
From: ARTHY, Kareena <Kareena.Arthy@apvma.gov.au>
Sent: Tuesday, 14 February 2017 5:38 PM
To: Hallam, Diana
Cc: Hyett, Richard; JANIEC, Stefanie; STOKES, Helen; s 47F
Subject: RE: APVMA Relocation Advisory Committee Meeting - Armidale [DLM=For-Official-Use-Only]

For-Official-Use-Only

That is terrific. Thanks Di. I look forward to hearing from s 47F -

In terms of property, yes JLL passed on the results of the EOI from last year. But those quotes were for the long term office building that will need to be built and require a major public works process. There are a couple of good options for us. I am pleased to say that just today we secured a person experienced in building things for government agencies and navigating government procurement processes who will be starting soon and will push the options/decision for the longer term building as a priority.

The office I am talking about for March/April opening is a much smaller office to house the executive and I when we are in Armidale, members of the team dealing with the property build and physical relocation of the agency and a small team of locally recruited people to do admin functions to support current APVMA business that doesn't require full security access, community liaison and potentially overflow enquiries from our call centre in Canberra. I looked at smaller offices last year and they all required a refurb. I don't know whether anything else has come onto the market – hence the plans to get up there in the next couple of weeks. We have contacts with the local real estate agents so hopefully the search will be reasonably straight forward.

Cheers
Kareena

For-Official-Use-Only

From: Hallam, Diana [mailto:Diana.Hallam@agriculture.gov.au]
Sent: Tuesday, 14 February 2017 5:22 PM
To: ARTHY, Kareena <Kareena.Arthy@apvma.gov.au>
Cc: Hyett, Richard <Richard.Hyett@agriculture.gov.au>; JANIEC, Stefanie <Stefanie.Janiec@apvma.gov.au>; STOKES, Helen <Helen.Stokes@apvma.gov.au>; s 47F - personal privacy
Subject: RE: APVMA Relocation Advisory Committee Meeting - Armidale [DLM=For-Official-Use-Only]

Hi Kareena

Thanks for your email.

I'm sure the DPM would welcome the opportunity to catch up with the Relocation Advisory Committee. I have copied his diary manager, s 47F - , into this email and she will take a look at his availability.

Really pleased to hear about the search for suitable office accommodation. Can I check the Department of Agriculture and Water Resources has passed on JLL's results? They conducted a search for accommodation late last year.

Kind regards

Diana

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

From: ARTHY, Kareena [<mailto:Kareena.Arthy@apvma.gov.au>]
Sent: Tuesday, 14 February 2017 4:11 PM
To: Hallam, Diana <Diana.Hallam@agriculture.gov.au>
Cc: Hyett, Richard <Richard.Hyett@agriculture.gov.au>; JANIEC, Stefanie <Stefanie.Janiec@apvma.gov.au>; STOKES, Helen <Helen.Stokes@apvma.gov.au>
Subject: APVMA Relocation Advisory Committee Meeting - Armidale [DLM=For-Official-Use-Only]

[DLM=For-Official-Use-Only]

Hi Di – the APVMA Relocation Advisory Committee is meeting in Armidale in late April – with a dinner on the 26th and the meeting proper on the 27th. Would the DPM be interested in meeting with the Committee either over dinner or during the day on the 27th? We are still working on the agenda and itinerary so have a lot of flexibility to fit in with the DPM's diary.

The committee comprises representatives from NFF, Croplife, AMA, VMDA, UNE, Armidale regional council and staff.

FYI – we are about to commence our search for suitable office accommodation to house our transition team in Armidale. Pending any leasing and fitout requirements, we are looking to 'open' the office toward the end of March (perhaps April if we need to do a fitout). I will be in touch closer to the time to see if you (the DPM) want to do anything in relation to its opening.

Cheers
Kareena

Kareena Arthy
Chief Executive Officer

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From: ARTHY, Kareena <Kareena.Arthy@apvma.gov.au>
Sent: Wednesday, 15 February 2017 2:28 PM
To: Hyett, Richard
Cc: Williamson, David; Thompson, Ian G - SRM
Subject: APVMA ANAO Report [DLM=Sensitive]

Sensitive

Hi there – we have received the report preparation paper from the ANAO about the APVMA audit. I am unable to provide you a copy, but I wanted to let you know of the likely key findings. Overall, there were no findings that we were not aware of prior to the audit commencing.

The findings are around:

- Needing to implement a formal QA process for decisions
- Developing a different set of KPIs against which to measure efficiency gains as a result of the reform agenda
- Need for better governance around major projects
- Implementation of a better documented risk management system.

A lot of the findings are premised on the ANAOs assessment there is a lack of documentation of some activities and processes in the APVMA, particularly in relation to project and risk management.

We are currently going through the report for factual errors. These are due on Friday.

We are likely to get the preliminary report in early March with 28 days to provide our formal response.

Happy to meet with you to discuss further if you wish.

Cheers
Kareena

Kareena Arthy
Chief Executive Officer

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