

s47F

From: FOI
Sent: Monday, 19 October 2015 8:30 AM
To: s47F
Subject: FW: Your DPMC website content has been published: FOI Item - FOI/2015/074 [SEC=UNCLASSIFIED]

UNCLASSIFIED
FYI

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

From: webservices@pmc.gov.au [mailto:webservices@pmc.gov.au]
Sent: Monday, 19 October 2015 8:25 AM
To: FOI
Subject: Your DPMC website content has been published: FOI Item - FOI/2015/074

Hello FOI team, your DPMC web content has been published.

Title: FOI Item - FOI/2015/074

You may view your published content at
<https://www.dpmc.gov.au/pmc/accountability-and-reporting/freedom-information/department-prime-minister-and-cabinet/financial-year-2015-16/41558>.

Note:
Bulk moderation state change.

s47F

From: webservices@pmc.gov.au
Sent: Monday, 19 October 2015 8:25 AM
To: FOI
Subject: Your DPMC website content has been published: FOI Item - FOI/2015/074

Hello FOI team, your DPMC web content has been published.

Title: FOI Item - FOI/2015/074

You may view your published content at
<https://www.dpmc.gov.au/pmc/accountability-and-reporting/freedom-information/department-prime-minister-and-cabinet/financial-year-2015-16/41558>.

Note:
Bulk moderation state change.

s47F

From: s47F
Sent: Tuesday, 6 October 2015 8:36 AM
To: Spence, Pip
Cc: Arnaudo, Peter; FOI
Subject: Copy of Decision Package- FOI/2015/074 [DLM=For-Official-Use-Only]
Attachments: FOI/2015/074 - Decision Package [SEC=UNCLASSIFIED]

For Official Use Only

Hi Pip—please find attached the decision package sent to Senator Wong on Friday regarding FOI/2015/074.

Should you have any questions please let me know.

Thanks, s47F

s47F Senior Adviser
Access and Administrative Review | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
(p. s47F | m. s47F
e. s47F | foi@pmc.gov.au | privacy@pmc.gov.au
www.dpmc.gov.au
PO Box 6500 CANBERRA ACT 2600

s47F

From: s47F
Sent: Friday, 2 October 2015 12:00 PM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074- Documents for Release [SEC=UNCLASSIFIED]

Thanks s47F for sending this through.

Regards

s47F | Senior Adviser (Corporate)
OFFICE OF THE HON TONY ABBOTT MP
MEMBER FOR WARRINGAH
RG 60
Parliament House, CANBERRA ACT 2600
s47F | M: s47F
M: s47F

From: s47F
Sent: Friday, 2 October 2015 11:58 AM
To: s47F
Cc: FOI
Subject: FOI/2015/074- Documents for Release [SEC=UNCLASSIFIED]

UNCLASSIFIED

Afternoon s47F

Please find **attached** copies of the documents that are scheduled for release under **FOI/2015/074**—Senator Wong—receipts and invoices.

Attached are two version:

- Version One (All documents)—this demonstrates which material will be redacted in the final version to the applicant. The sections with the red box will be redacted out.
- Version Two (Redacted version of all documents)—this is a copy of the final redacted version that will be issued to the applicant.

Please let me know if you would like to discuss.

Thanks s47F

s47F | Senior Adviser
Access and Administrative Review | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
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e. s47F | foi@pmc.gov.au | privacy@pmc.gov.au
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Description Total \$

CABERNET SAUVIGNON 2009 7

10 @ \$26.99 269.90

WINE 10% OFF 6 BOTTLES

10@ 10.00% -27.00

SHZ 750ML

12 @ \$33.99 407.88

WINE 10% OFF 6 BOTTLES

12@ 10.00% -40.80

WINE RIES 750ML

12 @ \$34.99 419.88

10% OFF 6 BOTTLES

12@ 10.00% -42.00

CHRD 750ML

12 @ \$29.99 359.88

WINE 10% OFF 6 BOTTLES

12@ 10.00% -36.00

PIN/CHD 750ML

12 @ \$25.99 311.88

WINE 10% OFF 6 BOTTLES

12@ 10.00% -31.20

PALE A

54.99

BTLS 330ML 1CTN

44.99

PREM LI BTLS 1CTN

36.99

TOTAL (Inc GST)

62 Items

Paid by EFTPOS

30/03/15 15:21

PURCHASE

(00)APPROVED

Change Due

\$0.00

GST Amount

% Signifies item(s) with GST

TAX INVOICE

Customer's ABN and Customer Name
not supplied

30/03/2015 15:21:57

Description Total \$

MARGARET 750ML 12 @ \$41.99 503.88
 WINE 10% OFF 6 BOTTLES 12 @ 10.00% -50.40

TOTAL (Inc GST) \$453.48
 16 Items

Paid by EFTPOS \$453.48

24/03/15 15:18

PURCHASE AUD\$ 453.48
 (00)APPROVED

Change Due \$0.00
 GST Amount \$41.23

% Signifies item(s) with GST

TAX INVOICE

24/03/2015 15:18:26



Description	Total \$
-------------	----------

1CTN	49.99
BTL 330ML 1CTN	46.99
LIGHT 1CTN	
2 @ \$42.99	85.98

TOTAL (Inc GST)	
5 Items	

Paid by EFTPOS

12/03/15 16:57

PURCHASE

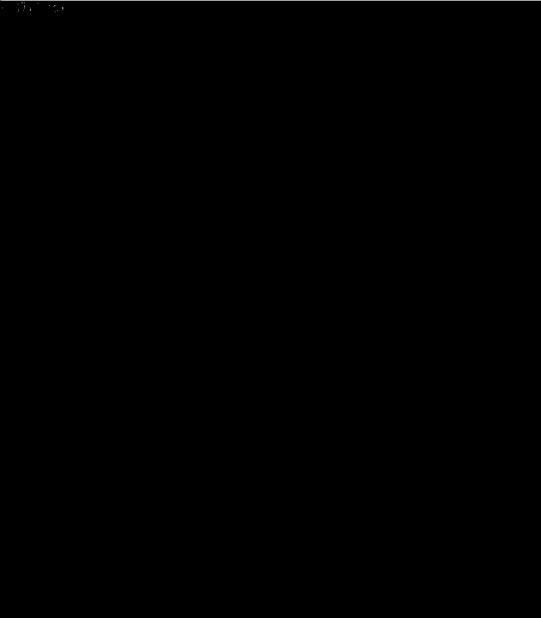
AUD\$
(00) APPROVED

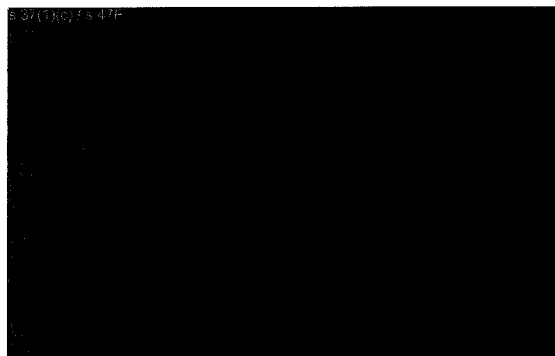
Change Due	\$0.00
GST Amount	

% Signifies item(s) with GST

TAX INVOICE

12/03/2015 16:57:47





Description	Total \$
CABERNET MERL 750ML 6 @ \$44.99	269.94
WINE 10% OFF 6 BOTTLES 6@ 10.00%	-27.00
CABERNET 750ML 6 @ \$39.99	239.94
WINE 10% OFF 6 BOTTLES 6@ 10.00%	-24.00
CABERNET MER 6 @ \$39.99	239.94
WINE 10% OFF 6 BOTTLES 6@ 10.00%	-24.00
SPARKLING 750ML 6 @ \$36.66	219.96
WINE 10% OFF 6 BOTTLES 6@ 10.00%	-22.02
WINE RIES 750ML 6 @ \$34.99	209.94
WINE 10% OFF 6 BOTTLES 6@ 10.00%	-21.00
SHIRAZ 750ML 12 @ \$35.99	431.88
WINE 10% OFF 6 BOTTLES 12@ 10.00%	-43.20
SHZ 750ML 12 @ \$33.99	407.88
WINE 10% OFF 6 BOTTLES 12@ 10.00%	-40.80
TOTAL (Inc GST)	\$1,817.46
64 Items	

Paid by EFTPOS \$1,817.46

12/03/15 10:21

PURCHASE AUD\$ 1,817.46
(00) APPROVED

Change Due \$0.00
GST Amount \$165.22

% Signifies item(s) with GST

TAX INVOICE

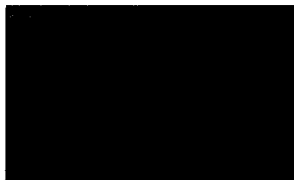
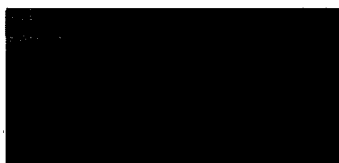
Customer's ABN not supplied

Customer Name: NA

12/03/2015 10:21:17



DESCRIPTION AMOUNT \$



03 MAR 2015 11:01

PURCHASE
TOTAL AUD



750ML	35.99 G
750ML	35.99 G
750ML	35.99 G
750ML	35.99 G

SUBTOTAL
Rounding
TOTAL
EFTPOS



GST exempt (E)
GST (G) 10.00% on



53711(c)

DATE: 01/03/2015 TIME: 15:13

532

DESCRIPTION

AMOUNT \$

53711(c) / 5347F

6*345ML

17.99 G

53711(c) / 5347F

6*345ML

17.99 G

532

SUBTOTAL
Rounding
TOTAL

532

532

GST exempt (E)
GST (G) 10.00% on

532

532

53711(c)

Description	Total \$
MARGARET 750ML 12 @ \$41.99	503.88
WINE 10% OFF 6 BOTTLES 12@ 10.00%	-50.40
SPARKLING 750ML 6 @ \$36.66	219.96
WINE 10% OFF 6 BOTTLES 6@ 10.00%	-22.02
SHZ 750ML 12 @ \$33.99	407.88
WINE 10% OFF 6 BOTTLES 12@ 10.00%	-40.80
BTLS 355ML:1 1CTN 2 @ \$49.99	99.98
LIGHT 1CTN	42.99
TOTAL (Inc GST)	\$1,161.47
33 Items	

Paid by EFTPOS \$1,161.47

28/02/15 14:41

PURCHASE AUD\$ 1,161.47
(00)APPROVED

Change Due \$0.00
GST Amount \$105.59

% Signifies item(s) with GST

TAX INVOICE

Customer's ABN and Customer Name
not supplied

28/02/2015 14:42:00



Description	Total \$
MARGARET 750ML	
6 @ \$41.99	251.94
10% OFF 6 BOTTLES	
6@ 10.00%	-25.20
TOTAL (Inc GST)	\$226.74
6 Items	

Paid by EFTPOS \$226.74

23/02/15 10:05

PURCHASE

AUD\$ 226.74
(00) APPROVED

Change Due \$0.00
GST Amount \$20.61

% Signifies item(s) with GST

TAX INVOICE

23/02/2015 10:06:05

DATE: 22/02/2015 TIME: 14:20

DESCRIPTION

AMOUNT, \$

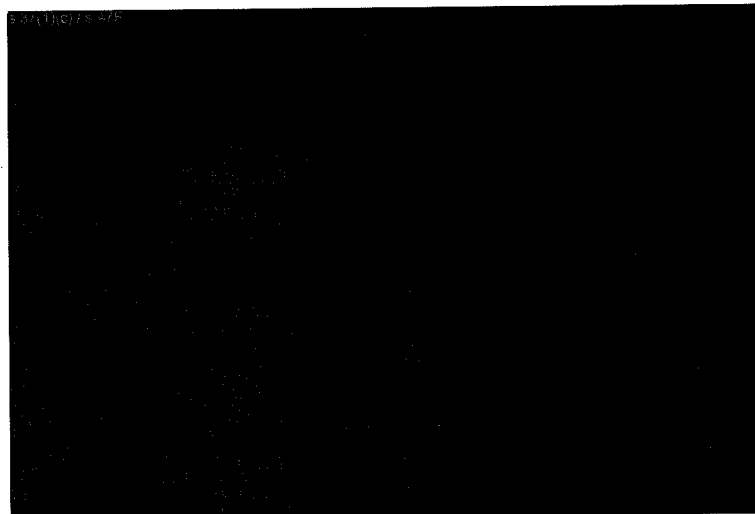
CHARD 750ML

6 pc. @ \$24.99 each

149.94 G

SUBTOTAL
Rounding
TOTAL

GST exempt (E)
GST (G) 10.00% on



Description	Total \$
MARGARET 750ML 9 @ \$41.99	377.91
WINE 10% OFF 6 BOTTLES 9@ 10.00%	-37.80
SHZ 750ML 12 @ \$33.99	407.88
WINE 10% OFF 6 BOTTLES 12@ 10.00%	-40.80
TOTAL (Inc GST) 21 Items	\$707.19

Paid by EFTPOS \$707.19

16/02/15 12:09

PURCHASE

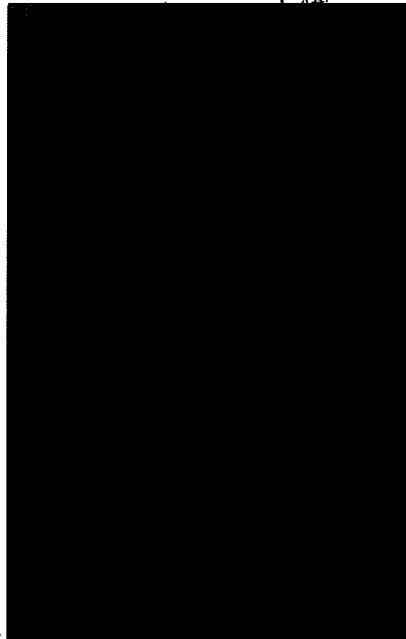
AUD\$ 707.19
(00)APPROVED

Change Due \$0.00
GST Amount \$64.29

% Signifies item(s) with GST

TAX INVOICE

16/02/2015 12:09:53



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] 5/1/02 2002

[REDACTED] 2009

12 259.95 719.40

* SUBTOTAL 719.40

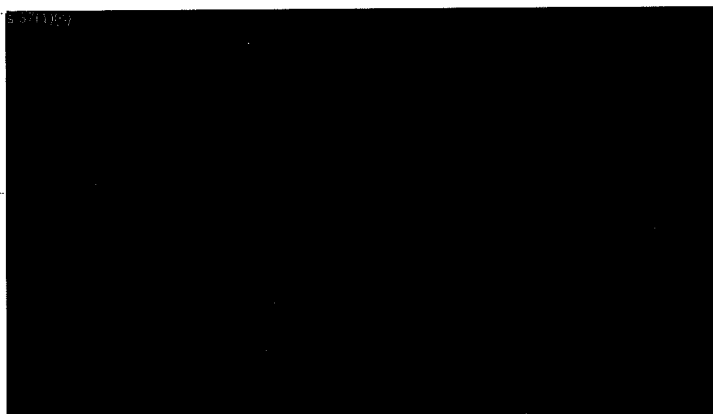
DISCOUNT AMOUNT 215.40

[REDACTED]

12 259.95 599.40

* SUBTOTAL 1103.40

DISCOUNT AMOUNT 95.40



Description	Total \$
[REDACTED] FRENCH BRAN	31.99
[REDACTED] SHZ 750ML	
12 @ \$33.99	407.88
[REDACTED] WINE 10% OFF 6 BOTTLES	
12@ 10.00%	-40.80
[REDACTED] CHRD 750ML	
12 @ \$27.77	333.24
[REDACTED] WINE 10% OFF 6 BOTTLES	
12@ 10.00%	-33.36
[REDACTED] BRUT [REDACTED] 750ML	
6 @ \$36.66	219.96
[REDACTED] WINE 10% OFF 6 BOTTLES	
6@ 10.00%	-22.02
[REDACTED] LIGHT 1CTN	37.99
[REDACTED] PALE A	54.99

TOTAL (Inc GST)
34 Items

Paid by EFTPOS

09/02/15 11:17

PURCHASE

AUD\$
(00)APPROVED

Change Due
GST Amount

\$0.00

% Signifies item(s) with GST

TAX INVOICE

Customer's ABN and Customer Name
not supplied

9/02/2015 11:18:11



DATE: 10/02/2015 TIME: 17:17



DATE: 10/02/2015

AMOUNT \$



10/02/2015	10/02/2015	14.75
10/02/2015	10/02/2015	14.75
10/02/2015	10/02/2015	-7.51



SUBTOTAL
Rounding
TOTAL



DATE: 10/02/2015
TIME: 17:17



s47F

From: FOI
Sent: Friday, 2 October 2015 11:35 AM
To: s47F
Cc: FOI
Subject: Notification of Decisions [DLM=For-Official-Use-Only]

For Official Use Only

Hi s47F

As discussed the following decisions will be released by the Department today, unless the office has any concerns we need to discuss:

FOI/2015/074—Senator Wong—Invoices and receipts dated in the period 09 February to 01 April 2015 related to the purchase of alcohol for the former Prime Minister and/or his guests.

Decision: Partial Exemption (personal privacy, public safety and irrelevant information redacted), 13 documents to be released

Documents: Supermarket receipts with relevant reductions—date of receipt and value of relevant individual purchases to be released only.

Other: Mr Abbotts office has been consulted on this matter

s22

Thanks, s47F

s47F

| Senior Adviser

Access and Administrative Review | Honours, Symbols and Legal Policy Branch

Government Division | Department of the Prime Minister and Cabinet

p. s47F m. s47F

e. s47F | foi@pmc.gov.au | privacy@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600

s47F

From: s47F
Sent: Thursday, 1 October 2015 4:16 PM
To: s47F
Subject: RE: For Clearance- FOI/2015/074 [DLM=For-Official-Use-Only]

For Official Use Only

Great thanks s47F

From: Spence, Pip
Sent: Thursday, 1 October 2015 2:53 PM
To: FOI
Cc: s47F
Subject: RE: For Clearance- FOI/2015/074 [DLM=For-Official-Use-Only]

For Official Use Only

s47F

Pip has signed and I have taken up to Dep Sec.

s47F

Ministerial & Parliamentary Support
Department of the Prime Minister and Cabinet
Ph: s47F **E:** s47F
www.dpmc.gov.au

Department of the Prime Minister and Cabinet
 One National Circuit
 BARTON ACT 2600

The Department acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: FOI
Sent: Tuesday, 29 September 2015 5:19 PM
To: Spence, Pip
Cc: Arnaudo, Peter; FOI
Subject: For Clearance- FOI/2015/074 [DLM=For-Official-Use-Only]

For Official Use Only

Afternoon Pip,

Please find attached the updated Executive Brief and Decision Letter regarding FOI/2015/074—Wong—Invoices and Receipts as per your comments.

Happy to drop around hard copies for signature or create a file in Slipstream—let me know your preference.

Thanks, s47F

s47F

Senior Adviser

Access and Administrative Review | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
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PO Box 6500 CANBERRA ACT 2600

Arnaudo, Peter

From: Green, Alison
Sent: Thursday, 17 September 2015 7:20 PM
To: Arnaudo, Peter
Subject: FOI request [DLM=For-Official-Use-Only]

For Official Use Only

Hi Peter

I'd appreciate your advice on next steps for my FOI.

Cheers

Alison

Alison Green | Assistant Secretary
Ministerial and Parliamentary Support Branch
Ministerial Support Division | Department of the Prime Minister and Cabinet
p: [REDACTED] s47F | m: [REDACTED] s47F
e: [REDACTED] s47F
www.dpmc.gov.au
PO Box 6500 CANBERRA ACT 2600

s47F

From: FOI
Sent: Friday, 11 September 2015 7:33 AM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

Lets discuss.

Thanks, s47F

s22



s47F

From: FOI
Sent: Wednesday, 2 September 2015 4:07 PM
To: s47F
Cc: FOI
Subject: s22
Attachments:

Afternoon s47F

s22

On another matter in relation to the Departments FOI request FOI/2015/074—invoices and receipts related to the purchase of alcohol. We received an email this morning from Mr Jose (Office of Senator Wong) requesting an update, to assist with finalising this matter I was hoping you could send through your views or happy to discuss.

Thanks, s47F

s47F

Senior Adviser

Access and Administrative Review | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

p. s47F s47F

e. s47F foi@pmc.gov.au | privacy@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600

s47F

From: s47F
Sent: Wednesday, 2 September 2015 1:56 PM
To: s47F
Subject: RE: FOI/2015/074 - Request for extension of time [DLM=For-Official-Use-Only]

Do you want to pop in and see me about this one?

Cheers, s47F

From: FOI
Sent: Wednesday, 2 September 2015 12:50 PM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Request for extension of time [DLM=For-Official-Use-Only]

s47F as foreshadowed this morning. Just had that sense....

s47C

Happy to discuss.

s47F | FOI Adviser
Access and Administrative Review Section | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
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PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

s22

s47F

From: s47F
Sent: Monday, 24 August 2015 6:10 PM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074 - Request for extension of time [DLM=For-Official-Use-Only]

Let me see what transpires at tomorrow's meeting, before we send. Thanks.

s47F

Government Division
Department of the Prime Minister and Cabinet
p. s47F

From: s47F
Sent: Monday, 24 August 2015 5:38 PM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074 - Request for extension of time [DLM=For-Official-Use-Only]

s47F this one is virtually set to go, just need to do a bit of fine-tuning on it, so pls let me know if there's anything from PMO that would prevent this one from going out.

Many thanks
s47F

s47F FOI Adviser
Access and Administrative Review Section | Honours, Symbols and Legal Policy Branch
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PO Box 6500 CANBERRA ACT 2600

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From: s47F
Sent: Friday, 21 August 2015 4:40 PM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074 - Request for extension of time [DLM=For-Official-Use-Only]

OK, thanks. I've discussed with the PMO and I expect this can be finalised on Monday afternoon, so good to have Alison ready to go on it. Thanks.

s47F
Government Division
Department of the Prime Minister and Cabinet
p. s47F

From: s47F
Sent: Friday, 21 August 2015 4:34 PM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074 - Request for extension of time [DLM=For-Official-Use-Only]

Noted, thanks, s47F I will set this one up in readiness for sending to the DM.

However, absent any firm views from the PMO and given the lateness of the hour, I can see no use in straining ourselves to now get something to Alison to sign off late on a Friday afternoon. I think perhaps a quick email to Mr Jose along these lines might be the best we can do for now and I'll sort the rest out on Monday:

Dear Mr Jose

I refer to my email message below.

Regrettably it has not been possible to complete the final stages for notifying this request to Senator Wong this week. We are close to being in a position to do so and will forward the decision as soon as the matter is ready for notification.

Again, we regret the time it has taken to notify the decision for this matter.

Yours sincerely, etc

s47F | FOI Adviser
Access and Administrative Review Section | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
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PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.



From: s47F
Sent: Friday, 21 August 2015 12:00 PM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074 - Request for extension of time [DLM=For-Official-Use-Only]

s47F

I'm waiting on PMO advice, but they know it's urgent.

s47C

s47C

Otherwise fine, thanks.

s47F

Government Division
Department of the Prime Minister and Cabinet
p. s47F

From: s47F
Sent: Friday, 21 August 2015 11:43 AM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074 - Request for extension of time [DLM=For-Official-Use-Only]

Thanks s47F

Do we have any indication as to whether PMO is OK with this one and whether there is any likelihood of it going to Senator Wong and Ms Jose before the end of the day?

I note that while the exec briefing process is complete, the PMO one is not, nor has a decision notice or Stage 2 checklist been sent to the DM for signature yet, so I would hazard a guess that today might be pushing it.

Please find attached the latest versions that I could find of the decision, schedule, documents and S2 checklist (which I have already part-completed to speed this up, seeing as those items have been completed).

Grateful if you could confirm they are still in order and advise any changes. If so, I will send them off to Alison even if we have not yet received the final PMO advice, to at least be able to advise the applicant that we really are nearly there.

Happy to discuss

s47F

s47F

FOI Adviser

Access and Administrative Review Section | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
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PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

From: s47F
Sent: Thursday, 20 August 2015 11:06 AM
To: FOI
Cc: s47F
Subject: RE: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

I've asked the PMO for an update this morning.

s47F

Government Division
Department of the Prime Minister and Cabinet
p. s47F

From: FOI
Sent: Thursday, 20 August 2015 11:06 AM
To: s47F

Cc: FOI

Subject: FW: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

s47F I note we indicated to Mr Jose last week we expected to be in a position to notify the decision for this matter before the end of this week. Could you please let me know whether we have received any further views from PMO and whether it's OK to proceed.

Thanks and regards

s47F

s47F FOI Adviser

Access and Administrative Review Section | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

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PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.



s47F

From: Kelly, Elizabeth
Sent: Friday, 14 August 2015 1:41 PM
To: Green, Alison
Cc: FOI; Spence, Pip
Subject: RE: FOI/2015/074 - documents for release [DLM=For-Official-Use-Only]

Noted – thanks Alison

Elizabeth Kelly | Deputy Secretary Governance
Department of the Prime Minister and Cabinet

p. s47F

e. s47F

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GPO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

From: Green, Alison
Sent: Friday, 14 August 2015 12:32 PM
To: Kelly, Elizabeth
Cc: FOI; Spence, Pip
Subject: FOI/2015/074 - documents for release [DLM=For-Official-Use-Only]

Hi Elizabeth

s47C

I understand that release is imminent. Please let me know if you have any questions or concerns.

Alison

Alison Green | Assistant Secretary
Ministerial and Parliamentary Support Branch
Ministerial Support Division | Department of the Prime Minister and Cabinet

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e: s47F

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PO Box 6500 CANBERRA ACT 2600

s47F

From: s47F
Sent: Friday, 14 August 2015 12:58 PM
To: Green, Alison
Cc: FOI
Subject: RE: FOI/2015/074 [SEC=UNCLASSIFIED]

Thanks for this and also copy of email to Elizabeth.

Kind regards
s47F

s47F | FOI Adviser
Access and Administrative Review Section | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
p. s47F | e. FOI@pmc.gov.au
www.dpmc.gov.au | www.indigenous.gov.au
PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

From: Green, Alison
Sent: Friday, 14 August 2015 12:26 PM
To: FOI; s47F
Subject: FOI/2015/074 [SEC=UNCLASSIFIED]

Hi s47F

As discussed, attached is the signed brief. I'll let Elizabeth know that the documents have been further redacted as per the attached version.

Regards

Alison

Alison Green | Assistant Secretary
Ministerial and Parliamentary Support Branch
Ministerial Support Division | Department of the Prime Minister and Cabinet
p: s47F | m: s47F
e: s47F
www.dpmc.gov.au
PO Box 6500 CANBERRA ACT 2600

s47F

From: s47F
Sent: Friday, 14 August 2015 11:07 AM
To: s47F
Subject: FW: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

s47F I was not able to find this file in the cabinet where I thought all of s47F files ended up. Could you please see whether you can find it anywhere.

Many thanks.
 s47F

s47F FOI Adviser
 Access and Administrative Review Section | Honours, Symbols and Legal Policy Branch
 Government Division | Department of the Prime Minister and Cabinet
 p. s47F | e. FOI@pmc.gov.au
www.dpmc.gov.au | www.indigenous.gov.au
 PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

From: FOI
Sent: Thursday, 13 August 2015 1:20 PM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

s47F
 This is one I inherited from s47F but I didn't actually get the file. I expect it's in the cabinet where s47F kept her files.

s47F
 Government Division
 Department of the Prime Minister and Cabinet
 p. s47F

From: s47F
Sent: Wednesday, 12 August 2015 9:39 AM
To: s47F
Cc: FOI
Subject: RE: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

s47F I note your comment that you're progressing this one for now and looks like we may get this one sorted before you go, but happy to start assist with any final stage activity when you want me to.

Could you pls let me know where the relevant paper file is?

Thanks
 s47F

s47F

| FOI Adviser

Access and Administrative Review Section | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
p. s47F e. FOI@pmc.gov.au
www.dpmc.gov.au | www.indigenous.gov.au
PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.



From: FOI

Sent: Wednesday, 12 August 2015 8:40 AM

To: s47F

Subject: FW: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

FYI, in FOI inbox. Happy to discuss.

s47F

Government Division

Department of the Prime Minister and Cabinet

p. s47F

s22



s47F

From: s47F
Sent: Wednesday, 5 August 2015 3:14 PM
To: s47F
Cc: FOI
Subject: FOI matters [SEC=UNCLASSIFIED]

s47F

I'd be grateful if you'd please look after three FOI matters that I've been handling. The first is FOI request FOI/2015/074, on which we are awaiting PMO comments before the DM can finalise.

The others are two consultations:

s22

Thanks.

s47F

s47F Senior Adviser

Access and Administrative Review | Honours, Symbols and Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

p. s47F | m. s47F | f. s47F

e. s47F foi@pmc.gov.au | privacy@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

s47F

From: s47F
Sent: Friday, 19 June 2015 4:07 PM
To: s47F
Cc: FOI; s47F Arnaudo, Peter
Subject: RE: FOI/2015/074 - Update [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks s47F

From: s47F
Sent: Friday, 19 June 2015 1:41 PM
To: Green, Alison
Cc: FOI; s47F Arnaudo, Peter
Subject: FOI/2015/074 - Update [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F

Members of the FOI team had a meeting with PMO this morning. PMO are looking at the documents proposed for release, and are getting closer to finalising their comments.

I will let you know once we have received their views – hopefully next week.

Kind regards,
s47F

s47F | Adviser
Access and Administrative Review | Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
p. s47F
e. s47F | foi@pmc.gov.au
www.dpmc.gov.au
PO Box 6500 CANBERRA ACT 2600



s47F

From: s47F
Sent: Friday, 12 June 2015 12:29 PM
To: Green, Alison
Cc: FOI; s47F Arnaudo, Peter
Subject: FOI/2015/074 - Draft decision and final steps [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - Decision (2).doc; FOI-2015-074 - Schedule of documents.docx; All documents.pdf; FOI-2015-074 -Dep Sec Brief (2).docx; FOI-2015-074 - Stage 2 Checklist.docx

UNCLASSIFIED

Dear Alison

Thank you for your instructions regarding FOI/2015/074.

Please see attached a draft decision for your consideration.

What you/your team needs to do:

- Confirm whether you are happy with the **attached** draft decision or if you would like any changes (email reply is sufficient);
- Confirm whether you are happy that the **attached** schedule and marked-up documents reflect your decision instructions;
- If you are happy with the draft decision please discuss the proposed decision and any necessary briefing with your FAS;
- Please brief the Deputy Secretary (Governance) on your proposed decision and documents for release. Please see **attached** a template brief, which provides an example of the content to include in your brief, but the actual brief will need to be registered in Slipstream and comply with the most up-to-date template. I'm happy to read over any draft brief;
- Please notify your Ministerial advisers of your proposed decision (an email outlining the terms of the FOI request and your proposed decision is sufficient) – please remember to cc the PMO FOI advisers s47F s47F and the FOI inbox into the email FOI@pmc.gov.au;
- Complete the **attached** Stage 2 checklist and sign the decision – please only sign the decision once the Deputy Secretary (Governance) and PMO have been notified.

What I will do

Following receipt of the signed decision, a copy of the noted Executive brief and the completed Stage 2 checklist I will forward the decision, schedule and redacted documents to the applicant.

If you have any queries, please do not hesitate to contact me to discuss.

Kind regards,
s47F

s47F Adviser

Access and Administrative Review | Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

p. s47F
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www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600



Decision-maker's checklist for stage 2 of the request

No.	Description	Yes/No	Comments
1	Has the Stage 1 checklist been completed and provided to the FOI action officer?		
2	Have all external third parties requiring consultation been consulted?		
3	Have all third party submissions been considered?		
4	<p>Have the following internal parties been advised or consulted as appropriate with regards to sensitivities on the potential release of information:</p> <ul style="list-style-type: none"> • Deputy Secretary (Governance) • Other areas of PM&C (please identify) • PMO • Other Ministerial offices in the portfolio (please identify) <p>Note: The FOI action officer should be copied into any such consultation. If being consulted, the Deputy Secretary (Governance) should be briefed on documents identified for potential release.</p>		
5	Have my FAS and Deputy Secretary been kept informed of sensitivities and consultations relevant to those sensitivities?		
6	Has the line area completed assessment of all documents and collated relevant information into a document schedule?		
7	Have proposed exemptions and redactions been reviewed against the FOI Act in consultation with the FOI action officer?		
8	Have the indicative decision and copies of documents showing proposed exemptions been reviewed by me and provided to the FOI action officer?		
9	Have the Deputy Secretary (Governance) and the PMO been notified of the intended decision and provided with copies of documents intended for release?		
10	If the Deputy Secretary (Governance) was not consulted previously on the documents, has the Deputy Secretary (Governance) noted the brief referred to at 9 above?		
11	If the Deputy Secretary (Governance) requires more time to consider the documents, has the FOI action officer been advised to seek an extension of time?		

I confirm that:

- The First Assistant Secretary of my Division was kept informed of progress, sensitivities and the indicative decision throughout the process.
- Deputy Secretary (Governance), the PMO and any other internal parties have been consulted as and when required and their comments have been considered in reaching my decision.
- Deputy Secretary (Governance) and the PMO have been briefed on the documents proposed for release.

Alison Green
Acting Assistant Secretary
Ministerial and Parliamentary Support Branch
Department of the Prime Minister and Cabinet

May 2015

s47F

From: s47F
Sent: Thursday, 4 June 2015 5:07 PM
To: Green, Alison
Cc: FOI; s47F Arnaudo, Peter; s47F
Subject: FOI/2015/074 - Senator the Hon Penny Wong - Invoices and receipts related to the purchase of alcohol for the Prime Minister [SEC=UNCLASSIFIED]
Attachments: Redacted version of all documents.pdf

UNCLASSIFIED

Dear Alison

Good to talk this morning.

Please see attached a redacted version of the documents.

Please let us know at your earliest convenience if you require any changes. I will walk you down also a version of the documents before the redactions have been applied (i.e. in red boxes) which will help in your review.

Look forward to hearing from you.

Kind regards,

s47F

s47F

Senior Adviser

Access and Administrative Review | Legal Policy Branch

Government Division | Department of the Prime Minister and Cabinet

p. s47F

e. s47F | foi@pmc.gov.au | ombudsman@pmc.gov.au

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PO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.

s47F

From: Green, Alison
Sent: Tuesday, 2 June 2015 10:46 AM
To: s47F
Cc: FOI; s47F; Arnaudo, Peter
Subject: RE: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks s47F

Alison

Alison Green | A/g Assistant Secretary
 Ministerial and Parliamentary Support Branch
Ministerial Support Division
 Department of the Prime Minister and Cabinet
 t: s47F | m: s47F | e: s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F
Sent: Tuesday, 2 June 2015 10:13 AM
To: Green, Alison
Cc: FOI; s47F; Arnaudo, Peter
Subject: FW: FOI/2015/074 - Request for extension of time [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Alison,

Thank you for your instructions. We sent the request for an extension of time yesterday evening.

Please see below the response from the applicant's contact officer.

Happy to discuss next steps.

Kind regards,
 s47F

s47F Adviser
 Access and Administrative Review | Legal Policy Branch
 Government Division | Department of the Prime Minister and Cabinet
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 e. s47F foi@pmc.gov.au
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 PO Box 6500 CANBERRA ACT 2600

s47F

From: Green, Alison
Sent: Monday, 1 June 2015 5:11 PM
To: s47F
Cc: FOI; s47F Arnaudo, Peter
Subject: RE: FOI/2015/074 - Draft email requesting an extension of time [DLM=For-Official-Use-Only]

For Official Use Only

Hi s47F

Many thanks for this. I am happy with the contents of the draft email and would be grateful if you could send it.

Kind regards

Alison

Alison Green | A/g Assistant Secretary
 Ministerial and Parliamentary Support Branch
 Ministerial Support Division
 Department of the Prime Minister and Cabinet
 t: s47F | m: s47F | e: s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F
Sent: Monday, 1 June 2015 5:07 PM
To: Green, Alison
Cc: FOI; s47F Arnaudo, Peter
Subject: FOI/2015/074 - Draft email requesting an extension of time [DLM=For-Official-Use-Only]
Importance: High

For Official Use Only

Dear Alison

I understand you have been discussing the Prime Minister's views with the PMO and discussing further with my Assistant Secretary, Peter Arnaudo.

In light of these discussions, I understand you have asked that we draft a request for extension of time from Senator Wong in accordance with section 15AA of the FOI Act. Accordingly, we have prepared the following :

*** START OF DRAFT EMAIL

FOI/2015/074

Dear Senator Wong

We are writing to request an extension of time in your FOI request to the Department of Prime Minister and Cabinet (Department). Your request under the Freedom of Information Act 1982 (the FOI Act) was in the following terms:

Invoices and receipts dated in the period 9 February to 1 April 2015 related to the purchase of alcohol for the Prime Minister and/or his guests.

A decision from the Department is due today however the Department is not in a position to finalise a decision.

*You may recall from my email of 28 April 2015 that the Department had formed the view that it is appropriate to consult with relevant third parties in the circumstances. Regrettably, these third party consultations are continuing. We respectfully seek your agreement pursuant to section 15AA of the FOI Act to a 14 day extension of your request, with a view to finalising your request prior to this. This would make the new due date **Monday, 15 June 2015**.*

We kindly request you confirm consent to the extension by way of return email.

Again, on behalf of the Department, we apologise for the delay in finalising the request.

Yours sincerely,

***** END OF DRAFT EMAIL**

Grateful for your urgent views on the draft email.

Kind regards,
s47F

s47F | Adviser

Access and Administrative Review | Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

p. s47F

e. s47F foi@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600



s47F

From: s47F
Sent: Monday, 1 June 2015 1:41 PM
To: Green, Alison
Cc: FOI; s47F
Subject: RE: Updated documents for release [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Alison,

Has Elizabeth Kelly signed the brief?

I note that the decision is due today, 1 June 2015. Once Elizabeth has signed the brief, you can sign the stage 2 checklist and the decision and I will send the decision to the applicant.

Please let me know if you have any questions.

Kind regards,
 s47F

From: Green, Alison
Sent: Thursday, 28 May 2015 5:33 PM
To: s47F
Cc: FOI
Subject: RE: Updated documents for release [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks s47F

I've sent the brief to Elizabeth Kelly and an email to the PMO.

Alison

Alison Green | A/g Assistant Secretary
 Ministerial and Parliamentary Support Branch
 Ministerial Support Division
 Department of the Prime Minister and Cabinet
 t: s47F | m: s47F | e: s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F
Sent: Thursday, 28 May 2015 5:30 PM
To: Green, Alison
Cc: FOI
Subject: Updated documents for release [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Alison,

As discussed, please see **attached** the proposed documents for release, with modifications made to document 1.

Thanks,
s47F

s47F | Adviser

Access and Administrative Review | Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

p. s47F
e. s47F foi@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600



s47F

From: Green, Alison
Sent: Thursday, 28 May 2015 5:33 PM
To: s47F
Cc: FOI
Subject: RE: Updated documents for release [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks s47F

I've sent the brief to Elizabeth Kelly and an email to the PMO.

Alison

Alison Green | A/g Assistant Secretary
 Ministerial and Parliamentary Support Branch
 Ministerial Support Division

Department of the Prime Minister and Cabinet

t: s47F | m: s47F | e: s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F
Sent: Thursday, 28 May 2015 5:30 PM
To: Green, Alison
Cc: FOI
Subject: Updated documents for release [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Alison,

As discussed, please see **attached** the proposed documents for release, with modifications made to document 1.

Thanks,
s47F

s47F | Adviser

Access and Administrative Review | Legal Policy Branch
 Government Division | Department of the Prime Minister and Cabinet

p. s47F
 e. s47F | foi@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600

s47F

From: s47F
Sent: Thursday, 28 May 2015 5:30 PM
To: Green, Alison
Cc: FOI
Subject: Updated documents for release [SEC=UNCLASSIFIED]
Attachments: Documents proposed for release.pdf

UNCLASSIFIED

Hi Alison,

As discussed, please see **attached** the proposed documents for release, with modifications made to document 1.

Thanks,

s47F

s47F

| Adviser

Access and Administrative Review | Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

p. s47F

e. s47F | foi@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600



s47F

From: Green, Alison
Sent: Thursday, 28 May 2015 5:25 PM
To: s47F
Cc: s47F FOI
Subject: FOI/2015/074 - proposed decision [DLM=For-Official-Use-Only]
Attachments: FOI-2015-074 - Decision.doc; Documents proposed for release.pdf

For Official Use Only

s47F

On 2 April 2015, the Department received an FOI request from Senator the Hon Penny Wong requesting invoices and receipts related to the purchase of alcohol for the Prime Minister between 9 February 2015 and 1 April 2015.

There are 13 documents relevant to the request. The documents are receipts from Manuka Vintage Cellars, George's Liquor Stable, Chapman IGA and Deakin IGA.

- a. The third parties have been consulted and have not objected to the release of the information.

There were no purchases during this period by Kirribilli House or CERHOS.

I intend to release the documents subject to the redaction of irrelevant material. A marked-up copy of the documents is attached and the material to be redacted as irrelevant is in red boxes. Also attached is my draft decision.

The decision is to be notified to the applicant on 1 June 2015.

I'm happy to discuss if you have any questions.

Alison

Alison Green | A/g Assistant Secretary
 Ministerial and Parliamentary Support Branch
Ministerial Support Division
 Department of the Prime Minister and Cabinet

: s47F | m: s47F | e: s47F

PO Box 6500 CANBERRA ACT 2600

s47F

From: s47F
Sent: Thursday, 28 May 2015 3:35 PM
To: Green, Alison
Cc: FOI; s47F
Subject: RE: FOI/2015/074 - Draft decision and final steps [SEC=UNCLASSIFIED]
Attachments: Documents proposed for release.pdf

UNCLASSIFIED

Hi Alison,

Please see **attached** the updated documents proposed for release, based on the copy of document 13 that s47F brought up to me.

Thanks,
 s47F

From: Green, Alison
Sent: Thursday, 28 May 2015 3:06 PM
To: s47F
Cc: FOI; s47F Arnaudo, Peter
Subject: RE: FOI/2015/074 - Draft decision and final steps [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks s47F

s47F is running a better copy of Document 13 up to you.

Alison

Alison Green | A/g Assistant Secretary
 Ministerial and Parliamentary Support Branch
 Ministerial Support Division
 Department of the Prime Minister and Cabinet
 t: s47F | m: s47F | e: s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F
Sent: Thursday, 28 May 2015 3:03 PM
To: Green, Alison
Cc: FOI; s47F Arnaudo, Peter
Subject: RE: FOI/2015/074 - Draft decision and final steps [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Alison,

In response to your points:

- s47C Please also note that the total sum of the purchases for these documents has also now been removed, as it demonstrates how much the redacted item was.

- I have removed ATTACHMENT A/B from documents 5, 6 and 11. These were only there for consultations with the third parties, and should have been removed earlier. My apologies for the confusion.

If you are happy with the decision, please brief the Deputy Secretary (Governance), noting any sensitivities of release. Once the Deputy Secretary has noted the brief, you can sign the stage 2 checklist and the decision.

If you have any questions, please let me know.

Thanks,

s47F

From: Green, Alison

Sent: Thursday, 28 May 2015 2:31 PM

To: s47F

Cc: FOI; s47F Arnaudo, Peter

Subject: RE: FOI/2015/074 - Draft decision and final steps [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F

Apologies for the delay in getting back to you. A couple of things:

- s47C
-

I've made one small change to the draft decision (underlining instead of bolding reference to Attachment B, to be consistent with Attachment A).

Thanks

Alison

Alison Green | A/g Assistant Secretary

Ministerial and Parliamentary Support Branch

Ministerial Support Division

Department of the Prime Minister and Cabinet

t: s47F | m: s47F | e: s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F

Sent: Tuesday, 26 May 2015 2:24 PM

To: Green, Alison

Cc: FOI; s47F Arnaudo, Peter

Subject: FOI/2015/074 - Draft decision and final steps [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Alison

Thank you for your instructions regarding FOI/2015/074.

Please see attached a draft decision for your consideration. The decision is due to be notified to the applicant by Monday, 1 June 2015.

What you/your team needs to do:

- Confirm whether you are happy with the **attached** draft decision or if you would like any changes (email reply is sufficient);
- Confirm whether you are happy that the **attached** schedule and marked-up documents reflect your decision instructions;
- If you are happy with the draft decision please discuss the proposed decision and any necessary briefing with your FAS;
- Please brief the Deputy Secretary (Governance) on your proposed decision and documents for release. Please see **attached** a template brief, which provides an example of the content to include in your brief, but the actual brief will need to be registered in Slipstream and comply with the most up-to-date template. I'm happy to read over any draft brief;
- Please notify your Ministerial advisers of your proposed decision (an email outlining the terms of the FOI request and your proposed decision is sufficient) – please remember to cc the PMO FOI advisers **s47F** **s47F** and the FOI inbox into the email FOI@pmc.gov.au;
- Complete the **attached** Stage 2 checklist and sign the decision – please only sign the decision once the Deputy Secretary (Governance) and PMO have been notified.

What I will do

Following receipt of the signed decision, a copy of the noted Executive brief and the completed Stage 2 checklist I will forward the decision, schedule and redacted documents to the applicant.

If you have any queries, please do not hesitate to contact me to discuss.

Kind regards,
s47F

s47F | Adviser
Access and Administrative Review | Legal Policy Branch
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www.dpmmc.gov.au
PO Box 6500 CANBERRA ACT 2600



s47F

From: s47F
Sent: Tuesday, 26 May 2015 11:21 AM
To: s47F
Subject: FOI-2015-074 - Dep Sec Brief [DLM=For-Official-Use-Only]
Attachments: FOI-2015-074 - Dep Sec Brief.docx

For Official Use Only

Thanks s47F

Some changes.

Suggest that Alison Green will need to revise as necessary and appropriate, and her team will need to run through the briefing process themselves.

s47F

From: s47F
Sent: Tuesday, 12 May 2015 10:47 AM
To: s47F
Subject: FOI/2015/074 - 3rd Party Consultation [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi, s47F

Just a quick message to let you know that s47F rang in to seek clarification on what he was meant to do and why we were doing this. I gave him a brief explanation and he was happy with that. He has in the meantime sent you what basically amounts to a "no worries" response, which I have dragged out of the Inbox and into the relevant folder. One down, three to go -good job!

Cheers

s47F

3

s47F

From: s47F
Sent: Thursday, 7 May 2015 10:33 AM
To: Green, Alison
Cc: FOI; s47F
Subject: FOI/2015/074 - Proposed redactions [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - Schedule of documents.docx

UNCLASSIFIED

Dear Alison,

Please find **attached** the proposed schedule of documents for **FOI/2015/074**. I have completed the proposed redactions and will walk these down to you for comment.

After I have received your approval, I will send consultation notices to Manuka Vintage Cellars, George's Liquor Stable, Chapman IGA and Deakin IGA.

Kind regards,
s47F

s47F

| Adviser

Access and Administrative Review | Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

p. s47F

e. s47F foi@pmc.gov.au | ombudsman@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600



s47F

From: s47F
Sent: Monday, 4 May 2015 4:14 PM
To: s47F
Subject: RE: FOI/2015/074 - Draft 3rd Party Consultation Notices [SEC=UNCLASSIFIED]

UNCLASSIFIED

s47F can you add s47F also to these consults?
(i.e. refer to consult example in s47F matters – FOI/2015/009)

s47F

s47F

From: s47F
Sent: Monday, 4 May 2015 2:10 PM
To: s47F
Subject: FOI/2015/074 - Draft 3rd Party Consultation Notices [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F (for approval)

Please find **attached** four draft third party consultation notices in relation to **FOI/2015/074**.

I will bring hardcopies around in a minute.

I would appreciate your review and comments.

Thanks,
From s47F

s47F Adviser
Access and Administrative Review | Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet
p. s47F
e. s47F | foi@pmc.gov.au | ombudsman@pmc.gov.au
www.dpmc.gov.au
PO Box 6500 CANBERRA ACT 2600

s47F

From: s47F
Sent: Monday, 13 April 2015 11:57 AM
To: Green, Alison
Cc: FOI; s47F
Subject: New FOI Request - FOI/2015/074 - Senator the Hon Penny Wong - Invoices and receipts related to the purchase of alcohol for the Prime Minister [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - FOI Request.pdf; FOI-2015-074 - Stage 1 Checklist.doc; FOI Business Rules Dec 2014.docx

UNCLASSIFIED

Dear Alison

The FOI request

We have received an FOI request from Senator the Hon Penny Wong (**refer attached**) and we have identified you as the most appropriate officer to be the decision maker for this request.

ction

In the first instance, we need to meet with **you and a contact officer of your choice** to discuss management of the request. This meeting needs to be within the next two working days. Half an hour should suffice. I will send a meeting request shortly.

In particular we will need to discuss:

- whether the request's terms provide **sufficient detail** to enable all relevant documents to be identified
- whether **other areas** of PM&C or portfolio ministers' offices would be likely to **hold relevant documents** not already in your branch's possession
- whether **consultation** is likely to be required with other agencies, other governments, businesses or individuals
- whether a **transfer** of the request in full or in part to another agency or agencies might be appropriate
- whether the anticipated volume of potentially relevant documents might be such that processing the request might be an **unreasonable diversion of resources**
- whether you consider **charges** for processing the request should be levied
- what **searches** for documents should be conducted
- who is to be your branch's main **contact officer** for managing the request.

In relation to identifying/searching for documents, we suggest that you discuss searches of Slipstream and TRIM with Ministerial Support Division (TRIM@pmc.gov.au and slipstream@pmc.gov.au) and the Records Management Unit (RMU's Manager on x s47F) respectively. These searches will produce lists of potentially relevant documents and files which are useful not only for identifying documents but also for considering the potential volume of documents and the question of charges.

At the meeting, we will discuss the **attached Stage 1 Checklist** and **PM&C Business Rules for Processing FOI requests** for the detailed management of the request, including time lines and who is responsible for what. It will also be important for us to discuss the likely sensitivity and complexity of the request so that sufficient resources are devoted to it by both FOI officers in Legal Policy Branch and officers in your Branch to enable efficient and timely handling.

Timing

Subject to extensions and suspensions of time allowed by the FOI Act, a decision on access to the documents is due to be **finalised by Saturday 2 May 2015, or the next business day 4 May 2015.**

Next steps

We would be grateful if you would start giving consideration to the matters for discussion at the meeting. Of course, please feel free to call and discuss any aspect of the matter.

Should you have any queries, please do not hesitate to contact me.

Regards,
s47F

s47F | Adviser

Access and Administrative Review | Legal Policy Branch

Government Division | Department of the Prime Minister and Cabinet

p. s47F

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PO Box 6500 CANBERRA ACT 2600



Freedom of Information PM&C Business Rules

Key FOI process milestones

Time (in working days)	Milestones
Stage 1	
Day 0	<ul style="list-style-type: none"> Request submitted
Days 0-1	<ul style="list-style-type: none"> Determine validity, identify decision maker and initial alert
Days 2-3	<ul style="list-style-type: none"> Initial discussion
Days 3-8	<ul style="list-style-type: none"> Initial search and checklist action
Day 8	<ul style="list-style-type: none"> Estimate of charges (or practical refusal) to applicant
Stage 2	
Days 9-13	<ul style="list-style-type: none"> Continue substantive analysis and consultation
Days 14-16	<ul style="list-style-type: none"> Finalisation of consultations, decision and document schedule
Days 18-19	<ul style="list-style-type: none"> Notifications, as necessary, of forthcoming release
Day 20	<ul style="list-style-type: none"> Decision to applicant

Note 1: Not all FOI requests will progress to Stage 2 as some requests may lapse at the end of Stage 1

Note 2: The initial statutory timeframe for processing is 30 calendar days. This 20 working day timeline indicates the maximum time allowed for processing a request (unless extensions of time apply). Whenever possible, requests should be dealt with in a shorter timeframe than this.

Day 0

1. Applicant submits FOI request.

Days 0-1

2. Access and Administrative Review (A&AR) considers the FOI request:
 - If request is valid, A&AR creates FOI file for the request and allocates to FOI action officer
 - If not valid, A&AR contacts applicant to clarify request

If request is valid, A&AR to identify a proposed decision maker, and confirm he/she will be available during the request processing period. A&AR consults FAS, Government Division (if available) regarding request, decision maker appointment and initial consultations.

3. A&AR emails Deputy (or Associate) Secretary of relevant line area to inform them of details of the request and to recommend a proposed decision maker. For every FOI request it is imperative that this email is copied to:
 - The Secretary's Executive Officer
 - The Prime Minister's Office (Adviser on FOI)
 - The First Assistant Secretary (relevant line area)
 - The identified decision maker
 - FAS, Government Division; AS, Legal Policy Branch; and A&AR's Section Head
 - Any relevant contacts as identified by A&AR (e.g. FAS, Cabinet Division)

The email provides an opportunity for the Deputy/Associate Secretary to nominate an alternative decision maker and/or additional parties for consultation. A&AR should proceed with the proposed decision maker as recommended to the Deputy/Associate Secretary, unless and until an alternative decision maker is nominated. The email also provides an opportunity for the Secretary's office and other recipients to indicate any interest in being engaged in consultations.

4. A&AR will schedule a time with the decision maker for an initial meeting (preferably on day 2 or 3). The decision maker should identify and extend the meeting invitation to a contact officer. If the decision maker should become unavailable, the line area should ensure an appropriate representative is present (in addition to the contact officer).

Days 2-3

5. The decision maker (and contact officer) and A&AR meet to discuss the FOI request. The agenda for this meeting will include:

- Initial discussion regarding documents in scope and availability and likely volume of documents to fulfil the request
 - Review of scope and any potential adjustments that should be discussed with the applicant
 - If relevant, discussion as to whether transfer to another agency, in whole, or in part, applies.
 - Clear explanation of the role of the decision maker, and advisory support available to the decision maker (including A&AR and peer advisers)
 - An overview of FOI requirements including legislated timeframes (requirement for a decision to be processed within 30 calendar days plus any extensions)
 - Provision of the Business Rules and the Stage 1 checklist of requirements for the decision maker to complete within the following 3-5 working days
6. Following this meeting, and in any event within 14 days of receipt of a valid request, A&AR provides a letter of acknowledgement to the applicant including, as necessary, information pertaining to any clarification or narrowing of scope. The applicant should be notified that if a change or clarification of scope is necessary, failure to comply will likely result in a letter of practical refusal.

Days 3-8

7. The decision maker should ensure all items on the Stage 1 checklist are completed within 3-5 working days of the initial meeting. These include:
- Appoint a contact officer and processing team (if not already appointed), and notifying A&AR of these contacts.
 - Conduct searches for requested documents, including Records Management Unit (RMU), Ministerial Support Division (MSD) keyword searches, IT email searches, and any further searches required (for example, Cabinet Secretariat records).
 - Identify projected milestones for completion of search and analysis. These milestone dates should be communicated to A&AR. If it becomes apparent that the workload was underestimated and milestones are unlikely to be met, the line area should notify A&AR as soon as possible regarding possible extensions or grounds for practical refusal.
 - An initial indication regarding other agencies and third parties that will require consultation. Some third party consultation triggers a 30 day extension to the deadline. If relevant, the decision maker should inform the relevant PMO adviser (and copy to the PMO adviser on FOI) regarding the request and whether consultation with the PMO will be likely.
 - Provide updates to the relevant First Assistant Secretary on a regular basis.
 - Identify the documents they have located.

- Provide information (i.e. size of request and resources required) to feed into A&AR calculation of estimate of charges.
- Consult with A&AR as to whether a practical refusal notice is appropriate.
- Complete search and retrieval of documentation.
- Identify sensitivities and/or clearances required.

The Stage 1 checklist should be signed off by the decision maker and provided to A&AR.

Day 8

8. If not already done, where relevant, A&AR should communicate one of two options to the applicant:

- Estimate of charges letter (where charges are to be levied), or
- Commencement of a practical refusal consultation indicating that the request is considered a substantial and unreasonable diversion of resources or remains unclear in scope.

In some circumstances, the applicant will also need to be notified that consultation of certain third parties is required, triggering a 30 day extension to the processing deadline.

Stop the clock: Awaiting the applicant's response

The applicant has a range of options open to them at this stage. They must provide a response to the estimate of charges within 30 days as to whether they accept the charges and will pay deposit/request waiver/dispute the charges. If they do not respond within 30 days, the request will be deemed withdrawn. If a practical refusal notice is sent to the applicant, the applicant has 14 days to provide a response to pursue alternative options. If no response, the request will be deemed withdrawn. Clock does not restart until either:

- a deposit (or full amount of charges) is paid or a decision is made to waive charges; or
- any practical refusal reason is removed.

In the interests of efficiency and meeting the deadlines stipulated in the FOI Act, the decision maker is encouraged to consider what work, if any, should be undertaken while waiting for an applicant's response. At a minimum, if relevant, other agency and third party consultation should generally be commenced.

Days 9-13

9. A&AR manages consultations with identified external third parties, Cabinet Secretariat and other internal consultations as discussed with the line area.

10. By day 13 of processing, the decision maker with the assistance of the line area should ensure that:

- All external third party consultations (including other agencies) have been identified and undertaken.
- All internal parties (e.g. Executive¹, PM&C line areas, PMO, other ministerial offices in the portfolio) are consulted as appropriate. The Deputy/Associate Secretary and FAS of the line area should be kept informed of any sensitivities arising and what consultations have or will occur relevant to those sensitivities. A&AR should either undertake the consultation or be copied into all internal consultation to prevent double handling. The PMO FOI advisor should also be copied into any communications with the PMO.
- All document analysis is completed and collated into a document schedule.
- Potential exemptions of documents are discussed with A&AR, and proposed exemption claims are justified.
- The decision maker, in consultation with their manager, must consider whether a brief on the proposed decision, including where documents are being considered for potential release, should be provided to the any of the Executive to allow an opportunity for any comments or insights, prior to a decision being finalised.

Days 14-16

11. A&AR ensures that:

- They review all material proposed for exemption and all redactions have been completed as appropriate.
- All third party consultation responses (if applicable) have been received and forwarded to the decision maker.
- They actively consult and support the line area regarding progress of the decision.

12. During this stage, the decision maker should have formed a clear view on information to be released, and should ensure that:

- A&AR is provided with the schedule of all relevant documents with an indicative decision on release.
- A&AR is copied into all emails to the PMO (relevant issue adviser and adviser on FOI) or other ministerial offices in the portfolio consulting them on documents as may be relevant. Ministerial offices should be given three days to provide final comment.
- As appropriate, final consultations with the Executive are conducted, with A&AR advised of consultation.

¹ Secretary, Associate Secretaries and Deputy Secretaries

- All matters on the Stage 2 checklist have been considered.

Days 18-19

13. Three days before release, the decision maker should send a copy of the proposed decision letter and documents for proposed release to the Deputy Secretary Governance, with a noting brief advising of consultations and any sensitivities, copied to the Deputy/Associate Secretary, First Assistant Secretary of the relevant line area, FAS Government Division and AS Legal Policy Branch. The brief will need to indicate whether the any of the Executive has been consulted. If not, the decision is not signed until after the Deputy Secretary Governance has noted the brief. If the Deputy Secretary Governance indicates more time will be required to consider, A&AR must be informed in order to negotiate a brief extension with the applicant.
14. Even if no documents are proposed for release, the decision maker should consider if any aspect of the matter is sufficiently sensitive such that a noting brief to the Deputy Secretary Governance would be appropriate.
15. Once the noting brief has been signed, the original is provided to A&AR.
16. The decision maker then signs the decision and the Stage 2 checklist indicating that all procedures have been followed, and provides self-certification that they have undertaken all consultation required (particularly relating to any sensitivities associated with the request). The line area provides the hard copy documents to A&AR.
17. The decision maker also must inform the PMO of the proposed decision and documents proposed for release. Any communications with the PMO should be copied to the PMO FOI adviser.
18. Once A&AR receives all of the documents, A&AR ensures all items on the Stage 1 and Stage 2 checklists have been completed and that the decision letter has been finalised and documents prepared for release.

Day 20

19. A&AR undertakes a 'safe eyes' check of any documentation to be provided to the applicant.
20. A&AR sends the decision and the schedule of documents to the applicant. Documents are also provided if charges have been paid in full or no charge applies. If any payment is still pending, A&AR will request payment of outstanding charges, and release documents to the applicant only upon payment of the outstanding charges. The Deputy Secretary Governance and the PMO should be notified when delayed document release is ready to occur.
21. A&AR ensures that documents are released to the applicant. Unless sensitivities have been previously identified (e.g. personal information), these documents should be released publicly on the Department's disclosure log.

Note regarding statutory timeframes

- The 30 calendar day decision notification period commences on the **day after** the day the Department receives the request.
- The Department must notify the applicant that the request has been received no later than 14 calendar days after receiving the request. If the last day for notifying that the request has been received falls on a weekend day or public holiday, the timeframe expires on the next working day.
- The Department must notify the applicant of a decision no later than 30 calendar days after receiving the request. If the last day for notifying a decision falls on a weekend or public holiday, the timeframe expires on the next working day.
- Time taken in certain consultations with the applicant about the request are not counted within the 30 day decision notification period (i.e. the "clock stops" while waiting for the applicant's response in a consultation regarding charges or practical refusal).
- An extension of the decision notification period may also be available:
 - because consultation with a State/Territory/Norfolk Island government, a person or business is required
 - because consultation with a foreign entity is required
 - by agreement with the applicant
 - if the request is complex or voluminous, by application to the Information Commissioner for an extension.
- For questions and concerns regarding timeframes, the decision maker should consult A&AR in the first instance.
- The Deputy Secretary Governance will be advised by A&AR in circumstances when request processing has been delayed significantly and intervention and additional support may be required to prevent the decision becoming overdue.

Ongoing A&AR reporting responsibilities

The A&AR team provides:

- Weekly short reports for the Senior Management Group
- Longer weekly reports indicating the status of FOI requests being processed through the Department
- Quarterly and annual statistical returns.
- A completed A&AR checklist on each file recording compliance with the FOI Act and noting any reasons for non-compliance.
- Documentation on the file to evidence or support key decision-making including, for example, a file note of the initial meeting with the decision-maker and emails from the decision maker and the line area contact officer.

Decision-maker's checklist for stage 1 of the request

No.	Description	Yes/No	Comments
1	Are the terms of the request clear and unambiguous (that is, can I clearly identify which documents are being sought)?		
2	Are any relevant documents likely to be held in other areas of the department? If so, where?		
3	Are any relevant documents known to be held in any PM&C portfolio minister's office (other than copies of documents already held by PM&C)?		
4	Is the subject-matter of the request more closely connected with the functions of another agency (including any minister's office)?		
5	Does the request seem too large to process within existing resources and within the statutory time frame?		
6	Who will be the primary contact officer in my Branch for actioning the request?		
7	Is it likely we will need to consult with other agencies, other governments, individuals or business entities? If so, see 12 below.		
8	Is this a sensitive matter that requires consultation with the Secretary, the Prime Minister's office and/or another portfolio Minister's office?		
9	Is it likely charges will be imposed for processing the request? If so, see 13 below.		
10	Have milestone dates for completion of searches and document analysis been identified and communicated to the FOI action officer? What are these dates?		
11	<p>Have all reasonable searches been conducted? In locating relevant material, consider searching all possible locations:</p> <ul style="list-style-type: none"> • Slipstream • TRIM (RMU) • IT (e.g. backups of emails) <p>Paper source searches:</p> <ul style="list-style-type: none"> • Office files & other records held by my area • Office files & records held by other areas of PM&C (specify) • Filing cabinets • Desk & desk drawers of relevant officers • Bookshelves & cupboards • Safe • Personal folders, notebooks, calendars & diaries of relevant officers • Offsite locations, e.g. contractors, files in storage (specify) <p>Electronic source searches:</p> <ul style="list-style-type: none"> • Computer (electronic documents on group and personal drives and e-mails) • Personal electronic notebooks, calendars & diaries • Disks, CDs and other storage devices 		
12	<p>Has the FOI action officer been advised what consultations are required with third parties in relation to:</p> <ul style="list-style-type: none"> • Commonwealth/State relations • Personal information • Business affairs • Documents that originated from other Commonwealth departments or agencies • Documents that may impact foreign relations 		
13	<p>Has the following information been provided to the FOI action officer (to calculate charges or assess practical refusal reason)? Estimates of:</p> <ul style="list-style-type: none"> • time spent on search and retrieval • number of relevant files • number of relevant pages • number of relevant documents • number of pages that may be exempt in full • number of pages that may be released with deletions <p>number of third parties that may need to be consulted</p>		

s47F

From: s47F
Sent: Wednesday, 8 April 2015 5:28 PM
To: Kelly, Elizabeth
Cc: FOI; s47F s47F Green, Alison; Spence, Pip; s47F s47F
Subject: New FOI Request - FOI/2015/074 - Senator the Hon Penny Wong - Invoices and receipts related to the purchase of alcohol for the Prime Minister [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - FOI Reqeust.pdf

UNCLASSIFIED

Dear Elizabeth

We have received a new FOI request from Senator the Hon Penny Wong in the following terms:

Under the Freedom of Information Act 1982 I request the provision of the following documents:

Invoices and receipts dated in the period 9 February to 1 April 2015 related to the purchase of alcohol for the Prime Minister and/or his guests.

My request includes invoices and receipts from wholesale and retail grocery and liquor stores and excludes duplicate documents.

A copy of the request is **attached**.

We consider that Alison Green, Acting Assistant Secretary, Ministerial and Parliamentary Branch, is the most appropriate person to be the decision-maker for the request. Please advise by return email if you consider that an alternative decision-maker should be nominated.

A decision on access to the documents sought is due to be finalised by **Saturday 2 May 2015 (or the next business day, Monday 4 May 2015)**.

In accordance with the Department's FOI business rules, I have copied this email to the Secretary's Executive Officer, the Prime Minister's Office (advisers on FOI), the recommended decision-maker and her manager.

Please advise if you consider anyone else should be alerted to the request at this stage.

Should you require more information, please do not hesitate to contact me.

Regards,
s47F

s47F Adviser

Access and Administrative Review | Legal Policy Branch
Government Division | Department of the Prime Minister and Cabinet

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PO Box 6500 CANBERRA ACT 2600

s47F

From: Lynch, Philippa
Sent: Tuesday, 7 April 2015 4:39 PM
To: FOI
Cc: s47F
Subject: RE: New FOI Request - FOI/2015/074 - Sen the Hon Penny Wong - Invoices and receipts related to the purchase of alcohol for the Prime Minister between 09/02/15 and 01/02/15 [SEC=UNCLASSIFIED]

UNCLASSIFIED

Agreed

PL

From: FOI
Sent: Tuesday, 7 April 2015 4:13 PM
To: Lynch, Philippa
Cc: FOI; s47F
Subject: New FOI Request - FOI/2015/074 - Sen the Hon Penny Wong - Invoices and receipts related to the purchase of alcohol for the Prime Minister between 09/02/15 and 01/02/15 [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Philippa

We have received a new FOI request from Senator the Hon Penny Wong for invoices and receipts dated in the period 9 February to 1 April 2015 related to the purchase of alcohol for the Prime Minister and/or his guests. A copy of the request is **attached**.

We consider that Ms Alison Green, Acting Assistant Secretary, Ministerial and Parliamentary Support Branch is the most appropriate person to be the decision-maker for the request. Please advise by return email if you consider that an alternative decision-maker should be nominated. If you agree, I will recommend Ms Green as the decision-maker to Deputy Secretary (Governance), Elizabeth Kelly, in accordance with the updated PM&C FOI Business Rules Dec 2014.

Should you require more information, please do not hesitate to contact s47F or me.

Regards,
s47F

s47F Adviser

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s47F

From: s47F
Sent: Tuesday, 7 April 2015 1:46 PM
To: s47F
Cc: FOI; s47F
Subject: RE: FOI/2015/074 [DLM=For-Official-Use-Only]
Attachments: FOI-2015-074.pdf

For Official Use Only

For Official Use Only

Hi s47F

As requested, here is a copy for your consideration.

Kind regards,

s47F

☎ x s47F

From: s47F
Sent: Tuesday, 7 April 2015 12:17 PM
To: s47F
Subject: RE: FOI/2015/074 [DLM=For-Official-Use-Only]

For Official Use Only

Hi s47F

Can you send me a copy of the request.

Many thanks

s47F

s47F A/g Senior Adviser | Ceremonial and Hospitality Branch
 Department of the Prime Minister and Cabinet | One National Circuit, Barton ACT 2600
 T: s47F | M: s47F | email: s47F

From: s47F
Sent: Tuesday, 7 April 2015 12:14 PM
To: s47F
Cc: FOI; s47F Green, Alison; Ganly, Paula; s47F
Subject: RE: FOI/2015/074 [DLM=For-Official-Use-Only]

For Official Use Only

Thanks s47F for looking at this promptly.

In these circumstances, we will recommend Alison as the decision-maker and liaise with Paula and her team as necessary.

Kind regards,
s47F

From: s47F
Sent: Tuesday, 7 April 2015 11:51 AM
To: s47F
Cc: FOI; s47F Green, Alison; Ganly, Paula; s47F
Subject: RE: FOI/2015/074 [DLM=For-Official-Use-Only]

For Official Use Only

H s47F

As discussed, this matter falls within both CerHos' and Ministerial and Parliamentary Support Branch's responsibilities. I expect that Alison Green would be the decision-maker in this instance.

Cheers s47F

s47F Senior Adviser
Official Establishments | Ministerial and Parliamentary Support Branch
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PO Box 6500 CANBERRA ACT 2600

From: s47F
Sent: Tuesday, 7 April 2015 11:03 AM
To: s47F
Cc: FOI; s47F
Subject: FOI/2015/074 [DLM=For-Official-Use-Only]

UNCLASSIFIED For Official Use Only

Dear s47F

As discussed, grateful if you would consider this new FOI request and advise if you think this falls within your branch.

Kind regards
s47F
☎ x s47F

s47F

From: s47F
Sent: Tuesday, 7 April 2015 10:27 AM
To: s47F
Subject: RE: Attention: FOI Contact Officer [DLM=For-Official-Use-Only]

Follow Up Flag: Follow up
Flag Status: Completed

For Official Use Only

Best check with s47F as I think more likely one for M&PS (Official Establishments), but there could well be some element in CerHos as well.

s47F Senior Adviser
 Access and Administrative Review | Legal Policy Branch
 Government Division | Department of the Prime Minister and Cabinet
 p. s47F

From: s47F
Sent: Tuesday, 7 April 2015 10:20 AM
To: s47F
Subject: FW: Attention: FOI Contact Officer [DLM=For-Official-Use-Only]

UNCLASSIFIED For Official Use Only

s47F I think this is one for CERHOS – do you agree?

s47F

 x s47F

From: FOI
Sent: Thursday, 2 April 2015 5:02 PM
To: s47F
Cc: FOI
Subject: FW: Attention: FOI Contact Officer [SEC=UNCLASSIFIED]

UNCLASSIFIED

s47F

Grateful if you'd handle with s47F This is FOI/2015/074. Thanks.

s47F Senior Adviser
 Access and Administrative Review | Legal Policy Branch
 Government Division | Department of the Prime Minister and Cabinet
 s47F

s22

s47F

From: s47F
Sent: Tuesday, 7 April 2015 11:03 AM
To: s47F
Cc: FOI; s47F
Subject: FOI/2015/074 [DLM=For-Official-Use-Only]
Attachments: FOI-2015-074.pdf

UNCLASSIFIED For Official Use Only

Dear s47F

As discussed, grateful if you would consider this new FOI request and advise if you think this falls within your branch.

Kind regards

s47F

☎ x s47F

s47F

From: s47F
Sent: Monday, 16 November 2015 3:31 PM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Draft dep sec brief [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 -Dep Sec Brief (2).docx

UNCLASSIFIED

Email 1 of 9.

From: s47F
Sent: Friday, 12 June 2015 11:49 AM
To: s47F
Cc: s47F
Subject: FOI/2015/074 - Draft dep sec brief [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F (for approval)

Please find attached a draft brief to the Deputy Secretary for FOI/2015/074.

I will bring a hardcopy around in a minute.

I would appreciate your review and comments.

Thanks,
From s47F

s47F

From: s47F
Sent: Monday, 16 November 2015 3:32 PM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Draft Dep Sec brief [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 -Dep Sec Brief (2).docx

UNCLASSIFIED

Email 2 of 9.

From: s47F
Sent: Friday, 12 June 2015 11:43 AM
To: s47F
Subject: FOI/2015/074 - Draft Dep Sec brief [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F

Can you please check this draft Dep Sec brief before I send it on to the decision-maker?

Thanks,
s47F

s47F

From: s47F
Sent: Monday, 16 November 2015 3:32 PM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Draft decision [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - Decision (2).doc; FOI-2015-074 - Schedule of documents.docx; All documents.pdf

UNCLASSIFIED

Email 3 of 9.

From: s47F
Sent: Thursday, 11 June 2015 3:42 PM
To: s47F
Cc:
Subject: FOI/2015/074 - Draft decision [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F (for approval)

Please find attached a draft decision, schedule and documents for FOI/2015/074.

I will bring hardcopies around in a minute.

I would appreciate your review and comments.

Thanks,
From s47F

s47F

From: s47F
Sent: Monday, 16 November 2015 3:33 PM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Draft decision [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - Decision (2).doc

UNCLASSIFIED

Email 4 of 9.

From: s47F
Sent: Thursday, 11 June 2015 10:58 AM
To: s47F
Subject: FOI/2015/074 - Draft decision [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F

Please see **attached** the updated draft decision for FOI/2015/074.

Grateful your review and comments.

Thanks,
s47F

s47F | Adviser
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PO Box 6500 CANBERRA ACT 2600



s47F

From: s47F
Sent: Monday, 16 November 2015 3:33 PM
To: s47F
Cc: FOI
Subject: FW: Draft Dep Sec Brief [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - Dep Sec Brief.docx

UNCLASSIFIED

Email 5 of 9.

From: s47F
Sent: Tuesday, 26 May 2015 10:34 AM
To: s47F
Subject: Draft Dep Sec Brief [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F (for clearance),

Please see **attached** the draft Dep Sec Brief for FOI/2015/074.

Please advise me of any changes that need to be made. After receiving your comments I will send the draft decision, schedule, documents with proposed redactions and draft brief to the decision-maker.

Thanks,
s47F

s47F

From: s47F
Sent: Monday, 16 November 2015 3:34 PM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Draft 3rd Party Consultation Notices [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - Consultation Notice - Chapman IGA.doc; FOI-2015-074 - Consultation Notice - Deakin IGA.doc; FOI-2015-074 - Consultation Notice - George's Liquor Stable.doc; FOI-2015-074 - Consultation Notice - Manuka Vintage Cellars.doc

UNCLASSIFIED

Email 6 of 9.

From: s47F
Sent: Tuesday, 5 May 2015 3:12 PM
To: s47F
Subject: RE: FOI/2015/074 - Draft 3rd Party Consultation Notices [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F s 47F has been added to the consults. Please see **attached**.

Grateful for your clearance. I can bring you hardcopies if needed.

Thanks,
s47F

From: s47F
Sent: Monday, 4 May 2015 4:14 PM
To: s47F
Subject: RE: FOI/2015/074 - Draft 3rd Party Consultation Notices [SEC=UNCLASSIFIED]

UNCLASSIFIED

s47F can you add s47F also to these consults?
 (i.e. refer to consult example in s47F matters – FOI/2015/009)

s47F
 s47F

From: s47F
Sent: Monday, 4 May 2015 2:10 PM
To: s47F
Subject: FOI/2015/074 - Draft 3rd Party Consultation Notices [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F (for approval)

Please find **attached** four draft third party consultation notices in relation to **FOI/2015/074**.

I will bring hardcopies around in a minute.

I would appreciate your review and comments.

Thanks,

From s47F

s47F

Adviser

Access and Administrative Review | Legal Policy Branch

Government Division | Department of the Prime Minister and Cabinet

p. s47F

e. s47F | foi@pmc.gov.au | ombudsman@pmc.gov.au

www.dpmc.gov.au

PO Box 6500 CANBERRA ACT 2600



s47F

From: s47F
Sent: Monday, 16 November 2015 3:35 PM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Draft 3rd Party Consultation Notices [SEC=UNCLASSIFIED]
Attachments: FOI-2015-074 - Consultation Notice - Chapman IGA.doc; FOI-2015-074 - Consultation Notice - Deakin IGA.doc; FOI-2015-074 - Consultation Notice - George's Liquor Stable.doc; FOI-2015-074 - Consultation Notice - Manuka Vintage Cellars.doc

UNCLASSIFIED

Email 7 of 9.

From: s47F
Sent: Monday, 4 May 2015 1:40 PM
To: s47F
Subject: FOI/2015/074 - Draft 3rd Party Consultation Notices [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F (for approval)

Please find **attached** four draft third party consultation notices in relation to **FOI/2015/074**.

I will bring hardcopies around in a minute.

I would appreciate your review and comments.

Thanks,
 From s47F

s47F Adviser

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s47F

From: s47F
Sent: Monday, 16 November 2015 3:35 PM
To: s47F
Cc: FOI
Subject: FW: FOI/2015/074 - Draft email [SEC=UNCLASSIFIED]

UNCLASSIFIED

Email 8 of 9.

From: s47F
Sent: Tuesday, 28 April 2015 1:28 PM
To: s47F
Subject: FOI/2015/074 - Draft email [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F

There's a draft email to Senator Wong in the s47F folder. Please clear when you can.

Thanks,
s47F

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s47F

From: s47F
Sent: Monday, 16 November 2015 3:36 PM
To: s47F
Cc: FOI
Subject: FW: New file - FOI/2015/074 - Senator the Hon Penny Wong - Invoices and receipts related to the purchase of alcohol for the Prime Minister [SEC=UNCLASSIFIED]

UNCLASSIFIED

Email 9 of 9. Let me know if I can help any further!

From: s47F
Sent: Monday, 13 April 2015 9:14 AM
To: s47F
Subject: New file - FOI/2015/074 - Senator the Hon Penny Wong - Invoices and receipts related to the purchase of alcohol for the Prime Minister [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear s47F

I have the following new file that needs to be created please:

FOI/2015/074:

FOI – SENATOR THE HON PENNY WONG – INVOICES AND RECEIPTS RELATED TO THE PURCHASE OF ALCOHOL FOR THE PRIME MINISTER

Can this be an Unclassified file please?

Can you create the hard copy, the electronic files (if not already done), plus create an entry in Sharepoint?

A decision on access to documents sought is due to be **finalised by Saturday 2 May 2015 (or the next business day, Monday 4 May 2015).**

Please let me know if you need any more information.

Thanks,

From s47F

s47F Adviser

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