



Australian Government
Department of Veterans' Affairs

ELECTRONIC RECORDS

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LEX ID 66204 Decision/Outcome

File note

Date	Type	DVA officer	Timeframe days
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16 Apr 2024	1. File note	Kevin s 47F	
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Follow up email saved to LEX and referred to IAO

15 Apr 2024	1 File note	Padmaja s 47F	
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Email from PDD 15/04 with cleared SM & Docs. with additional comment as below -

Good afternoon IAU

Please refer attached completed Search Minute and document.

Please note, additional comment from PDD FAS:

The legal sensitivities and the need to consult office of chief counsel division which may mean applying relevant exemptions to redact part or all of the document. There may also be commercial in confidence sensitivities as the brief notes the contract negotiations with UniSA.

Kind regards

Diana s 47F
Senior Business Support & Executive Coordinator
PDD Business Support Section
Program Delivery Division
Department of Veterans' Affairs
Phone s 47F

9 Apr 2024	1. File note	Padmaja s 47F	
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Emails from s 47F & Mark advising/confirming the right area PDD for SM - Emails Saved to trim.

9 Apr 2024	1. File note	Padmaja s 47F	
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Email from s 47F -

Hi Josh

Firstly, apologies for not responding to your Teams messages! I have no excuse, I'm just disorganised.

Secondly, have searched and there is no record in PDMS with that reference. Grateful for your advice on next steps?

Tiki s 47F | A/g Director
(she/her)
Ministerial and Parliamentary Support | Ministerial, International and Stakeholder Relations Branch
Ministerial, Engagement and Communication Division | Veteran, Family & Stakeholder Experience Group
Tel s 47F Ext s 47F Mobile s 47F

9 Apr 2024	1. File note	Padmaja s 47F	
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SM emailed to PDD with note as per previous file notes. Saved to Trim

9 Apr 2024	1. File note	Frankie s 47F	
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applicant refused to provide 15AA - so quite likely this will go deemed and we can try to get 15AC once the decision is ready to go

9 Apr 2024 1 File note Frankie s 47F

Padma please send the revised scope SM to PDD - please add additional comment in SM and SM covering email that MCU Kristine s 47F has confirmed that the ministerial document belongs to PDD and PDD is responsible for the search and provide the sensitivities comments.

9 Apr 2024 1. File note Frankie s 47F

[2:51 pm] s 47F Kristine

ok i can confirm that MS22 000569 is owned by Program Delivery Division, Client Program Branch

[2:52 pm] s 47F Frankie s 47F

excellent - would you like to send the sensitivities consult to PDD or you send the docs to IAU and we do the consult?

[3:12 pm] s 47F Frankie s 47F

the applicant is not giving any extension for us, so the decision is due in 15/04 (today) thank you

[3:32 pm] s 47F Kristine

soz, was caught on a call, from discussions with Josh - you guys send the Search Minute to the business area to complete the Search Minute.

s 47F Frankie s 47F

excellent - would you like to send the sensitivities consult to PDD or you send the docs to IAU and we do the consult?

9 Apr 2024 1. File note Frankie s 47F

Dear Jenny,

Thank you for the information. I have just provided the correct MS reference details to the Ministerial Correspondence Unit.

As the line area only commences the search just now and the FOI decision will be due in six days, are you in the position to agree an extension of time under s 15AA of the FOI Act?

You can provide up to 30 days of extension to the Department

Please provide us a response by COB 11 April 2024.

Thank you for your assistance

Kind regards,
Frankie | A/g Senior Information Access Officer

9 Apr 2024 1. File note Frankie s 47F

Good afternoon Maria,

The applicant confirmed with us that the correct MS reference is MS22-000596.

Can you please advise us a rough estimate when this search will be completed as the request decision is due in 6 days.

I am attempting to get extension of time from this applicant today however she is a frequent applicant so it could be difficult to seek an extension from her.

Kind regards,
Frankie | A/g Senior Information Access Officer
Position 62373489
Information Access Unit

9 Apr 2024 1. File note Frankie s 47F

Dear INFORMATION.ACCESS,

Apologies. A zero was left off. The full reference number for that document was MS22-000596.

Yours sincerely,

Jenny

9 Apr 2024 1. File note Frankie s 47F

If she doesn't go to AA, ask for a 15AA

9 Apr 2024 1. File note Frankie s 47F
Dear Jenny,

I refer to your request below.

The Ministerial Correspondence Unit confirmed that there is one digit missing in the MS (Ministerial Submission) reference number that you provided in your request?

Can you please advise us again the correct MS reference number.

Agreement to amend the Freedom of Information request to be processed under the administrative access arrangements

Can you respond to this email giving the Department written approval, acknowledging your agreement for the department to process your request administratively and withdrawing your request under the FOI Act, by replying to this email and stating 'you agree'. If you do not agree, the Department will continue on processing this request under the FOI Act.

We appreciate if you can provide us a response by COB Thursday 11 April 2024.

Kind regards,
Frankie | A/g Senior Information Access Officer

3 Apr 2024 1 File note Padmaja s 47F
Email response from MCU (3/04/2024 11:25 AM) advising

Hi Padma,

I have had a look at this request and it appears that there may be a digit missing in the MS (MS22-00569) therefore there is no information to provide. You may need to go back to JENNY and ask her to resubmit her request.

Kind Regard

Maria s 47F Senior Ministerial Correspondence Officer
Ministerial Correspondence Unit | Ministerial, International & Stakeholder Relations
Department of Veterans' Affairs
Tel s 47F
s 47F

3 Apr 2024 1. File note Padmaja s 47F
Emailed MCU requesting BA for SM

2 Apr 2024 1. File note Joshua s 47F
Email to be sent to MCU with the usual cc requesting which BA to send SM to

21 Mar 2024 1. File note Jesse s 47F
Please send SM to MCU

Ministerial & Parliamentary Support Section

s 47E - please also cc email to Kristine s 47F and Mark Kelleske

21 Mar 2024 1. File note Natalie s 47F
Allocated to London

19 Mar 2024 1.3.1 TRIM file Arthur s 47F
number
TRIM Container created see record number: 2404613 PM2024/13

19 Mar 2024 1. File note Arthur s 47F
R Drive folder created: R:\Application Data\NSW\FOI\COMMON\1. FOI\1. FOI Requests\17. LEX 66001 - LEX 69000

16 Mar 2024 1.1.1 Clock start Arthur s 47F 30
Clock started

