



# Royal Commission Taskforce Legal Section

GENERAL COUNSEL DIVISION

NEW STARTER PACK

DOCUMENT DETAILS	
DOCUMENT OWNER	Royal Commission Taskforce - Legal Section
DOCUMENT AUTHOR	s 47E; s 47F
DIVISION	General Counsel Division
BRANCH	Royal Commission Taskforce
SECTION	Royal Commission Taskforce - Legal Section
TRIM LOCATION	222152907E
DOCUMENT STATUS	Draft
STATUS DATE	4 August 2022
DOCUMENT VERSION	2.0

DOCUMENT ENDORSEMENT			
APPROVED BY	TITLE	SIGNATURE	DATE
Andrew Shelley	Special Counsel		7 July 2021

REVISION HISTORY			
VERSION	DATE	AUTHOR	CHANGES

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

# DVA OVERVIEW

## General Counsel Division

General Counsel Division is the principal legal, risk and audit advisor responsible for ensuring that the Department of Veterans' Affairs (**DVA**) receives high quality, strategic legal advice for program delivery, litigation, legislation and policy development. The Division provides audit, risk and assurance services to protect the agency from business and fraud risks and inform strategic and operational decision making. The Division works to support the achievement of government policy, departmental objectives and corporate consistency, within the rule of law.

The Royal Commission into Defence and Veteran Suicide (**Royal Commission**) was established by Letters Patent on 8 July 2021. As a result of the establishment of the Royal Commission, DVA established the Royal Commission Taskforce (**RC Taskforce**) within General Counsel Division. The RC Taskforce is led by Thy Huynh and is separated into the Legal section (**RC Legal**) and the Operations section. The Operations section supports the Legal section to respond to requests from the Royal Commission and has responsibility for managing Royal Commission related parliamentary work. The General Counsel Division is led by Nicole Ingram, General Counsel.

## Royal Commission, Reviews and Inquiries Implementation Team

DVA has implemented a Royal Commission, Reviews and Inquiries Implementation Team (**RCRIIT**) with a dedicated focus on implementing recommendations of Reviews and Inquiries. This includes the Royal Commission into Defence and Veteran Suicide Interim Report, which was handed down on 11 August 2022. The RCRIIT team is headed by First Assistant Secretary Mark Harrigan, and supported by Assistant Secretary Jane Stuart.

## DVA Royal Commission Legal Section Responsibilities

- Prepare DVA's responses to Notices to Give (**NTG**) and Notices to Produce (**NTP**) issued by the Royal Commission, coordinate DVA input, hearing and witness support, and conduct document discovery
- Consult with Divisional contacts to support DVA's General Counsel and the Secretary in responding to requests and providing information to the Commonwealth's legal representative, the Australian Government Solicitor (**AGS**), the Attorney General's Department (**AGD**) with respect to the Royal Commission
- Act as the key point of contact with AGD and AGS for the Royal Commission and other legal issues for DVA
- Manage and support DVA witnesses who are called to give evidence (written and/or oral testimony), including assisting AGS with the preparation of witnesses and associated documentation
- Assist AGS with the preparation of DVA specific content in legal submissions
- Identify key issues and exposures and the provision of DVA specific advice on mitigation strategies
- Establish and implement governance processes to support DVA's input and response to the Royal Commission

- Manage both legal and non-legal external stakeholder relationships on matters relating to the Royal Commission with relevant portfolio entities, other departments and agencies etc, and
- Provide support to the Secretary DVA, the Minister for Veterans' Affairs, and senior executives as required.

## RC Legal Team

NAME	POSITION	PHONE	EMAIL
<b>Thy Huynh</b>	Senior Executive Lawyer (Assistant Secretary)	s 47E; s 47F	<a href="mailto:Thy.Huynh@dva.gov.au">Thy.Huynh@dva.gov.au</a>
s 47E; s 47F	Senior Legal Officer	s 47E; s 47F	s 47E; s 47F <a href="mailto:@dva.gov.au">@dva.gov.au</a>
s 47E; s 47F	Senior Legal Officer	s 47E; s 47F	s 47E; s 47F <a href="mailto:@dva.gov.au">@dva.gov.au</a>
s 47E; s 47F	Senior Legal Officer	s 47E; s 47F	s 47E; s 47F <a href="mailto:l@dva.gov.au">l@dva.gov.au</a>

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E



s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E



s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E



s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E

s 22 - Out of scope, s 47E