

NSW ICAC EXHIBIT
Office of Inspector of Custodial Services

From: louise_pounder@[REDACTED]
To: anthony_[REDACTED]
Date: Fri, 10 May 2013 16:02:27 +1000

Hi Anthony

Good to talk to you.

As discussed we are looking to do some refurbishment to accommodate a new Inspector of Custodial Services and staff on Level 13, Spring Street.

It would be great if we could meet at some point next Friday 17 May to discuss timeframe, budget, and specific requirements for the fit-out. If you come up to Level 14 (where I work) I could walk you down to the proposed area for the Office on Level 13.

Let me know what time on Friday suits you best.

Kind regards,

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice
Email: [REDACTED] | Phone: 02 [REDACTED] | Fax: 02 8061 9370
Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY
Note: I work part time - Monday, Tuesday & Friday

NSW ICAC EXHIBIT
Re: Inspector of Corrective Services - office wall

From: "louise pounder/lp [REDACTED]"
To: "anthony andjic [REDACTED]"
Cc: Fatima Hammoud <fatima_hammoud@[REDACTED]>
Date: Tue, 21 May 2013 09:30:38 +1000

Hi Anthony

I was wondering if you were able to provide that indicative estimate of costs for the works to Level 13? I would like to put up the submission to Laurie today if possible.

Also, did you have a specific meeting time with the builder? I can come along if so.

Kind regards
Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: louise.[REDACTED] | Phone: [REDACTED] | Fax: 02 8061 9370

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

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Anthony Andjic/FSS/NSW_AG

17/05/2013 03:51 PM
To: Louise Pounder, [REDACTED]
cc: "Fatima Hammoud" <Fatima_Hammoud@[REDACTED]>
Subject: Re: Inspector of Corrective Services - office wall

Sounds good

I have teed up a builder to come on Tuesday to have a look (if your available that would be good - otherwise its OK i can run through it with them)

Regards,

Anthony Andjic

Assistant Director | Asset Management Branch

Department of Attorney Generals & Justice, Justice Precinct Offices Parramatta

Ph [REDACTED] Email: anthony_andjic@[REDACTED]

Louise Pounder/LPD/NSW_AG

17/05/2013 02:23 PM
To: Anthony Andjic/FSS/NSW_AG@NSW_AG
cc: "Fatima Hammoud" <Fatima_[REDACTED]>
Subject: Inspector of Corrective Services - office wall

Hi Anthony

Sorry to bother you again, but I just had an idea with the fit-out of the Inspectors Office.

I've noticed that the wall in Kathrina's office is actually panels of glass (with frosting). This means that it gets more light. I thought this might be a good approach with the Inspector's Office (ie, build the dividing wall out of glass with frosting), which might otherwise be fairly dark because it only has one window.

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

[REDACTED] | Phone: 02 [REDACTED] Fax: [REDACTED]

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Note: I work part time - Monday, Tuesday & Friday

17/05/2013 11:52 AM To "Louise Pounder" <Louise_Pounder@[REDACTED]>
cc "Fatima Hammoud" <Fatima_Hammoud@[REDACTED]>
Subject Re: Inspector of Corrective Services - cost centre

Will do Louise - ill get an estimate through to you by Monday the latest

Regards,

Anthony Andjic
Assistant Director
Department Attorney General & Justice
[REDACTED]
[REDACTED]

On 17/05/2013, at 11:18 AM, "Louise Pounder" <Louise_Pounder@[REDACTED]> wrote:

Hi again Anthony

Kathrina just said that to get Laurie's authorisation a submission would be best, but that he will need an estimate of the cost of the works in that sub. I know you said it depended on the furniture, but are you able to provide a general idea of how much the fit out will cost (just so Laurie has a general idea of what he is authorising).

Also, in terms of moving the current staff and their work out of the space, would it be ok if we aim for them to be moved out by Friday 31 May? And with the move, are you able to organise boxes as well as the movers? (Usually when we have moved we have put our belongings in boxes first).

And finally, when you speak with ISB can you see if it would be possible to get two PCs that come with laptops, as the Inspector and the Senior Research/Inspections Officer will be travelling a fair bit.

Thanks so much.

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: [REDACTED]@[REDACTED].au | Phone: 02 [REDACTED]

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

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Louise Pounder/LPD/NSW_AG

Louise
Pounder/LPD/NSW_AG

17/05/2013 11:00 AM To Anthony Andjic/FSS/NSW_AG
cc
Subject Inspector of Corrective Services - cost centre

Hi Anthony

Thanks for coming in today.

I've looked over the files and the cost centre for the Inspector's Office is 125.

I'll be in touch re Laurie's approval. I think he is away but back next week.

Kind regards,
Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: [REDACTED]@[REDACTED] | Phone: 02 [REDACTED]

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Re: Inspector of Custodial Services - Budget

From: andrew_simpson@[REDACTED]
To: louise_pounder@[REDACTED]
Cc: Olive Shen <"cn=olive shen/ou=fss/o=nsw_ag@nsw_ag">, Anthony Andjic <"cn=anthony andjic/ou=fss/o=nsw_ag@nsw_ag">, Pearl Cortez <"cn=pearl cortez/ou=fss/o=nsw_ag@nsw_ag">, john_clark@[REDACTED]
Date: Tue, 28 May 2013 15:11:12 +1000
Attachments: Operating Statement as at ytd April 2013.xlsx (30.42 kB)

Hi Louise,

Unfortunately the recurrent funds cannot be spent on premises fitouts, as these are strictly capital costs.

Anthony Andjic in Asset management has, however, just advised that he has identified some capital funding which could be utilised for these works.

Anthony will need to advise the builders quickly in order to have the works completed from this financial year's capital allocation, so is looking forward to receiving go-ahead approval on this.

I hope this is a good outcome for you.

regards,

Andrew

Andrew Simpson
Assistant Director Finance Strategy |
Department of Attorney General and Justice NSW |
Justice Precinct Offices | Level 9 | 160 Marsden Street | Parramatta NSW 2150 |
P (02) [REDACTED] | E Andrew_Simpson@[REDACTED] |

Pearl Cortez [REDACTED]

Pearl Cortez [REDACTED] 27/05/2013 11:40 AM		
	To	Louise Pounder/LPD/NSW_AG@NSW_AG
	cc	Andrew Simpson, [REDACTED] NSW_AG, Olive Shen, [REDACTED] NSW_AG
	Subject	Re: Inspector of Custodial Services - Budget {doclink : document = '8A4ADA17586F806ECA257B75000C26E1' view = '38D46BF5E8F08834852564B500129B2C' database = 'CA25784C00133A5C' }

Hi Andrew,

I am confirming that the ICS ytd April 2013 position is favourable by \$96k, and the total full year budget is \$150k.

regards.

NSW ICAC EXHIBIT

Pearl Cortez | Senior Financial Analyst | Finance & Strategy Branch | Department of Attorney General and Justice

Email: [pearl_cortez@\[REDACTED\]](mailto:pearl_cortez@[REDACTED]) | Phone: (02) [REDACTED]

Parramatta Justice Precinct, 160 Marsden Street PARRAMATTA NSW 2150

Louise Pounder/LPD/NSW_AG

Louise Pounder/LPD/NSW_AG 24/05/2013 12:16 PM			
	To	Andrew Simpson [REDACTED] NSW_AG	
	cc	Olive Shen, [REDACTED] NSW_AG, Pearl Cortez [REDACTED] NSW_AG	
	Subject	Re: Inspector of Custodial Services - Budget {doclink : document = 'C5A87FA6DC897478CA257B6D001808C4' view = '38D46BF5E8F08834852564B500129B2C' database = 'CA25735C0025D294' }	

Hi Andrew

I put up a submission to the DG on this matter.

He is willing to approve but wanted to matters sorted out first:

- 1) Can you clarify that as at April there was approx \$96K unspent funds in the Inspector's budget for this financial year. He thought it was less, more like \$70K.
- 2) He wanted us to get John Clark's advice on whether the fit out should be paid from recurrent budget or Dept's capital budget.

Are you able to assist? I have left a voice mail but thought it might be best to email.

Regards,

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: [REDACTED] | Phone: 02 [REDACTED] | Fax: 02 [REDACTED]

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Note: I work part time - Monday, Tuesday & Friday

Andrew Simpson [REDACTED]

Andrew Simpson 16/05/2013 02:26 PM			
	To	Louise Pounder/LPD/NSW_AG@NSW_AG	
	cc	Pearl Cortez [REDACTED] NSW_AG, Olive Shen [REDACTED] NSW_AG	
	Subject	Re: Inspector of Custodial Services - Budget {doclink : document = '752BF176BC928C36CA257B6B0000FEDF' view = '605004AF5CB8E0E3CA257B63000E9EFF' database = 'CA2572A30004EEBE' }	

Hi Louise,

If the financial delegation is held to authorise expenditure like this, that should be OK.

Have you discussed with AMB yet? We understand that they have a hectic program right through to the end of the FY.

regards,

Andrew

Andrew Simpson
Assistant Director Finance Strategy |
Department of Attorney General and Justice NSW |
Justice Precinct Offices | Level 9 | 160 Marsden Street | Parramatta NSW 2150 |
P (02) [REDACTED] | E Andrew_Simpson@[REDACTED] |

Louise Pounder/LPD/NSW_AG

Louise Pounder/LPD/NSW_AG 14/05/2013 10:13 AM		
	To	Andrew Simpson [REDACTED] NSW_AG
	cc	Pearl Cortez [REDACTED] NSW_AG
	Re: Inspector of Custodial Services - Budget	
	Subject	{doclink : document = 'AEC9BBDBCD5D3024CA257B6A0083BFE2' view = '38D46BF5E8F08834852564B500129B2C' database = 'CA25784C00133A5C' }

Hi Andrew,

I've just spoken with Pearl about this project.

There has been some delay in recruiting the Inspector and his staff, so it is likely that there will be about \$150K from the budget that will be unspent in this financial year.

We were wondering if we could use this money to fund a refurbishment of level 13 to accommodate the Inspector and his staff. Unfortunately no money was allocated to this refurbishment when the budget was developed.

Pearl indicated that this should be fine but that I should email you for confirmation.

Kind regards

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice
Email: [REDACTED] | Phone: 02 [REDACTED] | Fax: 02 [REDACTED]
Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY
Note: I work part time - Monday, Tuesday & Friday

Pearl Cortez [REDACTED]

NSW ICAC EXHIBIT

Pearl Cortez 14/05/2013 10:02 AM		
	To	Louise Pounder/LPD/NSW_AG@NSW_AG
	cc	Andrew Simpson, [REDACTED] NSW_AG
	Subject	Re: Inspector of Custodial Services - Budget {doclink : document = '2D67D5469CD53E1ECA257B67001FFE63' view = '38D46BF5E8F08834852564B500129B2C' database = 'CA2572A30004EEBE' }

Hi Louise,

Please find attached the Operating Statement of Inspector of Custodial Services as at ytd April 2013.

The ytd expenditure is 2,952 and the full year budget net cost of services is 151,622.

Let me know if you have further queries.



regards.

Pearl Cortez | Senior Financial Analyst | Finance & Strategy Branch | Department of Attorney General and Justice

Email: [pearl_cortez@\[REDACTED\]](mailto:pearl_cortez@[REDACTED]) | Phone: (02) [REDACTED] | Fax: (02) [REDACTED]

Parramatta Justice Precinct, 160 Marsden Street PARRAMATTA NSW 2150

Louise Pounder/LPD/NSW_AG

Louise Pounder/LPD/NSW_AG 10/05/2013 03:51 PM		
	To	Pearl Cortez [REDACTED] NSW_AG, Andrew Simpson, [REDACTED] NSW_AG
	cc	
	Subject	Inspector of Custodial Services - Budget

Hi Pearl and Andrew,

I've taken over policy work on the Inspector of Custodial Services from Stephen Bray. Stephen said that both of you assisted with the budget for this Office.

NSW ICAC EXHIBIT

I'm wondering if I could have a chat to either of you to discuss this budget and expenditure for this financial year? I work part time and am in the office Mondays, Tuesdays and Fridays.

Kind regards

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice
Email: [REDACTED] | Phone: 02 [REDACTED] | Fax: 02 [REDACTED]
Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY
Note: I work part time - Monday, Tuesday & Friday

Fw: Inspector of Custodial Services - Fit out of office

From: louise_pounder@[REDACTED]
To: anthony_andjic@[REDACTED]
Date: Fri, 31 May 2013 14:15:18 +1000
Attachments: BN DG - Inspector of Custodial Services - Fit out of Office.pdf (41.56 kB); Attachment A.pdf (42.86 kB)

Hi again Anthony

Here is a scanned version of that signed submission, if you need it for your records.

Kind regards

Louise



Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice
Email: [REDACTED] | Phone: 02 [REDACTED] | Fax: 02 [REDACTED]
Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY
Note: I work part time - Monday, Tuesday & Friday

INSPECTOR OF CUSTODIAL SERVICES – FIT-OUT OF OFFICE

It is proposed to accommodate the Inspector of Custodial Services and his or her staff on Level 13. Urgent approval is sought to finance the required refurbishment of Level 13 with unused capital funding for this financial year.

EVALUATION

The *Inspector of Custodial Services Act 2012* received assent on 21 August 2012. The Department is preparing for the commencement of this Act by recruiting the Inspector of Custodial Services (through a private recruitment firm), creating positions to support and assist the Inspector, and preparing a suitable office space for the Inspector and his or her staff.

It is proposed that the Inspector and his or her staff will be accommodated on Level 13 of Spring Street, in the area that has been used by the DNA Review Panel and the Sentencing Council. Currently only two staff use this area (one staff member from the DNA Review Panel and one project officer for the Secretariat to the Select Council on Women's Issues). The Executive Director of the Law Reform Commission has indicated that he can accommodate both these staff.

Asset Management has informed Justice Policy that the lease for Levels 13 and 14 of 10 Spring Street was due to expire 30/6/2013, but a four year option has been exercised by Government Property NSW. This will take the lease up to 30/6/2017. There are no further options beyond 30/6/2017.

The proposed area on Level 13 is generally suitable for the Inspector and his or her staff, except that the current offices are too small for a person of the Inspector's grade so one will need to be expanded, and the area needs some secure cupboards to store confidential documents. Two small round meeting tables are also requested.

Asset Management has estimated the cost of the refurbishment to be around \$60,000 - \$70,000.

Due to delays in recruiting the Inspector and his or her staff, as at April 2013 there was approximately \$96,000 in unspent funds in the Inspector's budget for this financial year (see Tab A for operating statement prepared in April 2013). It was initially proposed to use some of these unspent funds to finance the fit-out of Level 13, but Asset Management has advised that recurrent funds cannot be spent on premises fit-outs, as these are strictly capital costs.

However, Asset Management has identified some capital funding for this financial year that could be utilised for these works. Asset Management will need to advise the proposed builders quickly in order to have the works completed from this financial year's capital allocation.

If approval is given, Asset Management will prepare a more comprehensive submission detailing the works, preferred builder, cost and proposed timeline.

RECOMMENDATION

That the Director General approve the refurbishment of Level 13 using funds from this financial year's capital allocation.

Author: Louise Pounder
Position: A/Principal Policy Officer

L.P. 28/5/2013

(PLEASE RETURN TO KATHRINA LO)

1. Supervising officer

Kathrina Lo
2. Director
28.5.13

3. Director General

NSW ICAC EXHIBIT

Department of Attorney General & Justice

125 - Inspector of Custodial Services (I): Apr - 2012/13



Attorney General
& Justice

	Year To Date			Full Year		
	Actual	Budget	Variance	Current Forecast	Budget	Variance
Total User Charges	0	0	0	0	0	0
Total Other Revenue	0	0	0	0	0	0
BDM Fees (BDM collections) (C)	0	0	0	0	0	0
Personal Services Income	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0
5001 : Salaries - Permanents	0	21,521	21,521	32,281	32,281	0
5005 : Salaries - Judges	0	14,624	14,624	21,935	21,935	0
Salary & Wages - Permanent	0	36,145	36,145	54,216	54,216	0
5090 : Payroll Tax	0	3,068	3,068	4,602	4,602	0
Payroll Tax (ERP)	0	3,068	3,068	4,602	4,602	0
5109 : SGC - Budget Dependent-FSS	0	3,272	3,272	4,909	4,909	0
Accumulation Super Scheme FSS	0	3,272	3,272	4,909	4,909	0
Total Employment Related Payments (Excl Crown Liabilities)	0	42,485	42,485	63,727	63,727	0
5201 : Advertising & Publicity	2,952	0	(2,952)	2,952	0	(2,952)
Advertising & Publicity (OOE)	2,952	0	(2,952)	2,952	0	(2,952)
5203 : Audit Internal	0	1,516	1,516	2,276	2,276	0
Audit Internal (OOE)	0	1,516	1,516	2,276	2,276	0
5401 : Fees - Administrative Costs	0	2,080	2,080	3,122	3,122	0
Fees	0	2,080	2,080	3,122	3,122	0
5451 : General Expenses	0	38,860	38,860	55,338	58,290	2,952
General Expenses (OOE)	0	38,860	38,860	55,338	58,290	2,952
5705 : Printing	0	336	336	504	504	0
Printing (OOE)	0	336	336	504	504	0
5771 : Rental - Buildings Others	0	2,528	2,528	3,793	3,793	0
Rent	0	2,528	2,528	3,793	3,793	0
5820 : Stores & Stationery	0	900	900	1,352	1,352	0
5821 : Stores - Computer Soft, Consum	0	2,644	2,644	3,964	3,964	0
Stores & Stationery (OOE)	0	3,544	3,544	5,316	5,316	0
5851 : Telephone - Rental	0	620	620	928	928	0
Telephone	0	620	620	928	928	0
5871 : Travel - Fares	0	7,420	7,420	11,130	11,130	0
Travel	0	7,420	7,420	11,130	11,130	0
Total Other Operating Expenses (CC)	2,952	56,904	53,952	85,359	85,359	0
6002 : Maint Contracts - Plant Equip	0	504	504	756	756	0
Maintenance Contracts	0	504	504	756	756	0
Total Maintenance (CC)	0	504	504	756	756	0
Total Expenses excl Depn & Crown Liabilities	2,952	99,893	96,941	149,842	149,842	0
Total Gains/Losses	0	0	0	0	0	0
Net Cost of Services Before Depn & Crown Liabilities (CC)	2,952	99,893	96,941	149,842	149,842	0
5074 : PSEMA - LSL & PRT assumed by Crown	0	0	0	0	0	0
5113 : Jud. Pensions assumed by Crown	0	0	0	0	0	0
5114 : Super Liability Assumed Crown	0	0	0	0	0	0
5115 : LSL Liability Assumed by Crown	0	1,074	1,074	1,611	1,611	0

NSW ICAC EXHIBIT

5116 : FSS Assumed by the Crown	0	0	0	0	0	0
5117 : Pay.Tax Assum.by Crown/Super	0	0	0	0	0	0
5118 : Pay.Tax Assum.by Crown/Jud.Pen	0	0	0	0	0	0
Total Crown Liabilities Expenses	0	1,074	1,074	1,611	1,611	0
6404 : Depreciation - Buildings @ Cost	0	0	0	0	0	0
6405 : Dep - Leasehold Improvements	0	0	0	0	0	0
6406 : Depreciation - Buildings	0	0	0	0	0	0
6407 : Depreciation - Airconditioning	0	0	0	0	0	0
Depreciation - Buildings (Dep)	0	0	0	0	0	0
6401 : Depreciat - Computer Equipment	0	112	112	169	169	0
6402 : Depreciat - Furniture & Fitt	0	0	0	0	0	0
6403 : Dep - Plant & Equipment	0	0	0	0	0	0
6408 : Depreciation - Software	0	0	0	0	0	0
6409 : Depreciat - Library Collection	0	0	0	0	0	0
6410 : Depreciation - Data Communs	0	0	0	0	0	0
6411 : Depreciation - Voice Comms	0	0	0	0	0	0
6412 : Depreciation - Software Major Projects	0	0	0	0	0	0
6424 : Amortisation Expense- Make Good	0	0	0	0	0	0
Depreciation - Other	0	112	112	169	169	0
6421 : Amortisation Expense - Finance Leases	0	0	0	0	0	0
Amortisation of Leased Assets	0	0	0	0	0	0
6422 : Amortisation Expense- Software	0	0	0	0	0	0
6423 : Amortisation Expense- Software Major Projects	0	0	0	0	0	0
Amortisation Intangibles	0	0	0	0	0	0
Total Depreciation	0	112	112	169	169	0
Total Net Cost of Services (CC)	2,952	101,079	98,127	151,622	151,622	0

Entity: 125 - Inspector of Custodial Services (I), Period: Apr, Year: 2012/13, Fund Type: Total Fund Type, Project Code: Total Project Code, Region: Total Region, View: MGMT
Total Version: Initial

Report Date : 14-May-
13 9:55AM

NSW ICAC EXHIBIT
Level 13 Spring street

From: anthony_ [REDACTED]
To: "richard.schilling@[REDACTED] [REDACTED]" <richard.schilling@[REDACTED]>
Cc: "Triton Group Co. pty ltd" <[REDACTED]>
Date: Mon, 17 Jun 2013 14:06:04 +1000

Richard,

Thank you for your time today.

As per our conversation a contractor will be on site tomorrow doing some relocation works on behalf of the Department and require a carpark spot.

The company is Triton Group and the contractors name is Shadi Chacra.

My details are below if you need to contact me accordingly but I am happy for you to liaise with the contractor direct on 0450014001.

All insurance checks etc are in keep with the departments policies

Thank you again for your assistance

Regards,

Anthony Andjic
Assistant Director
Department Attorney General & Justice
[REDACTED]
8688 7591

Re: Inspector of Custodial Services - Budget

From: anthony. [REDACTED]
To: Louise Pounder <[REDACTED]>
Date: Mon, 17 Jun 2013 14:11:34 +1000

Louise,

Sorry for the short notice - but the contractor will be on tomorrow to commence the move and works

I will be on the morning to commence the supervision to ensure the works are I'm keep with our scope and security

Can you inform the staff members concerned to give them a heads up of the proposed works

Thanks for your assistance

Regards,

Anthony Andjic
Assistant Director
Department Attorney General & Justice
[REDACTED]

8688 7591

On 11/06/2013, at 10:33 AM, "Louise Pounder" <[REDACTED]> wrote:

Hi there, yes both staff will be moved to desks on other side of Level 13, where the Law Reform Commission sits.

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: [REDACTED] | Phone: [REDACTED] | Fax: 02 8061 9370

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Note: I work part time - Monday, Tuesday & Friday

Anthony Andjic/[REDACTED]

Anthony Andjic/[REDACTED]		
	To	"Louise Pounder" < Louise.Pounder@[REDACTED].gov.au >
	cc	
	Subject	Re: Inspector of Custodial Services - Budget
11/06/2013 10:31 AM		

NSW ICAC EXHIBIT

I will be chasing the builder today to get definitive dates - do we have a location organised for the person to be relocated

Regards,

Anthony Andjic

Assistant Director

Department Attorney General & Justice

[REDACTED]

8688 7591

On 11/06/2013, at 10:24 AM, "Louise Pounder"

<[REDACTED]> wrote:

Hi Anthony

Hope you had a nice long weekend.

Any word from the builder as to when they are likely to start work on Level 13?

Kind regards

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: [REDACTED] | Phone: [REDACTED] | Fax: 02 8061 9370

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Note: I work part time - Monday, Tuesday & Friday

Anthony Andjic/[REDACTED]

Anthony Andjic/[REDACTED] 31/05/2013 10:21 AM		
	To	"Louise Pounder" < Louise.Pounder@[REDACTED] >
	cc	" john.clark@[REDACTED] " < john.clark@[REDACTED] > "Olive Shen" < Olive.Shen@[REDACTED] >, Pearl Cortez < Pearl.Cortez@opc.nsw.gov.au >, "Andrew Simpson" < Andrew.Simpson@[REDACTED] >
	Subject	Re: Inspector of Custodial Services - Budget

Louise,

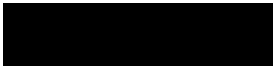
That's great - I will talk to the builder and get a definitive date from them shortly

Regards,

Anthony Andjic

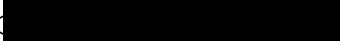
Assistant Director

Department Attorney General & Justice



8688 7591

On 31/05/2013, at 9:06 AM, "Louise Pounder"

< wrote:

*(See attached file: Sub DG - finance of fit-out using capital funds - May 2013.doc)*Hi Anthony

The DG signed this submission yesterday, approving the level 13 fit-out using capital funds.

I hope this is sufficient for you to engage the builder etc.

Let me know the deadline by which the current two staff need to be moved out.

Kind regards,

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email:  | Phone:  | Fax: 02 8061 9370

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Note: I work part time - Monday, Tuesday & Friday

Andrew Simpson/[REDACTED]

Andrew Simpson [REDACTED] 28/05/2013 03:12 PM		
	To	Louise Pounder/LPD/NSW_AG@NSW_AG
	cc	Olive Shen/[REDACTED] NSW_AG, Anthony Andjic/[REDACTED] NSW_AG, Pearl Cortez/[REDACTED] NSW_AG, john.clark@[REDACTED]
	Subject	Re: Inspector of Custodial Services - Budget< doclink.gif >
[REDACTED]		

Hi Louise,

Unfortunately the recurrent funds cannot be spent on premises fitouts, as these are strictly capital costs.

Anthony Andjic in Asset management has, however, just advised that he has identified some capital funding which could be utilised for these works.

Anthony will need to advise the builders quickly in order to have the works completed from this financial year's capital allocation, so is looking forward to receiving go-ahead approval on this.

I hope this is a good outcome for you.

regards,

Andrew

Andrew Simpson

Assistant Director Finance Strategy |

Department of Attorney General and Justice NSW |

Justice Precinct Offices | Level 9 | 160 Marsden Street |
Parramatta NSW 2150 |

P (02) [REDACTED] | E [Andrew_Simpson@\[REDACTED\]](mailto:Andrew_Simpson@[REDACTED]) |
Pearl Cortez/[REDACTED]

Pearl Cortez /[REDACTED] 27/05/2013 11:40 AM		
	To	Louise Pounder/LPD/NSW_AG@NSW_AG
	cc	Andrew Simpson/[REDACTED] NSW_AG, Olive Shen/[REDACTED] NSW_AG
	Subject	Re: Inspector of Custodial Services - Budget< doclink.gif >

Hi Andrew,

I am confirming that the ICS ytd April 2013 position is favourable by \$96k, and the total full year budget is \$150k.

regards.

Pearl Cortez | Senior Financial Analyst | Finance & Strategy Branch | Department of Attorney General and Justice

Email: [pearl_cortez@\[REDACTED\]](mailto:pearl_cortez@[REDACTED]) | Phone: (02) [REDACTED]
| Fax: (02) 8688 9684

Parramatta Justice Precinct, 160 Marsden Street PARRAMATTA NSW 2150

Louise Pounder/LPD/NSW_AG

Louise Pounder/LPD/NSW_AG 24/05/2013 12:16 PM		
	To	Andrew Simpson/[REDACTED] NSW_AG
	cc	Olive Shen/[REDACTED] NSW_AG, Pearl Cortez/[REDACTED] NSW_AG
	Subject	Re: Inspector of Custodial Services - Budget< doclink.gif >

Hi Andrew

I put up a submission to the DG on this matter.

He is willing to approve but wanted to matters sorted out first:

1) Can you clarify that as at April there was approx \$96K unspent funds in the Inspector's budget for this financial year. He thought it was less, more like \$70K.

2) He wanted us to get John Clark's advice on whether the fit out should be paid from recurrent budget or Dept's capital budget.

Are you able to assist? I have left a voice mail but thought it might be best to email.

Regards,

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: [REDACTED] | Phone: 02 [REDACTED] | Fax: 02 8061 9370

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Note: I work part time - Monday, Tuesday & Friday

Andrew Simpson/[REDACTED]

Andrew Simpson [REDACTED] 16/05/2013 02:26 PM		
	To	Louise Pounder/LPD/NSW AG@NSW_AG
	cc	Pearl Cortez/[REDACTED] NSW_AG, Olive Shen/[REDACTED] NSW_AG
	Subject	Re: Inspector of Custodial Services - Budget< doclink.gif >

Hi Louise,

If the financial delegation is held to authorise expenditure like this, that should be OK.

Have you discussed with AMB yet? We understand that they have a hectic program right through to the end of the FY.

regards,

Andrew

Andrew Simpson

Assistant Director Finance Strategy |

Department of Attorney General and Justice NSW |

Justice Precinct Offices | Level 9 | 160 Marsden Street |
Parramatta NSW 2150 |

P (02) [REDACTED] | E [Andrew_Simpson@\[REDACTED\]](mailto:Andrew_Simpson@[REDACTED]) |

Louise Pounder/LPD/NSW_AG

Louise Pounder/LPD/NSW_AG		
	To	Andrew Simpson/[REDACTED] NSW_AG
	cc	Pearl Cortez/[REDACTED] NSW_AG
	Subject	Re: Inspector of Custodial Services - Budget <doclink.gif>
14/05/2013 10:13 AM		

Hi Andrew,

I've just spoken with Pearl about this project.

There has been some delay in recruiting the Inspector and his staff, so it is likely that there will be about \$150K from the budget that will be unspent in this financial year.

We were wondering if we could use this money to fund a refurbishment of level 13 to accommodate the Inspector and his staff. Unfortunately no money was allocated to this

NSW ICAC EXHIBIT

refurbishment when the budget was developed.

Pearl indicated that this should be fine but that I should email you for confirmation.

Kind regards

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: [REDACTED] | Phone: [REDACTED]

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Note: I work part time - Monday, Tuesday & Friday

Pearl Cortez/[REDACTED]

Pearl Cortez / [REDACTED] 14/05/2013 10:02 AM		
	To	Louise Pounder/LPD/NSW AG@NSW_AG
	cc	Andrew Simpson/[REDACTED] NSW_AG
	Subject	Re: Inspector of Custodial Services - Budget< doclink.gif >

Hi Louise,

Please find attached the Operating Statement of Inspector of Custodial Services as at ytd April 2013.

The ytd expenditure is 2,952 and the full year budget net cost of services is 151,622.

Let me know if you have further queries.

(See attached file: Operating Statement as at ytd April

regards.

Pearl Cortez | Senior Financial Analyst | Finance &
Strategy Branch | Department of Attorney General and
Justice

Email: [pearl_cortez@\[REDACTED\]](mailto:pearl_cortez@[REDACTED]) | Phone: ([REDACTED])
| Fax: ([REDACTED])

Parramatta Justice Precinct, 160 Marsden Street PARRAMATTA
NSW 2150

Louise Pounder/LPD/NSW_AG

Louise Pounder/LPD/NSW_AG 10/05/2013 03:51 PM		
	To	Pearl Cortez/[REDACTED] NSW_AG, Andrew Simpson/[REDACTED] NSW_AG
	cc	
	Subject	Inspector of Custodial Services - Budget

Hi Pearl and Andrew,

I've taken over policy work on the Inspector of Custodial Services from Stephen Bray. Stephen said that both of you assisted with the budget for this Office.

I'm wondering if I could have a chat to either of you to discuss this budget and expenditure for this financial year? I work part time and am in the office Mondays, Tuesdays and Fridays.

Kind regards

NSW ICAC EXHIBIT

Louise

Louise Pounder | Acting Principal Policy Officer | Justice Policy | Department of Attorney General and Justice

Email: [REDACTED] | Phone: 02 [REDACTED]

Level 14, 10 Spring Street SYDNEY NSW 2000 | GPO Box 6 SYDNEY NSW 2001 | DX 1227 SYDNEY

Note: I work part time - Monday, Tuesday & Friday

<Operating Statement as at ytd April 2013.xlsx>

<Sub DG - finance of fit-out using capital funds - May 2013.doc>

NSW ICAC EXHIBIT

Invoice RE: 10 Spring St Sydney

From: "Triton Group Co. pty ltd" <tritoncor[REDACTED]>
To: "anthony_andjic@agd.nsw.gov.au" <anthony_andjic@[REDACTED]>
Date: Mon, 24 Jun 2013 13:16:44 +1030
Attachments: TGC - Tax Invoice.pdf (301.42 kB)

Dear Anthony,

Please find attached the invoice for the works at spring St office.

If you have any questions please don't hesitate to contact me.

Thank you

Shadi Chacra

Managing Director

Triton Group Co. pty ltd

E: [tritoncon@l\[REDACTED\]](mailto:tritoncon@l[REDACTED]) M: [REDACTED] P: [REDACTED]

PO BOX5389 Chullera, NSW 2200





TGC

Triton Group Co. Pty Ltd

ABN: 24 158 034 998

-NSW-

Mobile: [REDACTED]

Email: [REDACTED]

All Correspondence To:

[REDACTED] Chullora NSW 2190

Bank Details:

Commonwealth Bank

Account Number: [REDACTED]

BSB: [REDACTED]

TAX INVOICE NO.

130758

BILL TO: ANTHONY ANDJIC

Date: 21 /06 /2013

Company Name: Department of Attorney General & Justice

Address: Level 5, Parramatta Justice Precinct. 160 Marsden Street, Parramatta NSW 2150

Tel: 8688 7591

Mobile: [REDACTED]

Fax: 8688 9665

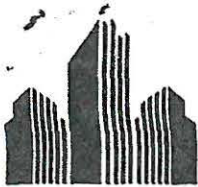
Job Address: Level 13, 10 Spring Street Sydney

DESCRIPTION	AMOUNT
Site establishment.	
Completed original scope of works.	
Variation:	
<ul style="list-style-type: none"> Completed all general building requirements. Completed materials handling component. Supply and install blinds. 	
	\$76,480.00
	\$7,648.00
	\$84,128.00*

*Payment is due within 28days of the date of the invoice

1050015

E13/1916/1/14

**TGC**

Triton Group Co. Pty Ltd.

ABN: 24 158 034 998

-NSW-

Mobile: [REDACTED]

Email: [REDACTED]

All Correspondence To:

[REDACTED] Chullora NSW 2190

Bank Details:

Commonwealth Bank

Account Number: [REDACTED]

BSB: [REDACTED]

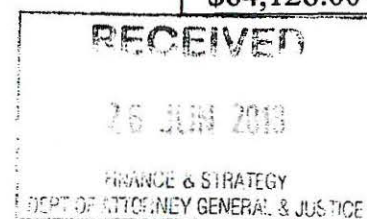
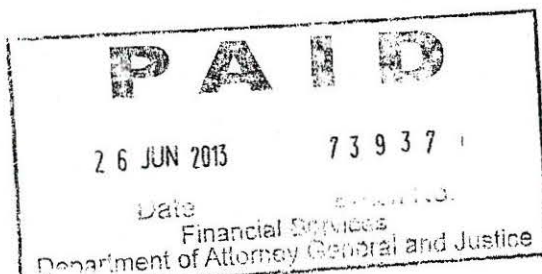
TAX INVOICE NO.

C40866

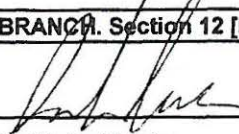
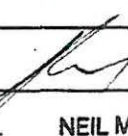

130758

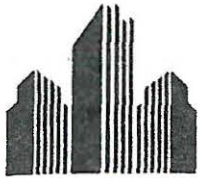
BILL TO: ANTHONY ANDJIC**Date:** 21 /06 /2013**Company Name:** Department of Attorney General & Justice**Address:** Level 5, Parramatta Justice Precinct. 160 Marsden Street, Parramatta NSW 2150**Tel:** 8688 7591**Mobile:** [REDACTED]**Fax:** 8688 9665**Job Address: Level 13, 10 Spring Street Sydney**

DESCRIPTION	AMOUNT
Site establishment.	
Completed original scope of works.	
Variation:	
<ul style="list-style-type: none"> Completed all general building requirements. Completed materials handling component. Supply and install blinds. 	
	\$76,480.00
	\$7,648.00
	\$84,128.00*



*Payment is due within 28days of the date of the invoice

CC. ASSET MANAGEMENT BRANCH. Section 12 [PF&A Act] Expend Approval.						
Signature: 						<div>Always check your financial delegation before approving payments.</div>
Position: Assistant Director Major Works						
Date: 25/06/2013						
P.O.# _____ Voucher# _____						
Vendor #: _____						
Comments fo Cheque: _____						
Work Description: AND 13116 - Spring Street Invoice for construction of new office accomodation Inv. # 130758						
FT	CC	LOC	PROJ	GST	ACCT	\$0.00
15	553	238	13727	C	1701	84,128.00
Certified Correct Under S.13 of PF&A Act 1983						
Marked of Against Authority/Order:						Signed: 
Approp. Correct & funds Available:						
Rates of Charge:						
Computation & Castings:						
Performance of Service:						Print name: NEIL MURPHY
						Date: 25/06/2013
						Ext: 876 99
Checked for Double Payment:						
Checked for Discount Allowed						
Section 13[PF&A Act] Expend Authorisation						
Signature: 						

**TGC**

Triton Group Co. Pty Ltd.

ABN: 24 158 034 998

-NSW-

Mobile: [REDACTED]

Email: [REDACTED]

All Correspondence To:

[REDACTED] Chullora NSW 2190

Bank Details:

Commonwealth Bank

Account Number: [REDACTED]

BSB: [REDACTED]

2020 0692

TAX INVOICE NO.

130954

BILL TO: ANTHONY ANDJIC**Date:** 06/09/2013**Company Name:** Department of Attorney General & Justice**Address:** Level 5, Parramatta Justice Precinct, 160 Marsden Street, Parramatta NSW 2150**Tel:** 8688 7591**Mobile:** [REDACTED]**Fax:** 8688 9665**Job Address: Level 13 Spring St Sydney**

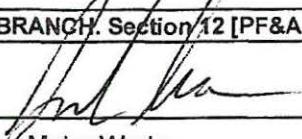
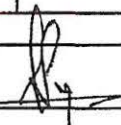
DESCRIPTION	AMOUNT
Work station rectification	
Additional works as highlighted on site walk around	
Provision of associated services requirements in line with additional scope	
Miscellaneous builders working in connection	
	\$28,890.00
	\$2,889.00
	\$31,779.00*

PAID

24 SEP 2013

Date Batch No.
Financial Services
Dept. Justice & Attorney General*Note: Disability stair lift not included and will be invoiced separately after installation.*

*Payment is due within 28 days of the date of the invoice

CC. ASSET MANAGEMENT BRANCH. Section 12 [PF&A Act] Expend Approval.						
Signature: 						<div>Always check your financial delegation before approving payments.</div>
Position: Assistant Director Major Works						
Date: 11/09/2013						
P.O.# _____ Voucher# _____						
Vendor #: _____						
Comments to Cheque: _____						
Work Description: AMS10086 Associated Works Relating to relocation Inv. # 130954						
FT	CC	LOC	PROJ	GST	ACCT	\$0.00
F15	553	229	A13712-10086	P2	590000	31,779.00
Certified Correct Under S.13 of PF&A Act 1983 Marked of Against Authority/Order: Approp. Correct & funds Available: Rates of Charge: Computation & Castings: Performance of Service:				Signed:  Print name: ANN SAYOUR Date: 11/09/2013 Ext: _____		
Checked for Double Payment:						
Checked for Discount Allowed						
Section 13 [PF&A Act] Expend Authorisation						
Signature: 