
From: FOI Case Management
Sent: Monday, 29 May 2023 6:10 PM
To: 'FOI'
Subject: 20230529 18:10 - Email - FOI Case Management/'FOI' - Defence FOI 743/22/23 - s16 transfer request

OFFICIAL

Dear PM&C

I am writing to follow up this extension please.

We would appreciate a response by COB Tuesday, 30 May 2023.

Kind regards

s47E(d)

Assistant Director Freedom of Information Media & Sensitive
Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: FOI Case Management
Sent: Wednesday, 24 May 2023 11:49 AM
To: FOI <FOI@pmc.gov.au>
Subject: 20230524 11:49 - Email - FOI Case Management/'FOI' - Defence FOI 743/22/23 - s16 transfer request

OFFICIAL

Good Morning PM&C Colleagues

s16 transfer request - Freedom of Information Act 1982 (FOI Act)

On 23 May 2023, the Department of Defence received a request for access to documents under the *Freedom of Information Act 1982* (FOI Act).

The applicant has requested access to:

... the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.
1. Catering requests received by the VIP Operations Cell in connection with these flights.

2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.

It appears to Defence that this request is more closely connected with the functions of PM&C than those of Defence. Given the circumstances, would you please confirm whether you would accept transfer of this request under section 16(1)(b) of the FOI Act.

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

Kind regards,

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

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From: FOI <@xxx>
Sent: Tuesday, 30 May 2023 1:43 PM
To: FOI Case Management; FOI
Subject: 20230530 13:43 - Email - FOI/Multiple Recipients - PMC Ref 2023/155: Notification of Transfer Request from Defence - FOI 743/22/23

OFFICIAL

Ref 2023/155

Dear s47E(d)

Thank you for your email below requesting transfer of a request under section 16 of the FOI Act and apologies in the delay in responding.

We have discussed the request with the appropriate Line Areas within The Department of the Prime Minister and Cabinet (the Department) ie Protocol and International Visits Branch as well as our Social Policy Division and we wish to advise that the Department is not involved in the Prime Ministers domestic travel program.

In light of the above, we advise that the Department is unable to accept your transfer request.

Kind regards
s47F

Coordinator | FOI Section
Department of the Prime Minister and Cabinet
p. s47F
Ngunnawal Country | One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. FOI@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: FOI Case Management <xxx.xxxxxxxxxxxxxx@xxxxxxx.xxv.au>
Sent: Wednesday, 24 May 2023 11:49 AM
To: FOI <FOI@pmc.gov.au>
Subject: Defence FOI 743/22/23 - s16 transfer request [SEC=OFFICIAL]

OFFICIAL

Good Morning PM&C Colleagues

s16 transfer request - Freedom of Information Act 1982 (FOI Act)

On 23 May 2023, the Department of Defence received a request for access to documents under the *Freedom of Information Act 1982* (FOI Act).

The applicant has requested access to:

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It appears to Defence that this request is more closely connected with the functions of PM&C than those of Defence. Given the circumstances, would you please confirm whether you would accept transfer of this request under section 16(1)(b) of the FOI Act.

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

Kind regards,

s47E(d)

Assistant Director Freedom of Information Media & Sensitive
Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

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IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

From: s47E(d) on behalf of s47E(d)
Sent: Tuesday, 30 May 2023 2:34 PM
To: s47E(d); RAAF MLO;
AFHQ Media & MPA
Subject: 230530 - Email - s47E(d) /Many - FOR ACTION: FOI Tasking - FOI 743/22/23

OFFICIAL

FYSA

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: FOI Case Management <xxx.xxxxxxxxxxxxxx@xxxxxxxx.xxv.au>
Sent: Tuesday, 30 May 2023 2:30 PM
To: s47E(d)@defence.gov.au
Cc: s47E(d)@defence.gov.au
Subject: FOR ACTION: FOI Tasking - FOI 743/22/23 [SEC=OFFICIAL]

OFFICIAL

Dear RAAF FOI

This is a formal tasking relating to a request made on 23 May 2023 by MBV via Right to Know under the *Freedom of Information Act 1982* (FOI Act) for:

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

Talking Points will be required as this FOI request has been classified as 'Media/Sensitive'.

Action required

Phase 1: Identify the documents and appoint an Accredited Decision Maker (ADM) – due by 5 June 2023

1. Notify who has been appointed as the ADM and if the documents can be released administratively outside the FOI Act.
2. Send the following:
 - Digitally signed [Document Search Checklist](#) with screenshots.
 - In-scope documents with no redactions in PDF format.
Note: For DSN documents, please email on the DPN when DSN documents provided.
 - [Draft Schedule of Documents](#) (SOD) if there are five or more documents.

Phase 2: Draft documents – due by 9 June 2023

Prepare and send:

1. [Statement of Reasons](#) (SOR) ([SOR Guidance](#)) as a word document (unsigned).
2. Draft in scope documents – combined into one single PDF document with **proposed** redactions unapplied - marked with relevant [exemption codes](#) using the [FOI redaction tool](#) in PDF.
3. [Schedule of Documents](#) (SOD), in word format if applicable.
4. Prepare draft '[Talking Points](#)' in Word Format – email relevant Strategic Communications adviser for clearance.

FOI Directorate (FOID) will review the draft decision package and provide feedback to the ADM and/or FOI Co-ord.

Phase 3: Final documents – due by 14 June 2023

Please discuss feedback provided on the draft decision package with the FOID, then prepare and send the final decision package:

1. SOR electronically signed by the ADM.
2. Documents in the form approved for release in PDF format with redactions applied.
3. SOD in PDF format.
4. Final, cleared Talking Points in PDF format – SES Band 2/2 Star clearance.

Consultation

Please consider/identify third party consultations early so that statutory time limits can be managed. The ADM is required to authorise these consultations and approve documents for release to any third parties which the FOI team will then coordinate. Extra time is provided when third party consultation is required.

If the ADM considers there is a requirement to liaise with the offices of the Minister, Secretary, CDF or VCDF, please advise as soon as possible which the FOI team will facilitate.

Timeframes

Under the FOI Act, Defence has **30 calendar days** to provide a decision and documents to the applicant. Documents and draft decisions must be reviewed by FOID before they can be signed by the ADM. Failure to provide the documents to FOID and appoint an ADM in a timely manner will impact on the time the ADM has available to make their decision within the legislated timeframe.

Templates and examples

Please [click here](#) to access the ADM Reference Guide. If you require assistance with drafting the SOR please contact me and I can provide sample wording to consider.

FOI Case Manager

I am the Case Manager for this request and am here to help you process this request. Please contact me early to discuss any questions or concerns.

Kind regards,

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d) | Mob: s22

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d)
Sent: Tuesday, 30 May 2023 4:01 PM
To: FOI HEADS UP
Cc: s47E(d)
Subject: 20230530 16:00 - Email - s47E(d)/FOI HEADS UP - FOI Heads Up: Media/Sensitive
– MBV, Right to Know – PM SPA travel to Alice Springs in January 2023

OFFICIAL

KEY DATES:

Received by Defence – 23/05/2023

Due to Applicant – 22/06/2023

ACTION AREA:

RAAF - The FOI Directorate has sent tasking instructions (FOI 743/22/23)

Good afternoon,

Defence has received a Freedom of Information request from MBV from Right to Know website for access to the following:

...relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

1. Catering requests received by the VIP Operations Cell in connection with these flights.

2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.

Kind regards,

s47E(d)

Assistant Director Freedom of Information Media & Sensitive
Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d) | Mob: s22

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From: s47E(d)
To: s47E(d)
Subject: 20230530 17:47 - Email - s47E(d) - For Clearance - FOI 743/22/23 - Acknowledgement, due date and disclaimer & Heads Up - Draft Correspondence
Date: Tuesday, 30 May 2023 5:47:08 PM
Attachments: [45010101_00_00 - Email - ~~xxx~~ Defence FOI 743 22 23 - Acknowledgement, due date and disclaimer.obr](#)

OFFICIAL

Thanks s47
E(d)

s47E(d)

Cleared for sending after those considerations.

Thank you

s47E(d)

Tel: s47E(d) | **Mob:** s22

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From: s47E(d) @defence.gov.au>
Sent: Tuesday, 30 May 2023 3:24 PM
To: s47E(d) @defence.gov.au>
Subject: For Clearance - FOI 743/22/23 - Acknowledgement, due date and disclaimer & Heads Up - Draft Correspondence [SEC=OFFICIAL]

OFFICIAL

Good afternoon s47E(d)

Please find attached OBJ link to the Acknowledgement and Heads Up correspondence for your review and approval.

Kind Regards,

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

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From: s47E(d)
Sent: Saturday, 3 June 2023 3:55 PM
To: s47E(d)
Cc: s47E(d)
Subject: 230603 - Email - s47E(d) - FOI 743/22/23 - Request for Information
Attachments: s22 ; RE: Spa Notification Form 24012023.doc
[SEC=OFFICIAL]; s22 ; 230603 - FOI 743_22_23 - Document Search Checklist.pdf

OFFICIAL

Hi s47E(d)

Thanks for the email.

1. **Catering requests.** All missions allow for a type of meal to be requested from the Ministerial Office. I've attached the 'SPA notification form' provided by PMO for this mission, which has a 'meal type' column. It shows that PMO requested a Lunch and a Light Refreshment (LR). That is as specific as the catering request from Government gets. s47E(d)
2. **Documents referring to key words.** All correspondence for the mission is in the attached Objective reference. I have reviewed the emails and files individually – there is no mention of any of the key words, other than a destination of s33(a)(i) '. I've attached an email with the full trail between PMO and Air Force relating to this mission that shows there is no mention of those key words.

I've attached the search checklist.

Let me know if you need anything further,

Regards

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d) @defence.gov.au

Royal Australian Air Force
VIP Operations 

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From: s47E(d) @defence.gov.au>
Sent: Tuesday, 30 May 2023 14:38
To: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>
Subject: FW: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]
Importance: High

From: s47E(d) On Behalf Of s47E(d)
Sent: Tuesday, May 30, 2023 2:37:54 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d)
Subject: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]

OFFICIAL

Good afternoon Team

AFHQ has received an inquiry from the FOI Department under the *Freedom of Information Act 1982* (FOI Act) from MBV via Right to Know. The scope of request is as follows:

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

Action: IAW the attached "Document search checklist" please conduct reasonable searches on the DPE and if required, the DSE and provide un-redacted copies of document in scope, in PDF format to RAAF FOI (DPE) or to, s47E(d) @defence.gov.au (DSE). An OBJ link can be provided to you upon request for the transfer of documents in scope of this matter.

Sensitivities: Could you also please provide additional advice of any sensitivities that the Accredited Decision Maker (ADM) may need to take into consideration when deliberating the release of the documents. For example, if you believe documents should be redacted or withheld for reasons such as management of personnel (s47E(c)), or proper and efficient conduct of the operations of an agency (s47E(d)) then strong supporting arguments need to be supplied.

Document Search Check List: All personnel undertaking document searches are required to complete the attached document search checklist, convert to PDF, sign and return it to RAAF FOI with readable screenshots/snapshots of searches undertaken. Defence FOI collects this information to show Air Force has conducted 'reasonable searches' in support of the request.

Due date: **COB Monday 05 June 2023.** Please note we adhere to timeframes enforced IAW the FOI Act in order to process RFIs, should you require an extension please advise ASAP.

If you have any questions please let me know.

Kind regards

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d)

| P.O. Box 7902 CANBERRA BC ACT 2610



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Document search list / check list

Completion of the document checklist shows that Defence is taking a consistent approach when searching for documents. It is particularly important if a matter goes to an external review with the Information Commissioner as it acts as a contemporaneous record of the searches that were undertaken.

✓ or N/A

N/A	Identify other departmental areas; retrieve documents from relevant departmental area(s)
-----	--

Search databases

✓	Objective (seek assistance from Defence Archives if necessary)
N/A	PMKeys
N/A	Sentinel
N/A	Sharepoint
N/A	DPAWS / PDMS / DPSMS (IG and ADFIS)
N/A	AIMS
✓	Any other relevant database in your area

Search hard copies

N/A	Retrieve hard copy files from Defence Archives
N/A	Retrieve hard copy files from National Archives of Australia (NAA)
N/A	Search desks / drawers / cabinets / safes / vaults
N/A	Examine old manual document registers / personal diaries / notes etc...
N/A	Contact relevant staff (past/present) – obtain written response as evidence (if required)

Search other electronic records

✓	Personal / Group emails (inboxes, sent, deleted, archived)
✓	Personal folders, mobile phones, text messages, Lync, Skype

Any additional searches (please identify)

For **ALL** searches (even if documents found) please provide **pdf screenshots** of the searches conducted

Searches conducted by:	s47E(d)	Time taken to conduct searches (in hours):	1
------------------------	---------	--	---



From: s47E(d)
To: s47E(d)
Cc: s47E(d)
Subject: 230605 - e-mail - s47E(d) - FOI 743/22/23 - Request for Information
Date: Monday, 5 June 2023 1:58:53 PM
Attachments: [image002.png](#)
[image003.png](#)
s22
[Document Search Checklist.pdf](#)
s22
[image001.png](#)
[image004.png](#)

OFFICIAL

Hi Sir,

I have completed a search and nothing is coming up with 'tennis'.

s22

The mission went to s33(a)(i)



Kind regards

s47E(d)

Sergeant

Personnel Support

Tel: s47E(d) | Mob: s22 | Defence Establishment Fairbairn, ACT



SERVICE | COURAGE | RESPECT | INTEGRITY | EXCELLENCE

"The global example of VIP transport excellence"

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From: s47E(d) @defence.gov.au>
Sent: Friday, 2 June 2023 3:40 PM
To: s47E(d) @defence.gov.au>
Cc: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>
Subject: FW: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]
Importance: High

OFFICIAL

Hi Team,

If I need to search the files in the attached Objective reference for the key words below (i.e. Tennis), do you know how to do that?

Cheers,

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | **email.** s47E(d) @defence.gov.au

cid:image004.png@01D361E8.121FB090

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From: s47E(d) @defence.gov.au>
Sent: Tuesday, 30 May 2023 12:38
To: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>
Subject: FW: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]
Importance: High

From: s47E(d) On Behalf Of s47E(d)
Sent: Tuesday, May 30, 2023 2:37:54 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d)
Subject: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]

OFFICIAL

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These documents would likely have already been identified through FOI 520/22/23.

Action: IAW the attached "Document search checklist" please conduct reasonable searches on the DPE and if required, the DSE and provide un-redacted copies of document in scope, in PDF format to RAAF FOI (DPE) or to, s47E(d) @defence.gov.au (DSE). An OBJ link can be provided to you upon request for the transfer of documents in scope of this matter.

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Due date: COB Monday 05 June 2023. Please note we adhere to timeframes enforced IAW the FOI Act in order to process RFIs, should you require an extension please advise ASAP.

If you have any questions please let me know.

Kind regards

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0

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From: s47E(d) on behalf of s47E(d)
To: [FOI Case Management](#)
Subject: 20230606 10:28 - Email - s47E(d) FOI Case Management - FOR ACTION: FOI Tasking - FOI 743/22/23 - Phase 1 Overdue
Date: Tuesday, 6 June 2023 10:28:43 AM
Attachments: [image001.png](#)

OFFICIAL

Hi s47E(d)

We have sent a follow up email to the line area requesting an update.

s47E(d) we confirm the availability of AIRCDRE Bradley Clarke as the POC to field any questions on the matter.

Cheers

s47E(d)

s47E(d)
**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610
cid:image006.png@01D5A9E1.113E50D0

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From: FOI Case Management <xxx.xxxxxxxxxxxxx@xxxxxxx.xxx.xx>
Sent: Tuesday, 6 June 2023 10:12 AM
To: s47E(d) @defence.gov.au
Subject: FOR ACTION: FOI Tasking - FOI 743/22/23 - Phase 1 Overdue [SEC=OFFICIAL]

OFFICIAL

Good morning RAAF

Phase 1 of this FOI request is now overdue.

Phase 1: Identify the documents and appoint an Accredited Decision Maker (ADM) – due by 5 June 2023

1. Notify who has been appointed as the ADM and if the documents can be released

administratively outside the FOI Act.

2. Send the following:

- Digitally signed [Document Search Checklist](#) with screenshots.
- In-scope documents with no redactions in PDF format.

Note: For DSN documents, please email on the DPN when DSN documents provided.

- [Draft Schedule of Documents](#) (SOD) if there are five or more documents.

Would you please be able to advise when DFOI will receive the relevant documents, and an ADM will be appointed.

If you have any questions, please let us know.

Kind regards

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

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From: FOI Case Management <xxx.xxxxxxxxxxxxxx@xxxxxxx.xxx.xx>

Sent: Tuesday, 30 May 2023 2:30 PM

To: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>

Cc: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>

Subject: FOR ACTION: FOI Tasking - FOI 743/22/23

OFFICIAL

Dear RAAF FOI

This is a formal tasking relating to a request made on 23 May 2023 by MBV via Right to Know under the *Freedom of Information Act 1982* (FOI Act) for:

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

Talking Points will be required as this FOI request has been classified as 'Media/Sensitive'.

Action required

Phase 1: Identify the documents and appoint an Accredited Decision Maker (ADM) – due by 5 June 2023

1. Notify who has been appointed as the ADM and if the documents can be released administratively outside the FOI Act.
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Phase 2: Draft documents – due by 9 June 2023

Prepare and send:

1. [Statement of Reasons](#) (SOR) ([SOR Guidance](#)) as a word document (unsigned).
2. Draft in scope documents – combined into one single PDF document with **proposed** redactions unapplied - marked with relevant [exemption codes](#) using the [FOI redaction tool](#) in PDF.
3. [Schedule of Documents](#) (SOD), in word format if applicable.
4. Prepare draft '[Talking Points](#)' in Word Format – email relevant Strategic Communications adviser for clearance.

FOI Directorate (FOID) will review the draft decision package and provide feedback to the ADM and/or FOI Co-ord.

Phase 3: Final documents – due by 14 June 2023

Please discuss feedback provided on the draft decision package with the FOID, then prepare and send the final decision package:

1. SOR electronically signed by the ADM.
2. Documents in the form approved for release in PDF format with redactions applied.
3. SOD in PDF format.
4. Final, cleared Talking Points in PDF format – SES Band 2/2 Star clearance.

Consultation

Please consider/identify third party consultations early so that statutory time limits can be managed. The ADM is required to authorise these consultations and approve documents for release to any third parties which the FOI team will then coordinate. Extra time is provided when third party consultation is required.

If the ADM considers there is a requirement to liaise with the offices of the Minister, Secretary, CDF or VCDF, please advise as soon as possible which the FOI team will facilitate.

Timeframes

Under the FOI Act, Defence has **30 calendar days** to provide a decision and documents to the applicant. Documents and draft decisions must be reviewed by FOID before they can be signed by the ADM. Failure to provide the documents to FOID and appoint an ADM in a timely manner will impact on the time the ADM has available to make their decision within the legislated timeframe.

Templates and examples

Please [click here](#) to access the ADM Reference Guide. If you require assistance with drafting the SOR please contact me and I can provide sample wording to consider.

FOI Case Manager

I am the Case Manager for this request and am here to help you process this request. Please contact me early to discuss any questions or concerns.

Kind regards,

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d) | Mob: s22

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
Sent: Tuesday, 13 June 2023 5:06 PM
To: s47E(d)
Cc: s47E(d)
Subject: RE: FOI 743/22/23 - 1 Star POC [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

I suspect AIRCDRE Clarke will be the most appropriate POC. I've just send an email up my CoC requesting confirmation, and will let you know ASAP.

Regards

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d) @defence.gov.au

Royal Australian Air Force
VIP Operations 

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From: s47E(d) @defence.gov.au> On Behalf Of s47E(d)
Sent: Tuesday, 13 June 2023 16:58
To: s47E(d) @defence.gov.au>
Cc: s47E(d) @defence.gov.au>
Subject: FOI 743/22/23 - 1 Star POC [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

With regard to this request, the decision is due to be released to the applicant Thursday 22 June 2023. Would you please confirm if AIRCDRE Clarke would be available for questions once the decision is released?

If you could let me know by midday Friday 16 June 2023 it would be appreciated.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610



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From: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Sent: Saturday, 3 June 2023 3:55 PM
To: s47E(d)
Cc: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Subject: 230603 - Email - s47E(d) - FOI 743/22/23 - Request for Information

OFFICIAL

Hi s47E(d)

Thanks for the email.

1. **Catering requests.** All missions allow for a type of meal to be requested from the Ministerial Office. I've attached the 'SPA notification form' provided by PMO for this mission, which has a 'meal type' column. It shows that PMO requested a Lunch and a Light Refreshment (LR). That is as specific as the catering request from Government gets. s47E(d)
2. **Documents referring to key words.** All correspondence for the mission is in the attached Objective reference. I have reviewed the emails and files individually – there is no mention of any of the key words, other than a destination of s33(a)(i). I've attached an email with the full trail between PMO and Air Force relating to this mission that shows there is no mention of those key words.

I've attached the search checklist.

Let me know if you need anything further,

Regards

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d)@defence.gov.au



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From: s47E(d)@defence.gov.au>
Sent: Tuesday, 30 May 2023 14:38
To: s47E(d)@defence.gov.au>; s47E(d)@defence.gov.au>
Subject: FW: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]
Importance: High

From: s47E(d) On Behalf Of s47E(d)
Sent: Tuesday, May 30, 2023 2:37:54 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d)
Subject: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]

OFFICIAL

Good afternoon Team

AFHQ has received an inquiry from the FOI Department under the *Freedom of Information Act 1982* (FOI Act) from MBV via Right to Know. The scope of request is as follows:

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

Action: IAW the attached "Document search checklist" please conduct reasonable searches on the DPE and if required, the DSE and provide un-redacted copies of document in scope, in PDF format to RAAF FOI (DPE) or to, s47E(d)@defence.gov.au (DSE). An OBJ link can be provided to you upon request for the transfer of documents in scope of this matter.

Sensitivities: Could you also please provide additional advice of any sensitivities that the Accredited Decision Maker (ADM) may need to take into consideration when deliberating the release of the documents. For example, if you believe documents should be redacted or withheld for reasons such as management of personnel (s47E(c)), or proper and efficient conduct of the operations of an agency (s47E(d)) then strong supporting arguments need to be supplied.

Document Search Check List: All personnel undertaking document searches are required to complete the attached document search checklist, convert to PDF, sign and return it to RAAF FOI with readable screenshots/snapshots of searches undertaken. Defence FOI collects this information to show Air Force has conducted 'reasonable searches' in support of the request.

Due date: COB Monday 05 June 2023. Please note we adhere to timeframes enforced IAW the FOI Act in order to process RFIs, should you require an extension please advise ASAP.

If you have any questions please let me know.

Kind regards

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

Royal Australian Air Force 
Chief of Staff Branch - Air Force Headquarters

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From: s47E(d)
To: s47E(d)
Cc: s47E(d) s47E(d)
Subject: 230613 - e-mail - s47E(d) - FOI 743/22/23 - 1 Star POC
Date: Tuesday, 13 June 2023 9:57:11 PM
Attachments: [image001.png](#)
[image002.png](#)

What info was in FOI 520/22/23 and why would CDR make himself available if we have answered the FOI request? s22 so I am not going to bother him with this.

We can discuss tomorrow

Cheers

A/DAMD

Sent from my iPhone

On 13 Jun 2023, at 5:05 pm, s47E(d)
@defence.gov.au> wrote:

OFFICIAL

G'day Sir,

Grateful for CDR AMG endorsement to act as a one-star POC for questions for FOI 743/22/23.

Detail on the FOI is below; I've attached the only document produced under the searches – a SPA request form which indicates the requested meal type for the mission.

I'm available at CDRs convenience should he wish to discuss,

Regards

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d) @defence.gov.au

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a serious criminal offence. If you have received this email in error, you are
requested to contact the sender and delete the email immediately.

From: s47E(d) @defence.gov.au **On**
Behalf Of s47E(d)
Sent: Tuesday, 13 June 2023 16:58
To: s47E(d) @defence.gov.au
Cc: s47E(d) @defence.gov.au
Subject: FOI 743/22/23 - 1 Star POC [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

With regard to this request, the decision is due to be released to the applicant
Thursday 22 June 2023. Would you please confirm if AIRCDRE Clarke would be
available for questions once the decision is released?

If you could let me know by midday Friday 16 June 2023 it would be appreciated.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

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requested to contact the sender and delete the email immediately.

From: s47E(d) @defence.gov.au
Sent: Saturday, 3 June 2023 3:55 PM
To: s47E(d)
Cc: s47E(d) @defence.gov.au
Subject: 230603 - Email - s47E(d) /RAAF FOI - FOI 743/22/23 - Request for

Information

OFFICIAL

Hi s47E(d)

Thanks for the email.

<!--[if !supportLists]-->1. <!--[endif]-->**Catering requests.** All missions allow for a type of meal to be requested from the Ministerial Office. I've attached the 'SPA notification form' provided by PMO for this mission, which has a 'meal type' column. It shows that PMO requested a Lunch and a Light Refreshment (LR). That is as specific as the catering request from Government gets. s47E(d)

<!--[if !supportLists]-->2. <!--[endif]-->**Documents referring to key words.** All correspondence for the mission is in the attached Objective reference. I have reviewed the emails and files individually – there is no mention of any of the key words, other than a destination of 's33(a)(i)'. I've attached an email with the full trail between PMO and Air Force relating to this mission that shows there is no mention of those key words.

I've attached the search checklist.

Let me know if you need anything further,

Regards

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d) @defence.gov.au

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From: s47E(d) @defence.gov.au>
Sent: Tuesday, 30 May 2023 14:38
To: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>
Subject: FW: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]
Importance: High

From: s47E(d) On Behalf Of s47E(d)
Sent: Tuesday, May 30, 2023 2:37:54 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d)
Subject: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]

OFFICIAL

Good afternoon Team

AFHQ has received an inquiry from the FOI Department under the *Freedom of Information Act 1982* (FOI Act) from MBV via Right to Know. The scope of request is as follows:

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

Action: IAW the attached "Document search checklist" please conduct reasonable searches on the DPE and if required, the DSE and provide un-redacted copies of document in scope, in PDF format to RAAF FOI (DPE) or to, s47E(d) @defence.gov.au (DSE). An OBJ link can be provided to you upon request for the transfer of documents in scope of this matter.

Sensitivities: Could you also please provide additional advice of any sensitivities that the Accredited Decision Maker (ADM) may need to take into consideration when deliberating the release of the documents. For example, if you believe documents should be redacted or withheld for reasons such as management of personnel (s47E(c)), or proper and efficient conduct of the

operations of an agency (s47E(d)) then strong supporting arguments need to be supplied.

Document Search Check List: All personnel undertaking document searches are required to complete the attached document search checklist, convert to PDF, sign and return it to RAAF FOI with readable screenshots/snapshots of searches undertaken. Defence FOI collects this information to show Air Force has conducted 'reasonable searches' in support of the request.

Due date: COB Monday 05 June 2023. Please note we adhere to timeframes enforced IAW the FOI Act in order to process RFIs, should you require an extension please advise ASAP.

If you have any questions please let me know.

Kind regards

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

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From: s47E(d)
Sent: Friday, 16 June 2023 12:02 PM
To: s47E(d)
Subject: 230616 - Email - s47E(d) - FOI 743/22/23 - 1
Star POC

OFFICIAL

Hi s47E(d)

I can confirm that the correct 1* point of contact is AIRCDRE Bradley Clarke,

Many thanks,

Regards

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d)@defence.gov.au



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From: s47E(d)@defence.gov.au> On Behalf Of s47E(d)
Sent: Tuesday, 13 June 2023 16:58
To: s47E(d)@defence.gov.au>
Cc: s47E(d)@defence.gov.au>
Subject: FOI 743/22/23 - 1 Star POC [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

With regard to this request, the decision is due to be released to the applicant Thursday 22 June 2023. Would you please confirm if AIRCDRE Clarke would be available for questions once the decision is released?

If you could let me know by midday Friday 16 June 2023 it would be appreciated.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610



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From: s47E(d) <[redacted]@defence.gov.au>
Sent: Saturday, 3 June 2023 3:55 PM
To: RAAF FOI s47E(d) [redacted]
Cc: s47E(d) [redacted] <[redacted]@defence.gov.au>
Subject: 230603 - Email - s47E(d) [redacted] /RAAF FOI - FOI 743/22/23 - Request for Information

OFFICIAL

Hi s47E(d)

Thanks for the email.

1. **Catering requests.** All missions allow for a type of meal to be requested from the Ministerial Office. I've attached the 'SPA notification form' provided by PMO for this mission, which has a 'meal type' column. It shows that PMO requested a Lunch and a Light Refreshment (LR). That is as specific as the catering request from Government gets. s47E(d) [redacted]
2. **Documents referring to key words.** All correspondence for the mission is in the attached Objective reference. I have reviewed the emails and files individually – there is no mention of any of the key words, other than a destination of s33(a)(i) [redacted]. I've attached an email with the full trail between PMO and Air Force relating to this mission that shows there is no mention of those key words.

I've attached the search checklist.

Let me know if you need anything further,

Regards

s47E(d)

s47E(d)
Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d)@defence.gov.au



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From: s47E(d)@defence.gov.au>
Sent: Tuesday, 30 May 2023 14:38
To: s47E(d)@defence.gov.au>; s47E(d)
@defence.gov.au>
Subject: FW: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]
Importance: High

From: s47E(d) On Behalf Of s47E(d)
Sent: Tuesday, May 30, 2023 2:37:54 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d)
Subject: FOI 743/22/23 - Request for Information [SEC=OFFICIAL]

OFFICIAL

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Action: IAW the attached "Document search checklist" please conduct reasonable searches on the DPE and if required, the DSE and provide un-redacted copies of document in scope, in PDF format to RAAF FOI (DPE) or to, s47E(d)@defence.gov.au (DSE). An OBJ link can be provided to you upon request for the transfer of documents in scope of this matter.

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Document Search Check List: All personnel undertaking document searches are required to complete the attached document search checklist, convert to PDF, sign and return it to RAAF FOI with readable screenshots/snapshots of searches undertaken. Defence FOI collects this information to show Air Force has conducted 'reasonable searches' in support of the request.

Due date: COB Monday 05 June 2023. Please note we adhere to timeframes enforced IAW the FOI Act in order to process RFIs, should you require an extension please advise ASAP.

If you have any questions please let me know.

Kind regards

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

Royal Australian Air Force 
Chief of Staff Branch - Air Force Headquarters

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From: s47E(d)
To: s47E(d)
Subject: 230616 - e-mail - s47E(d)/Many - FOI 743/22/23 - 1 Star POC
Date: Friday, 16 June 2023 1:26:13 PM
Attachments: [image001.png](#)

From: s47E(d) On Behalf Of s47E(d)
Sent: Friday, June 16, 2023 1:26:11 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: FOI Case Management
Cc: s47E(d)
Subject: FOI 743/22/23 - 1 Star POC [SEC=OFFICIAL]

OFFICIAL

Good afternoon s47E(d)

Please be advised, the 1 Star POC for this matter is Commander Air Mobility Group, AIRCDRE Bradley Clarke who can be contacted on s22.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
To: s47E(d)
Subject: 20230619 10:26 - Email - s47E(d) - For Clearance - FOI 743/22/23 - Decision - Draft Correspondence
Date: Monday, 19 June 2023 10:26:35 AM

OFFICIAL

Hi s47
E(d)

I have done some minor formatting to this letter, however, as discussed, I don't agree that there are no documents.

520/22/23 from the same applicant has 5 documents that include the meal option requested. I understand from our discussion that the manifests are the only documents we received from PM&C, and while they also include other information, this is all we have that constitutes a catering request.

Depending on how the ADM wants to handle this (and I note that we haven't been given an ADM yet to discuss directly with), we may be able to release the catering request information, and s22 the rest of the document. s47E(d)

[Redacted]

[Redacted]

Happy to discuss further, however, I suggest that we go back to RAAF in the first instance and seek an ADM, and then discuss further with the ADM to find out where to from here.

Thanks,

s47E(d)

[Redacted]

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d) @defence.gov.au>

Sent: Friday, 16 June 2023 4:39 PM

To: s47E(d) @defence.gov.au>

Subject: For Clearance - FOI 743/22/23 - Decision - Draft Correspondence [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

Please see attached the OBJ link to the draft 24A SOR for FOI 743/22/23.

Thank you

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

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From: s47E(d) on behalf of s47E(d)
To: [FOI Case Management](#)
Subject: 20230619 15:35 - Email - s47E(d) /FOI Case Management - Emailing: Manifest - PM - 0483 - s33(a)(i).pdf
Date: Monday, 19 June 2023 3:35:17 PM
Attachments: [Manifest - PM - 0483 - s33\(a\)\(i\).pdf](#)

OFFICIAL

Hi s47
E(d)

As discussed, please find attached document in scope with proposed redactions.

Cheers
s47E(d)

s47E(d)
Freedom of Information Manager – Air Force
Directorate Strategic Issues Management

Website: Chief of Staff AFHQ – Freedom of Information
s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

Your message is ready to be sent with the following file or link attachments:

Manifest - PM - 0483 - s33(a)(i).pdf

Note: To protect against computer viruses, email programs may prevent you from sending or receiving certain types of file attachments. Check your email security settings to determine how attachments are handled.
IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
To: s47E(d)
Subject: 20230619 16:30 - Email - s47E(d) - For Clearance- 743/22/23 - 15AA - Draft Correspondence
Date: Monday, 19 June 2023 4:30:53 PM

OFFICIAL

Good to go, thanks s47E(d) 😊

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

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From: s47E(d) @defence.gov.au>
Sent: Monday, 19 June 2023 3:06 PM
To: s47E(d) @defence.gov.au>
Subject: For Clearance- 743/22/23 - 15AA - Draft Correspondence [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

Please see attached the OBJ link to the 743/22/23 15AA request for your review and approval.

Thank you

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

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From: s47E(d)
To: s47E(d)
Cc: s47E(d)
Subject: 20230619 17:35 - Email - s47E(d) - For clearance - FOI 743/22/23 - PM&C consult
Date: Monday, 19 June 2023 5:35:01 PM

OFFICIAL

Cleared, thanks s4
7E

s47E(d)

s47E(d)
Director FOI Operations
Media and Information Disclosure Branch
Ministerial & Executive Coordination & Communication (MECC) Division | Department of Defence

Russell Offices | Canberra
Tel: s47E(d) | Mob: s22

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From: s47E(d) <defence.gov.au>
Sent: Monday, 19 June 2023 4:42 PM
To: s47E(d) @defence.gov.au>
Cc: s47E(d) @defence.gov.au>
Subject: FW: For clearance - FOI 743/22/23 - PM&C consult [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

Courtesy consult with PM&C for your clearance please.

Thanks,

s
4
7
E

Assistant Director Freedom of Information Media & Sensitive
Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d) [redacted] <[redacted]@defence.gov.au>
Sent: Monday, 19 June 2023 4:33 PM
To: s47E(d) [redacted] <[redacted]@defence.gov.au>
Subject: For clearance - FOI 743/22/23 - PM&C consult [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d) [redacted]

I have discussed the matter with RAAF, and they have agreed that the Manifest is in scope of the request.

Nothing this, they have marked up the document noting which information they believe is irrelevant under s22 of the request, s47E(d) [redacted]
[redacted]

I have drafted a courtesy consult with PM&C and this is attached, requesting they advise if their previous advice remains the same.

Furthermore, I have updated the draft SOR, however I note that it will need to be updated pending the 15AA result.

Please let me know if the courtesy consult is okay to be sent, s47E(d) [redacted]
[redacted]

Thank you

s47E(d) [redacted]

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d) [redacted]

For FOI guidance & information, please visit: [Defence FOI](#)

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From: xxxxxxxxx@xxx.xxx.xx
To: [FOI Case Management](#)
Subject: 20230620 12:50 - Email - xxxxxxxxxxx@xxx.xxx.xx/FOI Case Management - Acknowledgement of extension of time application: RQ23/03633
Date: Tuesday, 20 June 2023 12:50:23 PM
Attachments: [form-receipt.pdf](#)
[OAIC Acknowledgement of extension of time application s15AA.pdf](#)

Our reference: RQ23/03633
Agency reference: FOI 743/22/23

Acknowledgement of extension of time application

Dear FOI Contact Officer

Thank you for notifying the Office of the Australian Information Commissioner (OAIC) of an agreement to extend the processing time of an FOI application under s 15AA of the Freedom of Information Act 1982.

Please accept this email as the OAIC's receipt of the notice.

Your sincerely

Office of the Australian Information Commissioner

20 June 2023

Notice:

The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient any use, disclosure or copying of this email is unauthorised. If you received this email in error, please notify the sender by contacting the department's switchboard on 1300 488 064 during business hours (8:30am - 5pm Canberra time) and delete all copies of this transmission together with any attachments.



Australian Government
**Office of the Australian
Information Commissioner**

Reference code: NP26QVDJ

IC Request Form – Agency extension of time for processing an FOI request

Getting started

About this form

The Office of the Australian Information Commissioner (OAIC) can grant extensions of time to agencies who are processing Freedom of Information requests.

This form can be used by agencies to request an extension of time to process an FOI request or to notify an agreed extension of time.

Please note that if an agency does not provide the Information Commissioner with adequate reasons, the extension of time request may be refused.

Further guidance and advice for agencies about extension of time for processing requests (<https://www.oaic.gov.au/freedom-of-information/guidance-and-advice/extension-of-time-for-processing-requests/>), including the details to be included in a request, is available on our website (<https://www.oaic.gov.au/>).

An agency may apply to vary the extension if an earlier extension granted by the OAIC is insufficient, however the agency must explain what has changed since the initial extension of time request and provide reasons for why a variation to the extension is justified.

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

PLEASE NOTE:

- To save your form, click on the **Save and Close** button at the top of this form.
- Refreshing your browser will clear any information that you have not saved. If you need to refresh your browser while completing this form and wish to keep your changes please save the form first.

This request may be subject to the *Freedom of Information Act 1982*.

This request for an extension of time application will be provided to the person who lodged the FOI request.

If you have any questions about making an extension of time request or have trouble completing this form please send an email to foidr@oaic.gov.au (<mailto:foidr@oaic.gov.au?subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20processing%20an%20FOI%20request>) or call our enquiries line on 1300 363 992.

Your personal information

We will handle your personal information in accordance with the Australian Privacy Principles.

If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our privacy policy (<http://www.oaic.gov.au/privacy-policy-summary>) available on our website.

Before you start

To ensure you are using the correct form, please select one of the following options. *

- I am notifying of or requesting an extension of time
- I am requesting a review of an FOI decision
- I want to complain about the handling of my FOI request

I am submitting this notification or request on behalf of: *

- Australian Government Agency
- Minister

Agency details

- Administrative Appeals Tribunal
- Attorney-General's Department
- Australian Broadcasting Corporation
- Australian Federal Police
- Australian Prudential Regulation Authority
- Australian Securities and Investments Commission
- Australian Taxation Office
- Australian Transaction Reports and Analysis Centre (AUSTRAC)
- Comcare
- Commonwealth Ombudsman
- Department of Agriculture, Water and the Environment
- Department of Defence
- Department of Foreign Affairs and Trade
- Department of Health
- Department of Home Affairs
- Department of Industry, Science, Energy and Resources

- Department of the Prime Minister and Cabinet
- Department of Social Services
- Department of the Treasury
- Department of Veterans' Affairs
- Immigration Assessment Authority
- National Disability Insurance Agency
- Norfolk Island Regional Council
- Services Australia
- The Australian National University
- Other

FOI reference number

Please provide your internal FOI reference number for this notification or request: *

FOI 743/22/23

Your details

Please note that we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Title

Given name *

s47E(d)

Family name *

s47E(d)

Preferred contact method (you must provide at least one contact method) *

Email	Phone	Post	Other
-------	-------	------	-------

Email address * (please note the agency FOI email address)

foi.casemanagement@defence.gov.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

Other contact details (eg. fax or international address)

FOI applicant details

Is the FOI applicant *

<input checked="" type="radio"/> an Individual	<input type="radio"/> an Organisation
--	---------------------------------------

Title

Given name *

Family name *

Preferred contact method *(you must provide at least one contact method)* *

<input checked="" type="radio"/> Email	<input type="radio"/> Phone	<input type="radio"/> Post	<input type="radio"/> Other
--	-----------------------------	----------------------------	-----------------------------

Email address *

Phone (daytime)

Mobile

Postal address

Other contact details *(eg. fax or international address)*

Is the FOI applicant represented *

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Extension details

Please select the type of extension you are seeking *

- Extension of time notification with the agreement of the applicant (s 15AA)
- Extension of time to process complex or voluminous requests (s 15AB)
- Extension where decision not made within time (s 15AC)
- Extension where internal review decision not made within time (s 54D)
- Extension where amendment/annotation request not made in time (s 51DA)

Did you get the applicant's agreement for the extension of time before the statutory time period ran out? That is, did you get the applicant's agreement before a deemed decision was made? *

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

Date you received the FOI request *

23 May 2023

Current date the decision is due *

22 Jun 2023

Requested length of extension (*number of days*)

14

New decision due date if extension granted *

06 Jul 2023

Please include a copy of the applicant's agreement to the extension of time under s 15AA. *

DECLARATION BY OFFICER



The applicant agrees in writing to the extension under s 15AA of the *Freedom of Information Act 1982* (FOI Act). A copy of the agreement is attached.

The agreement has been sought from the applicant prior to the end of the processing period, however extended, under s 15 of the FOI Act

Files you attach must:

- be in *.pdf, *.docx, *.doc, *.txt, *.jpg, *.gif, *.png format
- be no more than five files
- in total be no larger than 20MB.

FOI 743 2223 15AA Approval.pdf

If you have documents to attach to this form, please do so here:

Files you attach must:

- be in *.jpg, *.gif, *.png, *.pdf, *.doc, *.docx, *.txt, *.xls, *.xlsx format
- be no more than five files
- in total be no larger than 20MB.

Submission

Submitting your request

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

Please review the information that you have provided in your request. If you would like to change anything, you can return to the relevant section using the Go Back button.

When you are ready to submit your form, click the Submit button below.

Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

This request for an extension of time application will be provided to the person who lodged the FOI request.

A decision on your request will usually be provided within ten working days. In certain circumstances the OAIC may need to consult with the FOI applicant or other affected parties. If this is the case, the extension may take longer to process.

The OAIC's processing of an EOT application may also take longer than ten days if further information is required. It is important that agencies provide a complete application in the first instance. Incomplete EOT applications may result in an extension being denied. Incomplete EOT applications may result in an extension being denied.



Australian Government
Office of the Australian Information Commissioner

Our reference: RQ23/03633
Agency reference: FOI 743/22/23

Acknowledgement of extension of time application

Dear FOI Contact Officer

Thank you for notifying the Office of the Australian Information Commissioner (OAIC) of an agreement to extend the processing time of an FOI application under s 15AA of the Freedom of Information Act 1982.

Please accept this email as the OAIC's receipt of the notice.

Your sincerely

Office of the Australian Information Commissioner

20 June 2023

From: s47E(d)
To: s47E(d)
Subject: 20230621 16:46 - Email - s47E(d) - For Clearance - FOI 743 22 23 - PM&C Response - Draft Correspondence
Date: Wednesday, 21 June 2023 4:46:28 PM

OFFICIAL

Hi s47E(d)

Good to go.

Thanks,

S
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7
E

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d) @defence.gov.au>
Sent: Wednesday, 21 June 2023 10:27 AM
To: s47E(d) @defence.gov.au>
Subject: For Clearance - FOI 743 22 23 - PM&C Response - Draft Correspondence [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

Please see attached a draft response to PM&C.

Thank you

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: FOI Case Management
Sent: Wednesday, 21 June 2023 4:56 PM
To: 'FOI'
Subject: 20230621 16:56 - Email - FOI Case Management/'FOI' - PMC Ref: C22/132 - Defence FOI 743/22/23 - Courtesy Consultation with PM&C
Attachments: FOI 743 22 23 - Document for Consultation_Original.pdf

OFFICIAL

PMC Ref: C23/132
Defence Ref: 743/22/23

Hi s47F

Thank you for your response.

Please see the original version of the relevant document attached.

Defence views that majority of the information contained within the attached is irrelevant to the scope of the request, therefore we are only seeking PM&C's comments on the un-redacted information contained within the document provided to you on 20 June 2023.

If you have any queries regarding this matter, please do not hesitate to contact me.

Kind regards

s47
E(d)
FOI Case Manager
Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

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From: FOI <FOI@pmc.gov.au>
Sent: Wednesday, 21 June 2023 9:18 AM
To: FOI Case Management <foi.casemanagement@defence.gov.au>; FOI <FOI@pmc.gov.au>
Subject: PMC Ref: C22/132 - Defence FOI 743/22/23 - Courtesy Consultation with PM&C

OFFICIAL

PMC Ref: C23/132

Good morning s47
E(d)

Thank you for consulting with the Department of the Prime Minister and Cabinet (PM&C) on this FOI request which requires our consultation.

I just wanted to flag with you that the attached PDF document for our review appears to be the redacted version. Are you able to provide to us an un-redacted version which will enable us to review and advise you of any concerns we may have in the release of information contained within the document.

Most grateful for your confirmation regarding this request and if you have any questions, please contact us.

Kind regards

s47F

Coordinator | FOI Section

Department of the Prime Minister and Cabinet

p. s47F

Ngunnawal Country | One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

e. FOI@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

Thank you for Most grateful if you could send to me an un-redacted version of the above attachment

From: FOI Case Management <foi.casemanagemexx@xxxxxxx.xxv.au>

Sent: Tuesday, 20 June 2023 9:48 AM

To: FOI <FOI@pmc.gov.au>

Subject: Defence FOI 743/22/23 - Courtesy Consultation with PM&C [SEC=OFFICIAL]

OFFICIAL

Dear PM&C,

The Department of Defence (Defence) has received a request from MBV via the Right to Know website, for access to documents under the *Freedom of Information Act 1982* (FOI Act) for the following:

...the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

We have identified one document falling within the scope of the FOI request that contains information relating to your Agency. Please let us know if you have any objections in relation to the release of the unmarked information within the attached document under the FOI Act. We note that you previously provided comments regarding the release of this document on 29 March 2023 for a different request from the same applicant (Defence reference: 520/22/23, PM&C reference: C23/046), however the decision maker considers that it is necessary to again consult your agency over the proposed release of the relevant information. For this reason, we ask that you please advise whether PM&C's advice remains the same or let us know of any changes.

While your views will be taken into account in the decision making process, the decision maker is obliged to form their own view regarding the appropriateness of releasing the document as required under the FOI Act.

I would be grateful if your comments on the proposed release, or reasons for non-disclosure could be forwarded to me by **Monday 26 June 2023**. If we haven't heard from you, we will proceed to make a decision on access.

Should you have any queries about this matter please do not hesitate to contact me.

Regards,

s47

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: FOI <@>
Sent: Friday, 30 June 2023 10:43 AM
To: FOI; FOI Case Management
Subject: 20230630 10:43 - Email - FOI/Multiple Recipients - PMC Ref: C23/132 - Defence FOI 743/22/23 - PMO Courtesy Consultation - Delay in responding

OFFICIAL

Defence FOI 743/22/23
PMC Ref: C23/132

Dear s47
E(d

We apologise for the delay in replying.

We thank you for consulting with us and have no comments on your proposed approach.

Kind Regards

s47F

s47F | Senior Adviser
FOI and Privacy Section | Legal Policy Branch
p. s47F | m. s47F

From: FOI <FOI@pmc.gov.au>
Sent: Friday, 30 June 2023 9:44 AM
To: FOI <FOI@pmc.gov.au>; FOI Case Management <foi.casemanagement@defence.gov.au>
Subject: PMC Ref: C23/132 - Defence FOI 743/22/23 - PMO Courtesy Consultation - Delay in responding [SEC=OFFICIAL]

OFFICIAL

PMC Ref: C23/132

Dear s47
E(d
s47C, s47E(d)

As always, I'll keep you updated

Kind regards
s47F

Coordinator | FOI Section
Department of the Prime Minister and Cabinet
p. s47F
Ngunnawal Country | One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. FOI@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: FOI <FOI@pmc.gov.au>
Sent: Thursday, 29 June 2023 10:03 AM
To: FOI <FOI@pmc.gov.au>; FOI Case Management <foi.casemanagement@defence.gov.au>
Subject: PMC Ref: C23/132 - Defence FOI 743/22/23 - PMO Courtesy Consultation - Delay in responding [SEC=OFFICIAL]

OFFICIAL

PMC Ref: C23/132

Dear ^{s47}
E(d

Sincere apologies as I know we missed the extended deadline of Wednesday 28 June which you granted to us in relation to your PMO consultation.

s47C, s47E(d)

I'll keep you updated.

Kind regards
s47F

Coordinator | FOI Section
Department of the Prime Minister and Cabinet
p. s47F
Ngunnawal Country | One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. FOI@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: FOI <FOI@pmc.gov.au>
Sent: Friday, 23 June 2023 5:21 PM
To: FOI Case Management <foi.casemanagement@defence.gov.au>; FOI <FOI@pmc.gov.au>
Subject: RE: PMC Ref: C23/132 - Defence FOI 743/22/23 - PMO Courtesy Consultation - Extension of Time required [SEC=OFFICIAL]

OFFICIAL

Thank you ^{s47E(d)} – **Wed 28 June by 4pm** - much appreciated.

I shall pass this onto s47E(d) and will follow up with them throughout the week!

Have a lovely weekend

Cheers

s47F

From: FOI Case Management <foi.casemanagemexx@xxxxxxx.xxv.au>

Sent: Friday, 23 June 2023 4:59 PM

To: FOI <FOI@pmc.gov.au>

Subject: RE: PMC Ref: C23/132 - Defence FOI 743/22/23 - PMO Courtesy Consultation - Extension of Time required [SEC=OFFICIAL]

OFFICIAL

Good afternoon s47F

Would an extension until 4:00pm Wednesday be sufficient?

Thank you for your assistance with this matter.

Kind regards

s47

FOI Case Manager

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

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From: FOI <FOI@pmc.gov.au>

Sent: Friday, 23 June 2023 3:46 PM

To: FOI Case Management <foi.casemanagement@defence.gov.au>; FOI <FOI@pmc.gov.au>

Subject: PMC Ref: C23/132 - Defence FOI 743/22/23 - PMO Courtesy Consultation - Extension of Time required

OFFICIAL

PMC Ref: C23/132

Dear FOI Team/s47
E(d)

I can confirm that your consultation request is currently with s47E(d).

Unfortunately, s47E(d) will not be in a position to provide a response to this consultation request by your requested date of Monday 26 June 2023.

I am currently liaising with s47E(d) to ascertain when comments will be available, however we will require an extension of time to provide you with a response.

If you have any concerns, please contact me.

Kind regards
s47F

Coordinator | FOI Section
Department of the Prime Minister and Cabinet
p. s47F
Ngunnawal Country | One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. FOI@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: FOI Case Management <foi.casemanagemexx@xxxxxxx.xxv.au>
Sent: Thursday, 22 June 2023 5:45 PM
To: FOI <FOI@pmc.gov.au>
Cc: s47F @pmc.gov.au
Subject: FOI 743/22/23 - Courtesy Consultation with PM&C - Follow up and EoT request [SEC=OFFICIAL]

OFFICIAL

Good afternoon s47F

My apologies that the original version of the document has not come through.

As discussed with s47F from your team this afternoon, I sent through the original version of the document yesterday however it has been blocked by our email server. This document was sent through a previous courtesy consult (PM&C reference: C23/046). I confirm that the relevant document is s47E(d) within this pack.

If you are able to view the un-redacted document through the previously sent courtesy consult it would be greatly appreciated.

Please don't hesitate to call be on my number below to discuss.

Kind regards

s47E(d)
FOI Case Manager
Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

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From: FOI <FOI@pmc.gov.au>
Sent: Thursday, 22 June 2023 3:32 PM
To: FOI <FOI@pmc.gov.au>; FOI Case Management <foi.casemanagement@defence.gov.au>
Cc: FOI <FOI@pmc.gov.au>; s47F [redacted] <[\[redacted\]@pmc.gov.au](mailto:[redacted]@pmc.gov.au)>
Subject: 20230622 15:32 - Email - FOI/Multiple Recipients - PMC Ref: C22/132 - Defence FOI 743/22/23 - Courtesy Consultation with PM&C - Follow up and EoT request

OFFICIAL

PMC Ref: C23/132

Dear FOI Team/s47
E(d

Thank you for consulting with the Department of the Prime Minister and Cabinet (PM&C) on this FOI request.

Most grateful for a follow up to my email below dated 21 June 2023 in relation to a request for the un-redacted version of the attached document. Upon receipt of the un-redacted document, I will liaise with the appropriate Line Areas for a response.

I note your due date for our reply is Monday 26 June, however due to the timing, I will need to request an extension of time to provide you with a response.

Most grateful for your confirmation to both requests.

Kind regards
s47F [redacted]

Coordinator | FOI Section
Department of the Prime Minister and Cabinet
p. s47F [redacted]
Ngunnawal Country | One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. FOI@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: FOI <FOI@pmc.gov.au>
Sent: Wednesday, 21 June 2023 9:18 AM
To: FOI Case Management <foi.casemanagement@defence.gov.au>; FOI <FOI@pmc.gov.au>
Subject: PMC Ref: C22/132 - Defence FOI 743/22/23 - Courtesy Consultation with PM&C [SEC=OFFICIAL]

OFFICIAL

PMC Ref: C23/132

Good morning s47
E(d

Thank you for consulting with the Department of the Prime Minister and Cabinet (PM&C) on this FOI request.

I just wanted to flag with you that the attached PDF document for our review appears to be the redacted version. Are you able to provide to us an un-redacted version which will enable us to review and advise you of any concerns we may have in the release of information contained within the document.

Most grateful for your confirmation regarding this request and if you have any questions, please contact us.

Kind regards
s47F

Coordinator | FOI Section
Department of the Prime Minister and Cabinet
p. s47F
Ngunnawal Country | One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600
e. FOI@pmc.gov.au w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: FOI Case Management <foi.casemanagemexx@xxxxxxx.xxv.au>
Sent: Tuesday, 20 June 2023 9:48 AM
To: FOI <FOI@pmc.gov.au>
Subject: Defence FOI 743/22/23 - Courtesy Consultation with PM&C [SEC=OFFICIAL]

OFFICIAL

Dear PM&C,

The Department of Defence (Defence) has received a request from MBV via the Right to Know website, for access to documents under the *Freedom of Information Act 1982* (FOI Act) for the following:

- ...the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.*
- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
 - 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

We have identified one document falling within the scope of the FOI request that contains information relating to your Agency. Please let us know if you have any objections in relation to the release of the unmarked information within the attached document under the FOI Act. We note that you previously provided comments regarding the release of this document on 29 March 2023 for a different request from the same applicant (Defence reference: 520/22/23, PM&C reference: C23/046), however the decision maker considers that it is necessary to again consult your agency over the proposed release of the relevant information. For this reason, we ask that you please advise whether PM&C's advice remains the same or let us know of any changes.

While your views will be taken into account in the decision making process, the decision maker is obliged to form their own view regarding the appropriateness of releasing the document as required under the FOI Act.

I would be grateful if your comments on the proposed release, or reasons for non-disclosure could be forwarded to me by **Monday 26 June 2023**. If we haven't heard from you, we will proceed to make a decision on access.

Should you have any queries about this matter please do not hesitate to contact me.

Regards,

s47

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

From: s47E(d)
To: s47E(d)
Subject: 20230630 17:18 - Email - s47E(d) - For Clearance - FOI 743/22/23 - 15AA Request - Draft Correspondence
Date: Friday, 30 June 2023 5:18:27 PM

OFFICIAL

Good to go, thanks s47E(d)

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d) @defence.gov.au>

Sent: Friday, 30 June 2023 10:42 AM

To: s47E(d) @defence.gov.au>

Subject: For Clearance - FOI 743/22/23 - 15AA Request - Draft Correspondence [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

Please see attached the 15AA request for FOI 743/22/23 for your review and approval.

Thank you

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: xxxxxxxxxx@xxxx.xxx.xx
To: [FOI Case Management](#)
Subject: 20230706 16:06 - Email - xxxxxxxxxxxx@xxxx.xxx.xx/FOI Case Management - Acknowledgement of extension of time application: RQ23/03897
Date: Thursday, 6 July 2023 4:07:39 PM
Attachments: [form-receipt.pdf](#)
[OAIC Acknowledgement of extension of time application s15AA.pdf](#)

Our reference: RQ23/03897
Agency reference: FOI 743/22/23

Acknowledgement of extension of time application

Dear FOI Contact Officer

Thank you for notifying the Office of the Australian Information Commissioner (OAIC) of an agreement to extend the processing time of an FOI application under s 15AA of the Freedom of Information Act 1982.

Please accept this email as the OAIC's receipt of the notice.

Your sincerely

Office of the Australian Information Commissioner

6 July 2023

Notice:

The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient any use, disclosure or copying of this email is unauthorised. If you received this email in error, please notify the sender by contacting the department's switchboard on 1300 488 064 during business hours (8:30am - 5pm Canberra time) and delete all copies of this transmission together with any attachments.



Australian Government
Office of the Australian
Information Commissioner

Reference code: NNVHMKSK

IC Request Form – Agency extension of time for processing an FOI request

Getting started

About this form

The Office of the Australian Information Commissioner (OAIC) can grant extensions of time to agencies who are processing Freedom of Information requests.

This form can be used by agencies to request an extension of time to process an FOI request or to notify an agreed extension of time.

Please note that if an agency does not provide the Information Commissioner with adequate reasons, the extension of time request may be refused.

Further guidance and advice for agencies about extension of time for processing requests (<https://www.oaic.gov.au/freedom-of-information/guidance-and-advice/extension-of-time-for-processing-requests/>), including the details to be included in a request, is available on our website (<https://www.oaic.gov.au/>).

An agency may apply to vary the extension if an earlier extension granted by the OAIC is insufficient, however the agency must explain what has changed since the initial extension of time request and provide reasons for why a variation to the extension is justified.

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

PLEASE NOTE:

- To save your form, click on the **Save and Close** button at the top of this form.
- Refreshing your browser will clear any information that you have not saved. If you need to refresh your browser while completing this form and wish to keep your changes please save the form first.

This request may be subject to the *Freedom of Information Act 1982*.

This request for an extension of time application will be provided to the person who lodged the FOI request.

If you have any questions about making an extension of time request or have trouble completing this form please send an email to foidr@oaic.gov.au (<mailto:foidr@oaic.gov.au?subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20processing%20an%20FOI%20request>) or call our enquiries line on 1300 363 992.

Your personal information

We will handle your personal information in accordance with the Australian Privacy Principles.

If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIIC or see our privacy policy (<http://www.oaic.gov.au/privacy-policy-summary>) available on our website.

Before you start

To ensure you are using the correct form, please select one of the following options. *

- I am notifying of or requesting an extension of time
- I am requesting a review of an FOI decision
- I want to complain about the handling of my FOI request

I am submitting this notification or request on behalf of: *

- Australian Government Agency
- Minister

Agency details

- Administrative Appeals Tribunal
- Attorney-General's Department
- Australian Broadcasting Corporation
- Australian Federal Police
- Australian Prudential Regulation Authority
- Australian Securities and Investments Commission
- Australian Taxation Office
- Australian Transaction Reports and Analysis Centre (AUSTRAC)
- Comcare
- Commonwealth Ombudsman
- Department of Agriculture, Water and the Environment
- Department of Defence
- Department of Foreign Affairs and Trade
- Department of Health
- Department of Home Affairs
- Department of Industry, Science, Energy and Resources

- Department of the Prime Minister and Cabinet
- Department of Social Services
- Department of the Treasury
- Department of Veterans' Affairs
- Immigration Assessment Authority
- National Disability Insurance Agency
- Norfolk Island Regional Council
- Services Australia
- The Australian National University
- Other

FOI reference number

Please provide your internal FOI reference number for this notification or request: *

FOI 743/22/23

Your details

Please note that we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Title

Given name *

s47E(d)

Family name *

s47E(d)

Preferred contact method (you must provide at least one contact method) *

Email	Phone	Post	Other
-------	-------	------	-------

Email address * (please note the agency FOI email address)

foi.casemanagement@defence.gov.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

Other contact details (eg. fax or international address)

FOI applicant details

Is the FOI applicant *

<input checked="" type="radio"/> an Individual	<input type="radio"/> an Organisation
--	---------------------------------------

Title

Given name *

Family name *

Preferred contact method (you must provide at least one contact method) *

<input checked="" type="radio"/> Email	<input type="radio"/> Phone	<input type="radio"/> Post	<input type="radio"/> Other
--	-----------------------------	----------------------------	-----------------------------

Email address *

Phone (daytime)

Mobile

Postal address

Other contact details (eg. fax or international address)

Is the FOI applicant represented *

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Extension details

Please select the type of extension you are seeking *

- Extension of time notification with the agreement of the applicant (s 15AA)
- Extension of time to process complex or voluminous requests (s 15AB)
- Extension where decision not made within time (s 15AC)
- Extension where internal review decision not made within time (s 54D)
- Extension where amendment/annotation request not made in time (s 51DA)

Did you get the applicant's agreement for the extension of time before the statutory time period ran out? That is, did you get the applicant's agreement before a deemed decision was made? *

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

Date you received the FOI request *

23 May 2023

Current date the decision is due *

06 Jul 2023

Requested length of extension (*number of days*)

16

New decision due date if extension granted *

22 Jul 2023

Please include a copy of the applicant's agreement to the extension of time under s 15AA. *

DECLARATION BY OFFICER



The applicant agrees in writing to the extension under s 15AA of the *Freedom of Information Act 1982* (FOI Act). A copy of the agreement is attached.

The agreement has been sought from the applicant prior to the end of the processing period, however extended, under s 15 of the FOI Act

Files you attach must:

- *be in *.pdf, *.docx, *.doc, *.txt, *.jpg, *.gif, *.png format*
- *be no more than five files*
- *in total be no larger than 20MB.*

FOI 743 22 23 - 15AA Approval.pdf

If you have documents to attach to this form, please do so here:

Files you attach must:

- *be in *.jpg, *.gif, *.png, *.pdf, *.doc, *.docx, *.txt, *.xls, *.xlsx format*
- *be no more than five files*
- *in total be no larger than 20MB.*

Submission

Submitting your request

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

Please review the information that you have provided in your request. If you would like to change anything, you can return to the relevant section using the Go Back button.

When you are ready to submit your form, click the Submit button below.

Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

This request for an extension of time application will be provided to the person who lodged the FOI request.

A decision on your request will usually be provided within ten working days. In certain circumstances the OAIC may need to consult with the FOI applicant or other affected parties. If this is the case, the extension may take longer to process.

The OAIC's processing of an EOT application may also take longer than ten days if further information is required. It is important that agencies provide a complete application in the first instance. Incomplete EOT applications may result in an extension being denied. Incomplete EOT applications may result in an extension being denied.



Australian Government
Office of the Australian Information Commissioner

Our reference: RQ23/03897
Agency reference: FOI 743/22/23

Acknowledgement of extension of time application

Dear FOI Contact Officer

Thank you for notifying the Office of the Australian Information Commissioner (OAIC) of an agreement to extend the processing time of an FOI application under s 15AA of the Freedom of Information Act 1982.

Please accept this email as the OAIC's receipt of the notice.

Your sincerely

Office of the Australian Information Commissioner

6 July 2023

From: s47E(d)
To: s47E(d)
Subject: 20230710 15:45 - Email - s47E(d) - For Clearance - FOI 743/22/23 - Draft SOR for review
Date: Monday, 10 July 2023 3:45:51 PM

OFFICIAL

Hi s47E(d)

I've made a few formatting changes, but forgot to turn on tracked changes sorry.

Thanks,

s
4
7
E

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)@defence.gov.au>
Sent: Monday, 10 July 2023 11:10 AM
To: s47E(d)@defence.gov.au>
Subject: For Clearance - FOI 743/22/23 - Draft SOR for review [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

Please see attached OBJ link to the draft SOR for FOI 743/22/23. I have drafted the decision in accordance with s47E(d) advice (attached).

Thank you

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: [FOI Case Management](#)
To: s47E(d)
Subject: 20230710 16:00 - Email - FOI Case Management, s47E(d) - FOR ACTION: FOI Tasking - FOI 743/22/23 - Phase 3
Date: Monday, 10 July 2023 4:00:00 PM
Attachments: [image001.png](#)
[FOI 743_22_23 - DRAFT Statement of Reasons V2.docx](#)

OFFICIAL

Hi s47E(d)

DFOI have undertaken consultation with PM&C as well as sought advice from Defence Legal on the release of the document. With agreement from the applicant, the date to provide a decision on access has been revised to be 22 July 2023.

Noting much of the document is considered to be irrelevant in accordance with s22 of the FOI Act, s42

In accordance with this advice, I have drafted the attached statement of reasons for your review. If you are satisfied with the attached, we ask that you:

Phase 3: Final documents – due by 5:00pm 17 July 2023

Please discuss feedback provided on the draft decision package with the FOID, then prepare and send the final decision package:

1. SOR electronically signed by the ADM.
2. If required, provide the Final cleared Talking Points in PDF format – SES Band 2/2 Star clearance.

Please don't hesitate to contact me if you would like to discuss.

Kind regards

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d) [redacted]@defence.gov.au> **On Behalf Of**
s47E(d) [redacted]
Sent: Tuesday, 6 June 2023 4:41 PM
To: FOI Case Management <xxx.xxxxxxxxxxxxxx@xxxxxxx.xxx.xx>; s47E(d) [redacted]
[redacted]@defence.gov.au>
Cc: s47E(d) [redacted]@defence.gov.au>
Subject: 20230606 16:40 - Email - s47E(d) [redacted] /Multiple Recipients - FOR ACTION: FOI Tasking -
FOI 743/22/23

OFFICIAL

Hi s47
E(d)

In response to this case, please find attached the signed document search checklist, the manifest, the email containing the manifest with no mention of "s33(a)(i)".

Please see further advice from the line area pertaining to the searches conducted for the case.

1. **Catering requests.** All missions allow for a type of meal to be requested from the Ministerial Office. I've attached the 'SPA notification form' provided by PMO for this mission, which has a 'meal type' column. It shows that PMO requested a Lunch and a Light Refreshment (LR). That is as specific as the catering request from Government gets.
s47E(d) [redacted]
2. **Documents referring to key words.** All correspondence for the mission is in the attached Objective reference. I have reviewed the emails and files individually – there is no mention of any of the key words, other than a destination of s33(a)(i) [redacted]. I've attached an email with the full trail between PMO and Air Force relating to this mission that shows there is no mention of those key words.

s47E(d) [redacted]

An ADM has not yet been appointed to this case, we will advise when one becomes available.

Cheers

s47E(d) [redacted]

s47E(d) [redacted]

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) [redacted] | P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: FOI Case Management <foi.casemanagement@defence.gov.au>
Sent: Tuesday, 30 May 2023 2:30 PM
To: s47E(d) <[REDACTED]@defence.gov.au>
Cc: s47E(d) <[REDACTED]@defence.gov.au>
Subject: 230530 - Email - FOI Case Management/s47E(d) [REDACTED] - FOR ACTION: FOI Tasking - FOI 743/22/23

OFFICIAL

Dear RAAF FOI

This is a formal tasking relating to a request made on 23 May 2023 by MBV via Right to Know under the *Freedom of Information Act 1982* (FOI Act) for:

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

Talking Points will be required as this FOI request has been classified as 'Media/Sensitive'.

Action required

Phase 1: Identify the documents and appoint an Accredited Decision Maker (ADM) – due by 5 June 2023

1. Notify who has been appointed as the ADM and if the documents can be released administratively outside the FOI Act.
2. Send the following:

- Digitally signed [Document Search Checklist](#) with screenshots.
- In-scope documents with no redactions in PDF format.

Note: For DSN documents, please email on the DPN when DSN documents provided.

- [Draft Schedule of Documents](#) (SOD) if there are five or more documents.

Phase 2: Draft documents – due by 9 June 2023

Prepare and send:

1. [Statement of Reasons](#) (SOR) ([SOR Guidance](#)) as a word document (unsigned).
2. Draft in scope documents – combined into one single PDF document with **proposed** redactions unapplied - marked with relevant [exemption codes](#) using the [FOI redaction tool](#) in PDF.
3. [Schedule of Documents](#) (SOD), in word format if applicable.
4. Prepare draft '[Talking Points](#)' in Word Format – email relevant Strategic Communications adviser for clearance.

FOI Directorate (FOID) will review the draft decision package and provide feedback to the ADM and/or FOI Co-ord.

Phase 3: Final documents – due by 14 June 2023

Please discuss feedback provided on the draft decision package with the FOID, then prepare and send the final decision package:

1. SOR electronically signed by the ADM.
2. Documents in the form approved for release in PDF format with redactions applied.
3. SOD in PDF format.
4. Final, cleared Talking Points in PDF format – SES Band 2/2 Star clearance.

Consultation

Please consider/identify third party consultations early so that statutory time limits can be managed. The ADM is required to authorise these consultations and approve documents for release to any third parties which the FOI team will then coordinate. Extra time is provided when third party consultation is required.

If the ADM considers there is a requirement to liaise with the offices of the Minister, Secretary, CDF or VCDF, please advise as soon as possible which the FOI team will facilitate.

Timeframes

Under the FOI Act, Defence has **30 calendar days** to provide a decision and documents to the applicant. Documents and draft decisions must be reviewed by FOID before they can be signed by the ADM. Failure to provide the documents to FOID and appoint an ADM in a timely manner will impact on the time the ADM has available to make their decision within the legislated

timeframe.

Templates and examples

Please [click here](#) to access the ADM Reference Guide. If you require assistance with drafting the SOR please contact me and I can provide sample wording to consider.

FOI Case Manager

I am the Case Manager for this request and am here to help you process this request. Please contact me early to discuss any questions or concerns.

Kind regards,

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d) | Mob: s22

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
To: s47E(d)
Subject: 20230721 11:29 - Email - s47E(d) - For Clearance - FOI 743/22/23 - 15AB Request Form
Date: Friday, 21 July 2023 11:29:41 AM
Attachments: [15AB Request - FOI 743 22 23-KB edit.docx](#)

OFFICIAL

Hi s47
E(d)

Can you please have a look over this and check it reads ok.

As discussed, my aim with the changes was to give an overview of the matter rather than particulars of the processing.

Happy to discuss. s4

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d) @defence.gov.au>
Sent: Friday, 21 July 2023 9:59 AM
To: s47E(d) @defence.gov.au>
Subject: For Clearance - FOI 743/22/23 - 15AB Request Form [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

Please see attached the draft 15AB form for FOI 743/22/23 for your review and approval in a Word document. Alternatively the code for the saved form is on the OAIC website is: 7LZNY25V

Kind regards

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: xxxxxxxxxx@xxx.xxx.xx
To: [FOI Case Management](#)
Subject: 20230721 12:00 - Email - xxxxxxxxxxxx@xxx.xxx.xx/FOI Case Management - Acknowledgement of extension of time application: RQ23/04142
Date: Friday, 21 July 2023 12:00:20 PM
Attachments: [form-receipt.pdf](#)
[OAIC Acknowledgement of extension of time application.pdf](#)

Our reference: RQ23/04142
Agency reference: FOI 743/22/23

Acknowledgement of extension of time application

Dear FOI Contact Officer

Thank you for your application for an extension of time made the *Freedom of Information Act 1982* (FOI Act) received by the OAIC on 21 July 2023.

Please accept this email as formal acknowledgement of the OAIC's receipt of the application.

We generally endeavour to provide a decision on extension of time requests within 10 calendar days of receipt.

The processing of this extension of time application may be impacted where consultation with the FOI applicant has occurred or where the OAIC requires further information to assist with processing the extension of time application.

The [FOI Guidelines](#) recommend that agencies should consider making extension of time requests and that applicants should also be kept informed, including advising of the intention to seek an extension of time.

I also note that agencies may extend the processing period by up to 30 days under s 15AA of the FOI Act with the agreement of the applicant. You can register s 15AA agreements [here](#).

We will be in contact as soon as the application has been considered.

Kind regards

Office of the Australian Information Commissioner

21 July 2023

Notice:

The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient any use, disclosure or copying of this email is unauthorised. If you received this email in error, please notify the sender by contacting the department's switchboard on 1300 488 064 during business hours (8:30am - 5pm Canberra time) and delete all copies of this transmission together with any attachments.



Australian Government
Office of the Australian
Information Commissioner

Reference code: 7LZNY25V

IC Request Form – Agency extension of time for processing an FOI request

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Please note that if an agency does not provide the Information Commissioner with adequate reasons, the extension of time request may be refused.

Further guidance and advice for agencies about extension of time for processing requests (<https://www.oaic.gov.au/freedom-of-information/guidance-and-advice/extension-of-time-for-processing-requests/>), including the details to be included in a request, is available on our website (<https://www.oaic.gov.au/>).

An agency may apply to vary the extension if an earlier extension granted by the OAIC is insufficient, however the agency must explain what has changed since the initial extension of time request and provide reasons for why a variation to the extension is justified.

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PLEASE NOTE:

- To save your form, click on the **Save and Close** button at the top of this form.
- Refreshing your browser will clear any information that you have not saved. If you need to refresh your browser while completing this form and wish to keep your changes please save the form first.

This request may be subject to the *Freedom of Information Act 1982*.

This request for an extension of time application will be provided to the person who lodged the FOI request.

If you have any questions about making an extension of time request or have trouble completing this form please send an email to foidr@oaic.gov.au (<mailto:foidr@oaic.gov.au?subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20processing%20an%20FOI%20request>) or call our enquiries line on 1300 363 992.

Your personal information

We will handle your personal information in accordance with the Australian Privacy Principles.

If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our privacy policy (<http://www.oaic.gov.au/privacy-policy-summary>) available on our website.

Before you start

To ensure you are using the correct form, please select one of the following options. *

- I am notifying of or requesting an extension of time
- I am requesting a review of an FOI decision
- I want to complain about the handling of my FOI request

I am submitting this notification or request on behalf of: *

- Australian Government Agency
- Minister

Agency details

- Administrative Appeals Tribunal
- Attorney-General's Department
- Australian Broadcasting Corporation
- Australian Federal Police
- Australian Prudential Regulation Authority
- Australian Securities and Investments Commission
- Australian Taxation Office
- Australian Transaction Reports and Analysis Centre (AUSTRAC)
- Comcare
- Commonwealth Ombudsman
- Department of Agriculture, Water and the Environment
- Department of Defence
- Department of Foreign Affairs and Trade
- Department of Health
- Department of Home Affairs
- Department of Industry, Science, Energy and Resources

- Department of the Prime Minister and Cabinet
- Department of Social Services
- Department of the Treasury
- Department of Veterans' Affairs
- Immigration Assessment Authority
- National Disability Insurance Agency
- Norfolk Island Regional Council
- Services Australia
- The Australian National University
- Other

FOI reference number

Please provide your internal FOI reference number for this notification or request: *

FOI 743/22/23

Your details

Please note that we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Title

Given name *

s47E(d)

Family name *

s47E(d)

Preferred contact method (you must provide at least one contact method) *

Email	Phone	Post	Other
-------	-------	------	-------

Email address * (please note the agency FOI email address)

foi.casemanagement@defence.gov.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

Other contact details (eg. fax or international address)

FOI applicant details

Is the FOI applicant *

<input checked="" type="radio"/> an Individual	<input type="radio"/> an Organisation
--	---------------------------------------

Title

Given name *

Family name *

Preferred contact method (you must provide at least one contact method) *

<input checked="" type="radio"/> Email	<input type="radio"/> Phone	<input type="radio"/> Post	<input type="radio"/> Other
--	-----------------------------	----------------------------	-----------------------------

Email address *

Phone (daytime)

Mobile

Postal address

Other contact details (eg. fax or international address)

Is the FOI applicant represented *

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Extension details

Please select the type of extension you are seeking *

- Extension of time notification with the agreement of the applicant (s 15AA)
- Extension of time to process complex or voluminous requests (s 15AB)
- Extension where decision not made within time (s 15AC)
- Extension where internal review decision not made within time (s 54D)
- Extension where amendment/annotation request not made in time (s 51DA)

Has the statutory time period for processing already run out? If so, an application will need to be made under s 15AC. *

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

Date you received the FOI request *

Current date the decision is due *

22 Jul 2023

Requested length of extension (*number of days*)

21

New decision due date if extension granted *

12 Aug 2023

Did you approach the applicant for an extension of time under s 15AA

Yes

No

Please provide your internal reference, and/or the OAIC reference for this notification or request? *

RQ23/03633 and RQ23/03897

What was the outcome? Did the applicant raise any concerns? *

The applicant agreed to both separate requests for extension in accordance with s15AA of the FOI Act (totalling 30 days) and did not raise any concerns.

As a maximum of 30-days extension is able to be requested under s15AA of the Act, we were unable to request further time from the applicant.

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? *
(For example, through consultation provisions or provisions about charges that impact on the statutory due date)

Yes

No

Has the applicant raised any concerns about delays?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). *

Yes

No

Please also explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. *

On 23 May 2023, the FOI request was received from the applicant.

On 24 May 2023, Defence requested to transfer the request to another Australian Government Department in accordance with s16 of the FOI Act as the Department believed the subject was more connected to the functions of another agency, however on 30 May 2023 the transfer was denied.

On 31 May 2023, the request was formally acknowledged by the Department via email to the applicant. Following the denial of the transfer, Defence undertook search and retrieval of documents within the scope of the request. This process took additional time due to competing priorities and as the relevant business area was processing a larger than usual number of FOI request's in unison, and had very limited resources to process these matters in time.

On 19 June 2023, Defence requested a 14-day extension from the applicant, and on 20 June 2023 the applicant agreed in accordance with section 15AA of the FOI Act (OAIC Ref: RQ23/03633).

On 20 June 2023, the FOI team initiated a courtesy consultation with another Australian Government Department as the identified document related to their functions, the response was received ten days later.

On 3 July 2023, Defence requested a further 16-day extension from the applicant, and on 6 July 2023 the applicant agreed in accordance with section 15AA of the FOI Act (OAIC Ref: RQ23/03897).

Defence has sought internal legal advice and is continuing to consider the decision in response to this FOI request. Defence continues to consider the decision on access with the limited resources being experienced within the relevant business area.

What work is required to finalise the request? *

In order to ensure a robust decision is made for this request, the decision maker will be required to consider legal advice and advice received from subject matter experts.

Why is the request considered complex or voluminous? *

The request is considered to be complex by the Department.

This request is considered to be complex due to the nature of the request. The request seeks access to information in relation to Special Purpose Aircrafts. Furthermore, it seeks the travel and catering details of senior political representatives, in particular the Australian Prime Minister.

In addition, the Department considers the request to be complex due to limited staff within the relevant business area. The relevant line area is currently processing a higher than normal volume of FOI requests as well as unplanned absences, which has reduced the capacity of the business area to process this FOI request.

Do other agencies or parties have an interest in the request? *

The content of the documents in scope of this request is of interest to multiple parties as it requests details of the Prime Ministers Travel on Special Purpose Aircraft.

As this matter is of high interest to the Australian public, interested parties include but are not limited to, relevant Australian Senators and Ministers, other Australian Government Agencies, and the media.

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request *

To ensure this FOI request is completed within the requested period, relevant personnel within Defence will work together to ensure resources are dedicated to make an informed and robust decision.

We consider that this process will take a maximum of an additional 21 days and we will strive to release the decision as soon as possible.

Please provide a copy of the FOI applicant's original FOI request and any revisions to the scope of the FOI request. *

Files you attach **must**:

- be in *.pdf, *.docx, *.doc, *.txt, *.jpg, *.gif, *.png format
- be no more than five files
- in total be no larger than 20MB.

[FOI 743 22 23 - Original Request.pdf](#)

If you have documents to attach to this form, please do so here:

Files you attach must:

- be in *.jpg, *.gif, *.png, *.pdf, *.doc, *.docx, *.txt, *.xls, *.xlsx format
- be no more than five files
- in total be no larger than 20MB.

Submission

Submitting your request

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

Please review the information that you have provided in your request. If you would like to change anything, you can return to the relevant section using the Go Back button.

When you are ready to submit your form, click the Submit button below.

Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

This request for an extension of time application will be provided to the person who lodged the FOI request.

A decision on your request will usually be provided within ten working days. In certain circumstances the OAIC may need to consult with the FOI applicant or other affected parties. If this is the case, the extension may take longer to process.

The OAIC's processing of an EOT application may also take longer than ten days if further information is required. It is important that agencies provide a complete application in the first instance. Incomplete EOT applications may result in an extension being denied. Incomplete EOT applications may result in an extension being denied.



Australian Government
Office of the Australian Information Commissioner

Our reference: RQ23/04142
Agency reference: FOI 743/22/23

Acknowledgement of extension of time application

Dear FOI Contact Officer

Thank you for your application for an extension of time made the *Freedom of Information Act 1982* (FOI Act) received by the OAIC on 21 July 2023.

Please accept this email as formal acknowledgement of the OAIC's receipt of the application.

We generally endeavour to provide a decision on extension of time requests within 10 calendar days of receipt.

The processing of this extension of time application may be impacted where consultation with the FOI applicant has occurred or where the OAIC requires further information to assist with processing the extension of time application.

The [FOI Guidelines](#) recommend that agencies should consider making extension of time requests and that applicants should also be kept informed, including advising of the intention to seek an extension of time.

I also note that agencies may extend the processing period by up to 30 days under s 15AA of the FOI Act with the agreement of the applicant. You can register s 15AA agreements [here](#).

We will be in contact as soon as the application has been considered.

Kind regards

Office of the Australian Information Commissioner

21 July 2023

From: s47E(d)
To: s47E(d)
Cc: s47E(d)
Subject: 20230724 16:13 - Email - s47E(d) - FOI 743/22/23 - Decision reviewed
Date: Monday, 24 July 2023 4:13:00 PM
Attachments: [image001.png](#)
[FOI 743 22 23 - DRAFT Statement of Reasons copy.docx](#)

OFFICIAL

Hi s47E(d)

Thank you for your email. Attached is the reviewed Statement of Reasons in response to FOI 743/22/23 for your consideration.

Please let me know if you have any questions.

Thank you and regards

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d) | **Mob:** s22

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d) @defence.gov.au> **On Behalf Of**
s47E(d)
Sent: Monday, 24 July 2023 3:05 PM
To: s47E(d) @defence.gov.au>
Cc: s47E(d) @defence.gov.au>
Subject: 20230724 15:05 - Email - s47E(d) - Outstanding SPA FOI Requests

OFFICIAL

Hi s47E(d)

Please find attached links to draft document packs for the following, TPs are being drafted by the line area due to AF by COB Thursday 27 July 2023:

- FOI 743/22/23 from MBV. The request is due 20 July 2023.
- s22

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0

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From: s47E(d) <[redacted]@defence.gov.au>
Sent: Friday, 21 July 2023 5:37 PM
To: s47E(d) <[redacted]@defence.gov.au>
Subject: Outstanding SPA FOI Requests [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

s22

As you are aware there are s22 remaining requests relating to SPA Flights:

s22

2. FOI 743/22/23 from MBV. The request is due 20 July 2023.

s22

I believe the next steps for the above requests are with your area to provide draft/finalised decisions but please let me know if that is not the case.

Can you please let me know when the DFOI can expect to receive the next phase for the above requests, or if you can let me know which one we can expect next?

Please let me know if you would like to discuss.

Thank you

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Tel: s47E(d) | **Mob:** s22

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From: s47E(d)
To: s47E(d)
Subject: 230724 - e-mail - s47E(d) - TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
Date: Monday, 24 July 2023 4:21:12 PM
Attachments: [image002.png](#)
[image003.png](#)

OFFICIAL

s22 . Thanks. s47E(d)
forwarded to CDR for his approval.

Cheers

s47E(d)

GPCAPT
A/DAMD (JOC)
Ph: s47E(d)

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From: s47E(d) @defence.gov.au>
Sent: Monday, 24 July 2023 4:08 PM
To: s47E(d) @defence.gov.au>
Cc: s47E(d) @defence.gov.au>
Subject: FW: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

OFFICIAL

Sir,

Seeking Clearance for TPs for FOI 743/22/23 (due COB Thursday).

- The FOI requested catering details, and correspondence relating to a range of key words (tennis, Australian open, etc) in connection to a PM mission s33(a)(i) on s33(a)(i)
- I have attached the document we provided RAAF FOI (SPA Request form) – which will be redacted except for the ‘Lunch’ and ‘LR’ (light refreshment) catering requests.

s47E(d)

s47E(d)

s22

Regards

s47

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d) @defence.gov.au

cid:image004.png@01D361E8.121FB090

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From: s47E(d) @defence.gov.au>

Sent: Monday, 24 July 2023 13:11

To: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>

Subject: FW: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

From: s47E(d) On Behalf Of s47E(d)

Sent: Monday, July 24, 2023 1:11:06 PM (UTC+10:00) Canberra, Melbourne, Sydney

To: s47E(d)

Subject: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023 [SEC=OFFICIAL]

OFFICIAL

Hi Team

Please find attached TP templates for your input with regard to the above mentioned matters.

Could we please have draft and cleared TPs for the following scopes by **COB Thursday 27 July 2023**.

FOI 743/22/23 – Scope (re FOI 520/22/23 mentioned below documents were refused, DFOI were the decision makers)

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

s22



s22



If you have any questions please let me know.

Cheers

s47E(d)

s47E(d)

Freedom of Information Manager – Air Force

Directorate Strategic Issues Management

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0

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2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.

These documents would likely have already been identified through FOI 520/22/23.

FYSA: The final pack was due for release to the applicant **COB Monday 24 July 2023**, it is now considered deemed.

Due date: Noting the current status of the request we would appreciate it if this matter could be turned around in a prompt fashion.

Your advice on availability to assist is appreciated. Please cc all on responses for awareness.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d)

| P.O. Box 7902 CANBERRA BC ACT 2610



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From: s47E(d)
To: s47E(d)
Subject: 230725 - e-mail - s47E(d) /Many - TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
Date: Tuesday, 25 July 2023 1:04:56 PM
Attachments: [image002.png](#)
[image003.png](#)

OFFICIAL

Gents,

First FOI cleared by CDR.

Cheers

s47E(d)

GPCAPT
A/DAMD (JOC)
Ph: s47E(d)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: Clarke, Bradley AIRCDRE s47E(d) @defence.gov.au>
Sent: Monday, 24 July 2023 4:42 PM
To: s47E(d) @defence.gov.au>
Cc: AMG Executive Office s47E(d) @defence.gov.au>
Subject: RE: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

OFFICIAL

s47E(,

Cleared. I agree s47E(d) per your email.
The Notification document will need to be redacted by the FOI decision maker to remove personal information and any other material that should not be released publically.

Cheers,

Brad Clarke
AIRCDRE
CDR AMG
SADFO RIC

s47E(d)

s22

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From: s47E(d) <[redacted]@defence.gov.au>
Sent: Monday, 24 July 2023 4:21 PM
To: Clarke, Bradley AIRCDRE s47E(d) <[redacted]@defence.gov.au>
Cc: s47E(d) <[redacted]@defence.gov.au>; AMG Executive Office s47E(d) <[redacted]@defence.gov.au>
Subject: FW: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

OFFICIAL

Sir,

The never ending trails of FOI continue. Just so you can understand the email chain, as noted by s47E(d) below, s47E(d)

[redacted]

For your consideration. Due at AFHQ by COB Thursday.

s22

Regards

s47E(d)

GPCAPT
A/DAMD (JOC)
Ph: s47E(d)

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From: s47E(d) <[redacted]@defence.gov.au>

Sent: Monday, 24 July 2023 4:08 PM

To: s47E(d) [redacted] <[redacted]@defence.gov.au>

Cc: s47E(d) [redacted] <[redacted]@defence.gov.au>

Subject: FW: TPs for FOI 743/22/23 s22 [redacted] - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

OFFICIAL

Sir,

Seeking Clearance for TPs for FOI 743/22/23 (due COB Thursday).

- The FOI requested catering details, and correspondence relating to a range of key words (tennis, Australian open, etc) in connection to a PM mission s33(a)(i) [redacted] on s33(a)(i) [redacted]
- I have attached the document we provided RAAF FOI (SPA Request form) – which will be redacted except for the ‘Lunch’ and ‘LR’ (light refreshment) catering requests.

s47E(d) [redacted]

s22 [redacted]

Regards

s47 [redacted]

s47E(d) [redacted]

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 [redacted] | **email.** s47E(d) [redacted] <[redacted]@defence.gov.au>

cid:image004.png@01D361E8.121FB090 [redacted]

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From: s47E(d) [redacted] <[redacted]@defence.gov.au>
Sent: Monday, 24 July 2023 13:11
To: s47E(d) [redacted] <[redacted]@defence.gov.au>; s47E(d) [redacted] <[redacted]@defence.gov.au>
Subject: FW: TPs for FOI 743/22/23 s22 [redacted] - Due COB Thursday 27 July 2023 [SEC=OFFICIAL]

From: s47E(d) [redacted] On Behalf Of s47E(d) [redacted]
Sent: Monday, July 24, 2023 1:11:06 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d) [redacted]
Subject: TPs for FOI 743/22/23 s22 [redacted] - Due COB Thursday 27 July 2023 [SEC=OFFICIAL]

OFFICIAL

Hi Team

Please find attached TP templates for your input with regard to the above mentioned matters. Could we please have draft and cleared TPs for the following scopes by **COB Thursday 27 July 2023**.

FOI 743/22/23 – Scope (re FOI 520/22/23 mentioned below documents were refused, DFOI were the decision makers)

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

s22



s22



If you have any questions please let me know.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0

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s22



From: s47E(d) [redacted] <[\[redacted\]@defence.gov.au](mailto:[redacted]@defence.gov.au)>
Sent: Monday, 24 July 2023 4:08 PM
To: s47E(d) [redacted] <[\[redacted\]@defence.gov.au](mailto:[redacted]@defence.gov.au)>
Subject: FW: TPs for FOI 743/22/23 s22 [redacted] - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

From: s47E(d) [redacted]
Sent: Monday, July 24, 2023 4:08:12 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d) [redacted]
Cc: s47E(d) [redacted]
Subject: FW: TPs for FOI 743/22/23 s22 [redacted] - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

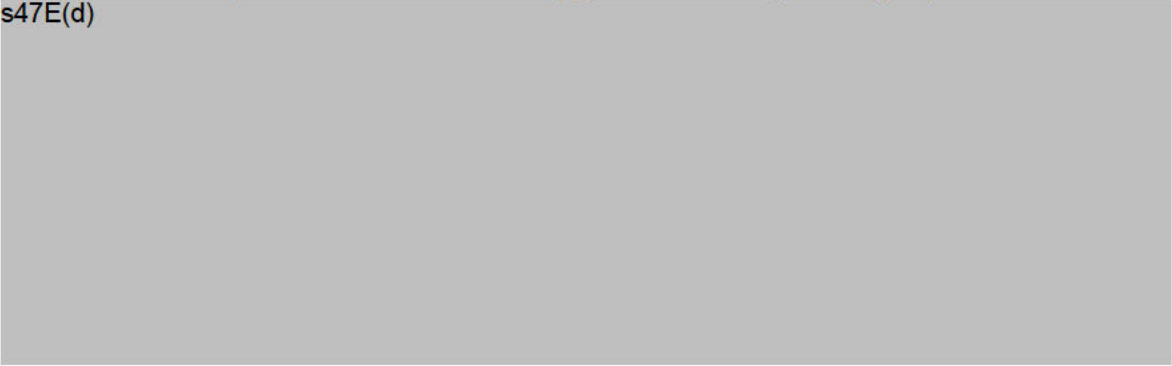
OFFICIAL

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- I have attached the document we provided RAAF FOI (SPA Request form) – which will be redacted except for the ‘Lunch’ and ‘LR’ (light refreshment) catering requests.

s47E(d)



s22

Regards

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations
Air Mobility Division

mob. s22 | email. s47E(d)@defence.gov.au

cid:image004.png@01D361E8.121FB090

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From: s47E(d)@defence.gov.au>

Sent: Monday, 24 July 2023 13:11

To: s47E(d)@defence.gov.au>; s47E(d)

Subject: FW: TPs for FOI 743/22/23 and s22 - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

From: s47E(d) On Behalf Of s47E(d)

Sent: Monday, July 24, 2023 1:11:06 PM (UTC+10:00) Canberra, Melbourne, Sydney

To: s47E(d)

Subject: TPs for FOI 743/22/23 and s22 - Due COB Thursday 27 July 2023 [SEC=OFFICIAL]

OFFICIAL

Hi Team

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- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

s22



s22



If you have any questions please let me know.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0



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From: s47E(d)
To: s47E(d)
Subject: 230726 - e-mail - s47E(d) - TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
Date: Wednesday, 26 July 2023 8:59:40 AM
Attachments: [image002.png](#)
[image003.png](#)
[FOI 743_22_23 - TPs.docx](#)
[s33\(- RFF - Spa Notification Form s33\(a\) .doc](#)

From: s47E(d)
Sent: Wednesday, July 26, 2023 8:59:37 AM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d)
Cc: s47E(d)
Subject: RE: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023 [SEC=OFFICIAL]

OFFICIAL

Good morning s47E(d)

PFA TPs cleared by DAMD and CDR AMG for FOI 743.

CDR AMG wished to reiterate that "The Notification document will need to be redacted by the FOI decision maker to remove personal information and any other material that should not be released publically".

Please let us know if any issues or concerns.

s22

Thanks,

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations 2
Air Mobility Division

Mob. s22 | Office. s47E(d) | email. s47E(d) @defence.gov.au

cid:image004.png@01D361E8.121FB090

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d) [redacted]@defence.gov.au>
Sent: Monday, 24 July 2023 1:11 PM
To: s47E(d) [redacted] defence.gov.au>; s47E(d) [redacted]
[redacted] defence.gov.au>
Subject: FW: TPs for FOI 743/22/23 s22 [redacted] - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

From: s47E(d) [redacted] On Behalf Of s47E(d) [redacted]
Sent: Monday, July 24, 2023 1:11:06 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d) [redacted]
Subject: TPs for FOI 743/22/23 s22 [redacted] - Due COB Thursday 27 July 2023 [SEC=OFFICIAL]

OFFICIAL

Hi Team

Please find attached TP templates for your input with regard to the above mentioned matters. Could we please have draft and cleared TPs for the following scopes by **COB Thursday 27 July 2023**.

FOI 743/22/23 – Scope (re FOI 520/22/23 mentioned below documents were refused, DFOI were the decision makers)

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

s22



s22



If you have any questions please let me know.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
To: s47E(d)
Subject: 230726 - e-mail - s47E(d) - TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
Date: Wednesday, 26 July 2023 9:13:56 AM
Attachments: [image001.png](#)
[image002.png](#)
s22
[FOI 743 22 23 - TPs.docx](#)
s33(- REF - Spa Notification Form s33(a) .doc

From: s47E(d)
Sent: Wednesday, July 26, 2023 9:13:53 AM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d)
Cc: s47E(d)
Subject: RE: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

OFFICIAL

Good morning again s47E(d)

s22

I have also re-attached TPs for FOI 743 with some minor edits (corrected title for DAMD from Deputy AMD to Director AMD), added time/dates for each person, and also highlighted the contact officer for clarification of who this will be (A/DCAF or CDR AMG?). The templates were pre-filled with A/DCAF noted as the Contact Officer at the bottom of the TPs, with CDR AMG listed in the table of contacts at the very bottom – s22

Please let us know if there are any questions or concerns.

Kind regards

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations 2
Air Mobility Division

Mob. s22 | Office. s47E(d) | email. s47E(d) @defence.gov.au

cid:image004.png@01D361E8.121FB090

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
Sent: Wednesday, 26 July 2023 9:00 AM
To: s47E(d) @defence.gov.au
Cc: s47E(d) @defence.gov.au
Subject: RE: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023
[SEC=OFFICIAL]

OFFICIAL

Good morning s47E(d)

PFA TPs cleared by DAMD and CDR AMG for FOI 743.

CDR AMG wished to reiterate that “The Notification document will need to be redacted by the FOI decision maker to remove personal information and any other material that should not be released publically”.

Please let us know if any issues or concerns.

s22

Thanks,

s47E(d)

s47E(d)

Wing Commander
Staff Officer VIP Operations 2
Air Mobility Division

Mob. s22 | **Office.** s47E(d) | **email.** s47E(d) @defence.gov.au

cid:image004.png@01D361E8.121FB090

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From: s47E(d) @defence.gov.au
Sent: Monday, 24 July 2023 1:11 PM
To: s47E(d) @defence.gov.au; s47E(d) @defence.gov.au
Subject: FW: TPs for FOI 743/22/23 s22 - Due COB Thursday 27 July 2023

[SEC=OFFICIAL]

From: s47E(d) [redacted] On Behalf Of s47E(d) [redacted]
Sent: Monday, July 24, 2023 1:11:06 PM (UTC+10:00) Canberra, Melbourne, Sydney
To: s47E(d) [redacted]
Subject: IPs for FOI 743/22/23 s22 [redacted] - Due COB Thursday 27 July 2023 [SEC=OFFICIAL]

OFFICIAL

Hi Team

Please find attached TP templates for your input with regard to the above mentioned matters. Could we please have draft and cleared TPs for the following scopes by **COB Thursday 27 July 2023**.

FOI 743/22/23 – Scope (re FOI 520/22/23 mentioned below documents were refused, DFOI were the decision makers)

I seek access to the following documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

- 1. Catering requests received by the VIP Operations Cell in connection with these flights.*
- 2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.*

These documents would likely have already been identified through FOI 520/22/23.

s22



s22



If you have any questions please let me know.

Cheers

s47E(d)

s47E(d)

**Freedom of Information Manager – Air Force
Directorate Strategic Issues Management**

Website: [Chief of Staff AFHQ – Freedom of Information](#)

s47E(d) | P.O. Box 7902 CANBERRA BC ACT 2610

cid:image006.png@01D5A9E1.113E50D0



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From: s47E(d)
Sent: Friday, 28 July 2023 10:10 AM
To: AFHQ Media & MPA
Cc: RAAF MLO; s47E(d)
Subject: 230728 - Email - s47E(d) /AFHQ Media & MPA - FOI 743/22/23 - Talking Points for Clearance
Attachments: FOI 743_22_23 - Document Package - Proposed Redactions.pdf; FOI 743_22_23 - Draft - Statement of Reasons.docx; FOI 743_22_23 - Talking Points.docx

OFFICIAL: Sensitive

Good afternoon AFHQ Media,

Please find attached Talking Points drafted by s47E(d) for clearance by DCOMM-AF and DCAF. Also attached for background is the draft SOR and document package with proposed redactions.

Would be grateful if you could please review and provide the cleared TPs back to RAAF FOI by **Midday Tuesday 1 August 2023**.

If you have any questions please let me know.

Kind Regards,

s47E(d)

Air Force – RCDVS Support Team – Staff Officer
Directorate of Strategic Issues Management
Air Force Headquarters

s47E(d) | Campbell Park Offices

Website: [Directorate of Strategic Issues Management - Air Force](#)

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From: s47E(d)
Sent: Friday, 28 July 2023 10:29 AM
To: s47E(d)
Cc: s47E(d)
Subject: 230728 - Email - s47E(d) - FOI 743/22/23 - Documents for Review/Signature
Attachments: FOI 743 - Statement of Reasons - Draft.pdf

OFFICIAL

Hi s47E(d)

signed

s47E(d)
Group Captain
Senior Australian Defence Force Officer (SADFO)
RAAF Base Williamtown

s47E(d) | s22

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From: s47E(d) @defence.gov.au>
Sent: Friday, 28 July 2023 10:23 AM
To: s47E(d) @defence.gov.au>
Cc: s47E(d) @defence.gov.au>
Subject: FOI 743/22/23 - Documents for Review/Signature [SEC=OFFICIAL]

OFFICIAL

Good morning sir,

Please find attached the final documents for FOI 743/22/23 for your review/signature.

I have attached a word and pdf copy, in case you want to make any changes. For your information, Talking Points for this matter have been provided to AFHQ Media for clearance.

This matter is currently overdue to the applicant. It would be appreciated if we could return the final documents to DFOI by COB Monday 31 July 2023.

Please let me know if you have any questions or concerns.

Kind regards,

s47E(d)

Air Force – RCDVS Support Team – Staff Officer
Directorate of Strategic Issues Management
Air Force Headquarters

s47E(d) | Campbell Park Offices

Website: [Directorate of Strategic Issues Management - Air Force](#)

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Notice:

The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege. If you are not the intended recipient any use, disclosure or copying of this email is unauthorised. If you received this email in error, please notify the sender by contacting the department's switchboard on 1300 488 064 during business hours (8:30am - 5pm Canberra time) and delete all copies of this transmission together with any attachments.

From: s47E(d)
To: [FOI Case Management](#)
Cc: s47E(d) s47E(d)
Subject: 20230801 12:01 - Email - s47E(d)/FOI Case Management - Talking Points - FOI 743/22/23
Date: Tuesday, 1 August 2023 12:01:06 PM
Attachments: [FOI 743 22 23 - Talking Points.docx](#)

OFFICIAL

Hi DFOI,

Please find attached the cleared TPs for FOI 743/22/23.

Kind regards,

s47E(d)

Air Force – RCDVS Support Team – Staff Officer
Directorate of Strategic Issues Management
Air Force Headquarters

s47E(d)

| Campbell Park Offices

Website: [Directorate of Strategic Issues Management - Air Force](#)

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From: s47E(d) @defence.gov.au>
Sent: Friday, 28 July 2023 10:44 AM
To: FOI Case Management <x@xx>
Cc: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>
Subject: 230728 - Email - s47E(d) /FOI Case Management - Final Documents - FOI 743/22/23

OFFICIAL

Good morning DFOI,

Please find attached the signed documents for FOI 743/22/23. Please note, the Talking Points are going through the clearance process – I have attached the draft TPs to this email.

Please contact me with any questions or concerns.

Kind regards,

s47E(d)

Air Force – RCDVS Support Team – Staff Officer
Directorate of Strategic Issues Management
Air Force Headquarters

s47E(d) | Campbell Park Offices

Website: [Directorate of Strategic Issues Management - Air Force](#)

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~~OFFICIAL SENSITIVE~~

SPA FLIGHT 24 JANUARY 2023 (FOI 743/22/23)

MINISTERIAL TALKING POINTS

Background (not for public release)

Topic/Issue/Capability

- A request for information on documents related to the use of Special Purpose Aircraft has been received. The request seeks documents regarding catering and correspondence containing key words, in relation to a Special Purpose Aircraft mission.

s33(a)(i), s47E(d)

Topic sensitivities

- There are no-known sensitivities relating to this mission.

s47E(d)

Sensitive material being released

- The requestor sought correspondence which included references to tennis, the Australian Open, television or streaming services or a commitment in Melbourne. There were no records found matching these terms.
- The FOI request also sought information on the inflight catering requests received by the VIP Operations C. A meal type correlated to a passenger is specified on the request form sent to Air Force, and only indicates the requirement for a 'Lunch' s33(a)(i) and an 'LR' (Light Refreshment – s33(a)(i) There are no known sensitivities relating to these requests.
- The request form used by the Prime Minister's Office to seek Special Purpose Aircraft support is not normally a public document; however, it is the only document recording the catering requested by entitled passengers for SPA missions.

Further information QB/QON/media

- Media organisations regularly request data relating to SPA schedules or elements thereof.

Talking points

- The Prime Minister's Office utilised the Air Force Special Purpose Aircraft capability on the s33(a)(i).

~~OFFICIAL SENSITIVE~~

~~OFFICIAL SENSITIVE~~

- The travel was arranged with Air Force through routine processes, and was approved by the Prime Minister.

If asked:

How is catering requested for Air Force Special Purpose Aircraft missions?

- The designated request form allows the selection of a meal type; Breakfast, Lunch, Dinner, or Light Refreshment.

Does Air Force have correspondence from the Prime Minister’s Office relating to tennis, the Australian Open, television or streaming services or a commitment in Melbourne, in relation to a mission for the Prime Minister on s33(a)(i) ?

- No.

Contact officer: Air Commodore Bradley Clarke

Contact officer phone: s22

CLEARANCES				
	Name	Appointment/Role	Contact Number	Date and Time
Drafting officer	Wing Commander s47E(d)	Staff Officer VIP Operations	s22	26 Jul 2023, 0900
Contact officer	Air Commodore Bradley Clarke	Commander Air Mobility Group		26 Jul 2023, 0900
Additional line area consulted and contact	Group Captain s47E(d)	Director Air Mobility Division		26 Jul 2023, 0900
Additional line area consulted and contact	Air Commodore Bradley Clarke	Commander Air Mobility Group		26 Jul 2023, 0900
Strategic Comms Advisor	s47E(d)	A/Director Communication Air Force		28 Jul 2023, 1216
Service 2 Star	Air Commodore James Badgery	Acting Deputy Chief of Air Force		01 Aug 2023, 1130

~~OFFICIAL SENSITIVE~~

From: s47E(d)
To: s47E(d)
Cc: s47E(d)
Subject: 20230801 15:06 - Email - s47E(d) - FOI 743/22/23 - Relevant Legal Advice
Date: Tuesday, 1 August 2023 3:06:42 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)

~~OFFICIAL Sensitive Legal-Privilege~~

Hi s47E(d),

s47E(d)

RAAF FOI are satisfied with the final documents sent through for this matter on 28 July 2023.

Let me know if you would like to discuss further.

Kind regards,

s47E(d)

Air Force – RCDVS Support Team – Staff Officer
Directorate of Strategic Issues Management
Air Force Headquarters

s47E(d) | Campbell Park Offices

Website: [Directorate of Strategic Issues Management - Air Force](#)

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From: s47E(d)@defence.gov.au>
Sent: Tuesday, 1 August 2023 1:05 PM
To: s47E(d)@defence.gov.au>
Subject: FOI 743/22/23 - Relevant Legal Advice [REDACTED]

~~OFFICIAL Sensitive Legal-Privilege~~

Good afternoon s47E(d)

Thank you for your time on the phone this afternoon, as discussed please see the below correspondence with DFO's Legal Advisor s42E(d)

Please don't hesitate to call if you would like to discuss.

Kind regards

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Sent: Tuesday, 4 July 2023 12:48 PM
To: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Cc: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Subject: 20230704 12:47 - Email -s47E(d) - FOI 743/22/23 - Query regarding release of PM Manifest catering information

~~OFFICIAL - Sensitive Legal Privilege~~

Hi s47E(d)

s22

s42

Kind regards

s47E(d)

Co-Director, Directorate of Data and Information Law
Office of the General Counsel - Defence
Defence Legal

Department of Defence | Associate Secretary Group

Campbell Park | ACT

☎: s47E(d) | ✉: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>

IMPORTANT: This document contains legal advice and may be subject to legal professional privilege. Unless it is waived or lost, legal professional privilege is a rule of law that, in part, provides that the client need not disclose confidential communications between a legal practitioner and client. To keep this privilege, the purpose and content of this advice must only be disclosed to persons who have a need to know and on the basis that those persons also keep it confidential.

You should consider this advice and take it into account when forming a decision on how best to proceed. If you decide to adopt a position that does not align with this advice, you should not state that Defence Legal has cleared or endorsed a particular position.

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
Sent: Monday, 3 July 2023 2:20 PM
To: s47E(d) <[redacted]@defence.gov.au>
Cc: s47E(d) <[redacted]@defence.gov.au>
Subject: RE: FOI 743/22/23 - Query regarding release of PM Manifest catering information

~~OFFICIAL - Sensitive Legal Privilege~~

Dear s47E(d)
Thank you for your email.

s42

With point 2 of the request, is this a nil docs decision?

Thank you for the opportunity to review.

Kind regards

s47E(d)
Co-Director, Directorate of Data and Information Law
Office of the General Counsel - Defence
Defence Legal

📧: s47E(d) | 📧: s47E(d) @defence.gov.au

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From: s47E(d) @defence.gov.au>

Sent: Monday, 3 July 2023 1:49 PM

To: s47E(d) @defence.gov.au>

Cc: s47E(d) @defence.gov.au>

Subject: FOI 743/22/23 - Query regarding release of PM Manifest catering information
[SEC=OFFICIAL]

OFFICIAL

Hi s47

s42



s42

Thank you for your assistance,

Kind regards

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d)
To: [FOI Case Management](#)
Cc: s47E(d)
Subject: 20230802 15:04 - Email - s4 /FOI Case Management - FOI 743/22/23 - Final Review
Date: Wednesday, 2 August 2023 3:04:43 PM
Attachments: [image001.jpg](#)

~~OFFICIAL - Sensitive Legal Privilege~~

Hi s47
E(d)

Thank you for your email.

s42

Kind regards

s47E(d)
Co-Director, Directorate of Data and Information Law
Office of the General Counsel - Defence
Defence Legal

Department of Defence | Associate Secretary Group

Campbell Park | ACT

☎: s47E(d) | ✉: s47E(d) [@defence.gov.au](mailto:s47E(d)@defence.gov.au)

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You should consider this advice and take it into account when forming a decision on how best to proceed. If you decide to adopt a position that does not align with this advice, you should not state that Defence Legal has cleared or endorsed a particular position.

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From: FOI Case Management <xxx.xxxxxxxxxxxxxx@xxxxxxx.xxx.xx>
Sent: Tuesday, 1 August 2023 4:51 PM
To: s47E(d) @defence.gov.au
Cc: s47E(d) @defence.gov.au
Subject: FOI 743/22/23 - Final Review [SEC=OFFICIAL]

OFFICIAL

Good afternoon s47
E(d)

s42



Thank you for your assistance.

Kind regards

s47

E(d)
FOI Case Manager

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

[Freedom of information requests](#) | [About](#) | [Defence](#)

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From: s47E(d)
To: s47E(d)
Subject: 20230802 15:15 - Email - s47E(d) - For Clearance - FOI 743/22/23 - Decision Alert
Date: Wednesday, 2 August 2023 3:15:00 PM
Attachments: [Decision Alert \(FOI 743 22 23\)](#) [MBV \(Right to Know\)](#) [PM SPA travel to Alice Springs in January 2023.obr](#)

OFFICIAL

Hi s47E(d)

Please see the attached Decision Alert for FOI 743/22/23 for your review and action.

Thank you

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d)
To: s47F
Subject: 20230803 11:21 - Email - s47E(s47F) - Decision Alert (FOI 743/22/23) – MBV (Right to Know) – PM SPA travel to Alice Springs in January 2023
Date: Thursday, 3 August 2023 11:21:00 AM

OFFICIAL

Hi s47

We did, they responded with “no comment”.

Kind regards

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47F

Sent: Thursday, 3 August 2023 10:57 AM

To: s47E(d) <@defence.gov.au>

Subject: Re: Decision Alert (FOI 743/22/23) – MBV (Right to Know) – PM SPA travel to Alice Springs in January 2023 [SEC=OFFICIAL]

Have you consulted with the prime minister’s office in relation to this release?

s47F

Office of the Deputy Prime Minister | Minister for Defence

Parliament House, Canberra, Australia

Tel: +61 2 6277 7800

Mob: s47F

On 3 Aug 2023, at 10:51 am, s47E(d) <@defence.gov.au> wrote:

OFFICIAL

Good Morning

Please find attached the statement of reasons and document, prepared in response to an FOI request from **MBV** via **Right to Know website**. The decision is to partially release the document to the applicant on 9 August 2023.

Ministerial talking points are also attached. The subject matter contact officer is Bradley Clarke on s22 .

Background of request

On 23 May 2023, the applicant sought access to:

...documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

1. Catering requests received by the VIP Operations Cell in connection with these flights.

2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.

If you have any questions please contact me.

Kind regards

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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<Defence FOI 743_22_23 - Statement of Reasons.pdf>

<Defence FOI 743_22_23 - Document.pdf>

<Defence FOI 743_22_23 - Talking Points.pdf>

From: [Clarke, Bradley AIRCDRE](#)
To: s47E(d)
Subject: 230803 - e-mail - B Clarke/Many - Fwd: Decision Alert (FOI 743/22/23) – MBV (Right to Know) – PM SPA travel to Alice Springs in January 2023
Date: Thursday, 3 August 2023 2:25:45 PM
Attachments: [Defence FOI 743 22 23 - Statement of Reasons.pdf](#)
[Defence FOI 743 22 23 - Document.pdf](#)
[Defence FOI 743 22 23 - Talking Points.pdf](#)

Gents,

Outbound FOI response FYSA.

Cheers,

Brad Clarke
AIRCDRE
CDRAMG

+s22

Begin forwarded message:

From: s47E(d) @defence.gov.au>
Date: 3 August 2023 at 10:51:37 AEST
To: s47E(d)
Cc: "s47E(d) @defence.gov.au", "Clarke, Bradley AIRCDRE" s47E(d) @defence.gov.au>, s47E(d) @defence.gov.au>
Subject: Decision Alert (FOI 743/22/23) – MBV (Right to Know) – PM SPA travel to Alice Springs in January 2023 [SEC=OFFICIAL]

OFFICIAL

Good Morning

Please find attached the statement of reasons and document, prepared in response to an FOI request from **MBV** via **Right to Know website**. The decision is to partially release the document to the applicant on 9 August 2023.

Ministerial talking points are also attached. The subject matter contact officer is Bradley Clarke on s22 .

Background of request

On 23 May 2023, the applicant sought access to:

...documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

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2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.

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From: s47E(d)
To: s47E(d)
Subject: 20230809 10:12 - Email - s47E(d) - 20230809 10:12 - Email - s47E(d) - For Clearance - FOI s22, 743/22/23 and s22 - Release Emails
Date: Wednesday, 9 August 2023 10:12:50 AM
Attachments: s22
[Defence FOI Request 743 22 23 Decision and document obr](#)
s22

OFFICIAL

Hi s47E(d)

Please see attached the release emails in relation to FOI s22, 743/22/23 s22.

Thank you

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d)
To: s47E(d)
Cc: s47E(d)
Subject: 20230809 11:56 - Email - s47E(d) - FOR CLEARANCE to Release: (FOI 743/22/23) – MBV (Right to Know) – PM SPA travel to Alice Springs in January 2023 - Due Date 22 July 2023
Date: Wednesday, 9 August 2023 11:56:18 AM

OFFICIAL

Thanks s47E(d)

Good to go.

s47E(d)

s47E(d)

Assistant Secretary Media and Information Disclosure
Ministerial and Executive Coordination and Communication (MECC) Division | Department of Defence

Russell Offices | Canberra

P: s47E(d) Mob: s22

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From: s47E(d) @defence.gov.au>

Sent: Wednesday, 9 August 2023 10:38 AM

To: s47E(d) @defence.gov.au>

Cc: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>

Subject: FOR CLEARANCE to Release: (FOI 743/22/23) – MBV (Right to Know) – PM SPA travel to Alice Springs in January 2023 - Due Date 22 July 2023 [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

The decision alert process for this matter is now complete.

Seeking your clearance to release the attached to the applicant please.

Decision Due Date: Overdue – 22 July 2023.

Kind regards

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d) <[redacted]@defence.gov.au>

Sent: Thursday, 3 August 2023 10:52 AM

To: s47E(d)

Cc: s47E(d) <[redacted]@defence.gov.au>; Clarke, Bradley AIRCDRE

s47E(d) <[redacted]@defence.gov.au>; s47E(d)

<[redacted]@defence.gov.au>

Subject: Decision Alert (FOI 743/22/23) – MBV (Right to Know) – PM SPA travel to Alice Springs in January 2023 [SEC=OFFICIAL]

OFFICIAL

Good Morning

Please find attached the statement of reasons and document, prepared in response to an FOI request from **MBV** via **Right to Know website**. The decision is to partially release the document to the applicant on 9 August 2023.

Ministerial talking points are also attached. The subject matter contact officer is Bradley Clarke on s22 [redacted].

Background of request

On 23 May 2023, the applicant sought access to:

...documents relating to the Prime Minister's SPA travel to Alice Springs on 24 January 2023.

1. Catering requests received by the VIP Operations Cell in connection with these flights.

2. Any documents which reference tennis, the Australian Open, television or streaming services or a commitment in Melbourne.

If you have any questions please contact me.

Kind regards

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d)
To: s47E(d)
Subject: 20230810 11:48 - Email - s47E(d) - For Clearance - FOI s22 743/22/23 s22 -
Disclosure Log submissions
Date: Thursday, 10 August 2023 11:47:00 AM
Attachments: s22
[FOI/743/22/23 - Documents for publication on FOI Disclosure Log.obr](#)
s22

OFFICIAL

Hi s47E(d)

Please see attached the Disclosure log submissions for approval in relation to FOI s22 ,
743/22/23 s22 .

FOI Ref Number	Topic	Due for publication
s22		
743/22/23	PM SPA travel to Alice Springs in January 2023	23 August 2023
s22		

Thank you

s47E(d)

FOI Case Manager Media & Sensitive

Media and Information Disclosure Branch
Ministerial & Executive Coordination and Communication Division
Department of Defence

Tel: s47E(d)

For FOI guidance & information, please visit: [Defence FOI](#)

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From: s47E(d)
To: s47E(d)
Cc: s47E(d)
Subject: 20230818 18:34 - Email - s47E(d) - For Clearance - Disclosure Log submissions
Date: Friday, 18 August 2023 6:34:38 PM

OFFICIAL

Thanks s47E(d),

Approved as per the timings in your email.

s47E(d)

s47E(d)

Assistant Secretary Media and Information Disclosure
Ministerial and Executive Coordination and Communication (MECC) Division | Department of
Defence

Russell Offices | Canberra

P: s47E(d) Mob: s22

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From: s47E(d) @defence.gov.au>
Sent: Wednesday, 16 August 2023 1:59 PM
To: s47E(d) @defence.gov.au>
Cc: s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>; s47E(d) @defence.gov.au>
Subject: For Clearance - Disclosure Log submissions [SEC=OFFICIAL]

OFFICIAL

Hi s47E(d)

Please see attached several Disclosure log submissions for your approval.

FOI Ref Number	Topic	Due for publication
s22		
743/22/23	PM SPA travel to Alice Springs in January 2023	23 August 2023
s22		

s22

Please let me know if you have any questions or would like to discuss.

Kind regards

s47E(d)

Assistant Director Freedom of Information Media & Sensitive

Media and Information Disclosure Branch

Ministerial & Executive Coordination and Communication Division

Department of Defence

Tel: s47E(d)

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