DLM=For-Official-Use-Only]

For-Official-Use-Only

Hi Di – the consultant we brought in to design our Armidale business model will be finalising his report and recommendations over April. I've had a preliminary briefing and it will be discussed with our Advisory Committee tomorrow to further refine the recommendations. Would the DPM (and/or you) be interested in a briefing prior to the report being finalised? If so, I would recommend something in mid-April to allow the final feedback from stakeholders to be taken into account.

Cheers
 Kareena

Kareena Arthy
 Chief Executive Officer

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From: ARTHY, Kareena <Kareena.Arthy@apvma.gov.au>
Sent: Tuesday, 21 March 2017 11:53 AM
To: Hallam, Diana
Cc: Hyett, Richard; Williamson, David; JANIEC, Stefanie
Subject: Armidale Transition Office Update [DLM=For-Official-Use-Only]

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Hi – just letting you know that we are working with the department of human services to co-locate at their Armidale office. I wrote to the secretary of the department last week to formalise the arrangements and are waiting to hear back. In the meantime, we are working with the lower levels of the agency to get organised, including getting signage done and working out IT arrangements. Once I hear back formally from the department, I can provide you with more details about officially opening the office. We haven't announced that this is what we are doing yet, as we need to technically finalise a procurement process, so please keep this confidential at this point.

We are also advertising for a community liaison officer (APS 5) and an administration officer (APS 3) tomorrow to begin staffing the office.

Happy to provide further information if you need it.

Cheers
Kareena

Kareena Arthy
Chief Executive Officer

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