

NSW ICAC EXHIBIT

Re: project reporting template

From: jamie_maslen@agd.nsw.gov.au
To: anthony_andjic@agd.nsw.gov.au
Cc: jane_ridley@agd.nsw.gov.au
Date: Tue, 16 Jul 2013 12:53:27 +1000

Anthony

this report is a report within the Asset Management Branch. The approval process rests with the Director Asset Management Branch.

I would appreciate you respecting my position and provide the project reports as agreed almost 2 weeks ago. If you have a better template then please provide this today as you noted below. If there is some additional information that the DG has highlighted then, as stated below in our original discussion on the 3rd July, simply add it in.

This is not a big document and there should not be any further delay.

If you cannot provide this for any reason please call me to discuss.

Regards
Jamie Maslen
A/Director
Asset Management Branch
Department of Attorney General and Justice
Justice Precinct Offices
160 Marsden st
Parramatta NSW 2150
Ph: [REDACTED]

Anthony Andjic/FSS/NSW_AG

Anthony Andjic/FSS/NSW_AG 16/07/2013 12:30 PM	To	"Jamie Maslen" <Jamie_Maslen@agd.nsw.gov.au>
	cc	
	Subject	Re: project reporting template

Jamie,

When we finalise the format of the report and approved accordingly by senior management to ensure it captures their required data - the document cannot be completed until then. Once approved ASAP (as DG asked for specifics yesterday) we will issue as quickly as possible

Thanks

Regards,

NSW ICAC EXHIBIT

Anthony Andjic

Assistant Director

Department Attorney General & Justice

[Redacted]

[Redacted]

On 16/07/2013, at 12:20 PM, "Jamie Maslen" <Jamie_Maslen@agd.nsw.gov.au> wrote:

Thankyou Anthony.

if it is a better process to convey the same information then happy to use it. I do not concur with your recollection of the meeting outcomes and my email on the 3rd of July confirmed the agreed outcomes and there has not been anyone who has raised any clarification to this.

Regardless, if a better format exists then great.

Please note that the report proposed was not to be laborious and we clearly stated as such. If it did become as such then it could be adjusted. The weekly requirement for updates should be minimal. 5 minutes at the very most per project. initial set up at the start of the project takes just 20 minutes.

If you come up with a better format then happy to use it.

I look forward to reviewing your format.

Regards

Jamie Maslen

A/Director

Asset Management Branch

Department of Attorney General and Justice

Justice Precinct Offices

160 Marsden st

Parramatta NSW 2150

Ph: [Redacted]

Mobile: [Redacted]

Anthony Andjic/FSS/NSW_AG

Anthony Andjic/FSS/NSW_AG	To	"Jamie Maslen" < Jamie_Maslen@agd.nsw.gov.au >
	cc	
	Subject	Re: project reporting template
16/07/2013 12:00 PM		

Jamie,

I agree with the premise of a reporting process, I am a little concerned that this is being implemented as it was clearly noted at the meeting by all that we would go away and determine the most appropriate reporting structure for Major Works as the provided form is very laborious to provide weekly.

We at Major Works and with my communication with senior management yesterday will be providing you the proposed Executive Summary today for comment and review.

Regards,

Anthony Andjic

Assistant Director

Department Attorney General & Justice

[REDACTED]

[REDACTED]

On 15/07/2013, at 2:49 PM, "Jamie Maslen" <Jamie_Maslen@agd.nsw.gov.au> wrote:

Good afternoon all

I have just checked the file location and to date Mitchell is the only person to have completed the project reporting sheets. As agreed these were to be completed by last Friday.

I would like to have these completed as soon as possible. i will extend the time for completion until COB this Wednesday. If you have a valid reason that is preventing you from completing the reports for any of your projects then email me to let me know with the time that you will have these completed by.

Ladies and gents I need to have these forms completed ASAP and I would appreciate your cooperation to completed them as soon as you can.

thankyou.

Regards

Jamie Maslen

A/Director

Asset Management Branch

Department of Attorney General and Justice

Justice Precinct Offices

160 Marsden st

NSW ICAC EXHIBIT

Parramatta NSW 2150

Ph: [REDACTED]

Mobile: [REDACTED]

Mitchell Woodward/FSS/NSW_AG

Mitchell Woodward/FSS/NSW_AG 03/07/2013 04:54 PM	To	Jamie Maslen/FSS/NSW_AG@NSW_AG, Malcolm P Levy/FSS/NSW_AG@NSW_AG, Alan Griffith/FSS/NSW_AG@NSW_AG, Britt Jovanovski/FSS/NSW_AG@NSW_AG, Neil Murphy/FSS/NSW_AG@NSW_AG, Amin Sayour/FSS/NSW_AG@NSW_AG, Ravindran Gounder/FSS/NSW_AG@NSW_AG, Anthony Andjic/FSS/NSW_AG@NSW_AG
	cc	Robert Ingram/FSS/NSW_AG@NSW_AG, Martin Gordon/FSS/NSW_AG@NSW_AG, Lydia Klement/FSS/NSW_AG@NSW_AG, Yvette Vartuli/FSS/NSW_AG@NSW_AG, Katalin Erdelyi/FSS/NSW_AG@NSW_AG
	Subject	Re: project reporting template< doclink.gif >

The folder is 1A PROJECT SUMMARY on the shared drive (S) its the first folder after the index

Jamie Maslen

----- Original Message -----

From: Jamie Maslen

Sent: 03/07/2013 04:48 PM ZE10

To: Malcolm Levy; Alan Griffith; Britt Jovanovski; Neil Murphy; Amin Sayour; Ravindran Gounder; Mitchell Woodward; Anthony Andjic

Cc: Robert Ingram; Martin Gordon; Lydia Klement; Yvette Vartuli; Katalin Erdelyi

Subject: project reporting template

Ladies and Gents

thankyou for your attendance today at the meeting to discuss the recording of all project information. I appreciate your willingness to assist with the improvement in our documentation of each project and in turn our ability to provide detail to various stakeholders in a timely fashion. It was important for you to understand the multiple issues we are facing at the moment as a result of financial and operational changes, both internally and externally.

I have attached a blank copy of the template as well as one used on a recent project as a guide. No hard rules as we are trying to capture all relevant detail for each project. So add in information if you think it is relevant.

NSW ICAC EXHIBIT

A Few rules as agreed today.

- this is part of the start up task for each project. No work or tenders can start until this project form is started. This should be one of the very first tasks when you are given a project and the funding.
- Information under each heading is adding in on top of the last entry. That way the most up to date information is at the top of each list and the history flows down underneath in sequential order.
- One report for each project only. This then becomes the base document and you merely add the next bit of information each week or as it happens.
- all reports are filed in one central location on the S drive. I will get Lydia to arrange this and send out a link. This will be the working file for all current project. This includes project just in planning phase that have not started. If there is a budget and the project has been assigned to you then it is a live project.
- the report stays in the central file until the project is completed. Then it can be moved to the court history file for the relevant location.
- The intention is to have the asset planning group request confirmation that you have updated your report each week via email. That way this group will have the ability to use the data to update several reports required for the executive from this data. If no update required simply respond by email as such so they know it is current.

Several reporting requirements will be sourced from these reports without having to bother you. there is also scope to use these as management improvement tools within our branch. I see enormous potential for better coordination and I will be looking to the Asset Planning section to provide assistance for this issue through the use of these reports.

As agreed we will have all reports for every project completed and in the new file by Friday 12th June. Lets aim for Middy to allow time for a review and feedback.

Lydia - Mitch was looking into a central file. Can you liaise and advise everyone once this has been sorted.

Any problems or suggestions please let me know.

great meeting everyone.

[attachment "Project Detail Template.doc" deleted by Mitchell Woodward/FSS/NSW_AG]

[attachment "Project Detail Template blank.doc" deleted by Mitchell Woodward/FSS/NSW_AG]

Regards

Jamie Maslen

A/Director

Asset Management Branch

Department of Attorney General and Justice

Justice Precinct Offices

160 Marsden st

NSW ICAC EXHIBIT

Parramatta NSW 2150

Ph: [REDACTED]

Mobile: [REDACTED]