

## Julie - FOI REQUEST - all executive management board minutes of 2021

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<b>LEX ID</b>	47881	<b>Decision/Outcome</b>	FOI Decision: Access granted (part)
<b>DVA file number</b>		<b>Charges notified (\$)</b>	0.00
<b>Applicant Name / Contact</b>	Julie	<b>Charges collected (\$)</b>	0.00
<b>DVA officer</b>	Information Access Unit - Joshua <sup>s 47E, s 47F</sup>	<b>Date received/valid</b>	11 February 2022
<b>Source</b>	1. Direct from Applicant	<b>Date dcn notif'd/wdn/trsf</b>	1 July 2022
<b>Matter Type</b>	FOI Primary Request	<b>Date finalised</b>	1 July 2022
<b>Personal Information?</b>	No	<b>Access level</b>	Unrestricted
<b>Request Type</b>	Business Information - Executive Documents	<b>Date created</b>	14 February 2022
<b>FOI - Practical refusal?</b>	No - consultation not required	<b>Last updated</b>	29 August 2022
<b>Time Frame</b>	5. Up to 90 days over statutory timeframe	<b>Due date</b>	28 Mar 2022
<b>FOI - Disclosure log?</b>	Published	<b>Days running</b>	140
<b>Status</b>	7.2 Finalised	<b>Days to go (if clock running)</b>	
		<b>Days running beyond timeframe (if clock stopped)</b>	95

**Client/Applicant details** Client/Applicant details  
Requestor contact details

Title:Ms  
Firstname:Julie  
Surname:  
Orgn:

City:  
State:  
Postcode:  
Phone:  
Email:foi+request-8405-58ceb783@righttoknow.org.au

**Scope/Details of Request** My new FOI request is for copy of all Executive Management Board minutes of 2021.

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D8601 Request CM9#

Acknowledgement CM9#

Supporting Doc CM9#

POI CM9#

POR CM9#

Birth Cert CM9#

Death Cert CM9#

Marriage Cert CM9#

Will CM9#

Authority CM9#

Release Method & Date: Email 1-7-2022

Release Pack CM9# 221985838E

Decision Letter CM9# 221986287E

#### File notes

Date	Type	DVA officer	Timeframe days
1 Jul 2022	1.1.1 Clock stop	Joshua <sup>s 47E, s 47F</sup>	
Clock stopped. Reason: completed			
1 Jul 2022	1. File note	Joshua <sup>s 47E, s 47F</sup>	
Secretary's office has cleared document			
1 Jul 2022	1. File note	Joshua <sup>s 47E, s 47F</sup>	
Chief of Staff Liane has cleared document. Sent to Secretary's office for final approval before sending.			
30 Jun 2022	1.3.1 TRIM file number	Jasmine <sup>s 47E, s 47F</sup>	
2209919			
30 Jun 2022	1. File note	Jasmine <sup>s 47E, s 47F</sup>	
HANDOVER FILE NOTE:			

Awaiting response from Liane Petit regarding bundle concerns. Once received needs to be reviewed and amendments made if necessary. Redactions will need to be applied.

Once done needs to go to SEC for review.

15AC will need to be applied for.

All emails saved to TRIM

29 Jun 2022            1. File note            Jasmine <sup>s 47E, s 47F</sup>  
Email to SEC sent seeking their review of documents. Awaiting response

29 Jun 2022            1. File note            Joshua <sup>s 47E, s 47F</sup>  
DL checked, feedback provided via track changes, Jasmine notified

28 Jun 2022            1.4.2 QA Finalised    Carmen <sup>s 47E</sup>  
Draft DL and RP QA'd. Can be released once EL reviews final DL

28 Jun 2022            FOI: s47C - Deliberative processes    Jasmine <sup>s 47E, s 47F</sup>

24 Jun 2022            1.4.1 QA Check            Carmen <sup>s 47E</sup>  
Non-SES Staff name redacted/not redacted.  
LEX - add s 47C  
DL - track changes

Noted that RP was QA'd by MC before QA team

22 Jun 2022            FOI: s47G - Business (other than s47)    Jasmine <sup>s 47E, s 47F</sup>

22 Jun 2022            FOI: s47F - Personal privacy            Jasmine <sup>s 47E, s 47F</sup>

22 Jun 2022            FOI: s47E - Certain operations of agencies    Jasmine <sup>s 47E, s 47F</sup>

22 Jun 2022            FOI: s47D - interests of the Cth            Jasmine <sup>s 47E, s 47F</sup>

22 Jun 2022            FOI: s33 - National security            Jasmine <sup>s 47E, s 47F</sup>

22 Jun 2022                      FOI: s22(1)(a)(i) - exemptions applied/edited copy                      Jasmine <sup>s 47E, s 47F</sup>

22 Jun 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
47D wording added to DL

14 Jun 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
Draft DL awaiting 47D wording from Chantal.

Once received will send bundle and letter for QA

16 May 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
Awaiting response from Chantal. Have today followed up.

Once response received will do further review of bundle, then draft decision for SEC review

5 May 2022                      1. File note                      Joshua <sup>s 47E, s 47F</sup>  
Bundle with Chantal awaiting review. To go to SEC office post review before release.

28 Apr 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
Draft bundle sent to Chantal for review.

Draft redactions as follows:

s 33  
s 47D  
s 47E  
s 47F  
s 47G

28 Apr 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
Bundle reviewed and draft redactions applied. Draft decision drafted (all exemptions left in until I hear back from Chantal)

Will send bundle to Chantal for her input. Once input received need to send draft bundle and decision to Secretary for input.

26 Apr 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>

Currently reviewing responses received from business areas and applying draft redactions. Once draft redactions have been applied will send to Chantal for her input.

Next stages once draft redactions applied:

1. Draft decision
2. Have draft decision and bundle cleared by QA
3. Send draft decision and bundle to Secretary for review (as requested)

11 Apr 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>

Response received from business areas regarding sensitivities - these responses were received between 6/4/22 - 8/4/22.

1 Apr 2022                      1. File note                      Chantal <sup>s 47E, s 47F</sup>

T/A with Priscilla <sup>s 47E, s 47F</sup> (MHWBD). Discussion re minutes and sensitivities.

Three main issues:

(1) 1 Feb 21 - reference to the role of Deputy Commissioners. Concern is that this comment when taken out of context may be misunderstood and may undermine the veteran communities confidence in the Deputy Commissioner function. This may impact on the ongoing effectiveness of that function.

(2) Endorsed minutes 5 July 2021 - third party business information about BUPA.

(3) Endorsed minutes 6 September 2021 - detailed reference to CFMS. Concern that the disclosure of this detailed information may have an impact on the veteran community's confidence in the CFMS function.

PC to document concerns and send through AS for clearance.

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31 Mar 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>

15AC EOT drafted. Molly to review before submitting. Molly has indicated that we are best to hold off submitting the EOT until we are able to make a decision.

31 Mar 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>

Emails have been sent to business areas on 24 March and 30 March.

Awaiting response from Amy Perry re business areas access to TRIM container

24 Mar 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>



15AA extension email drafted for Molly/Chantal to approve.

9 Mar 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
STATUS

Have reviewed and marked up bundle of EMB minutes with any potential sensitivities and redaction's for Molly's review.

Have drafted an email to Kylie <sup>s 47E, s 47F</sup> seeking her input on the sensitivities.

8 Mar 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
t/c with Molly re sensitivities

Molly indicated that we should redact staff names and third party names as well as any details on third parties that are easily identifiable. Also outlined to highlight anything that I consider to be sensitive for her review.

Next steps are:

1. Review documents, redact names as above, highlight sensitivities
2. Draft an email to Kylie <sup>s 47E, s 47F</sup> (EMB) discussing exemption provisions and ask for input on what she considers to be sensitive

7 Mar 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
Documents received from business area - awaiting t/c with Molly to discuss sensitivities.

1 Mar 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
Awaiting documents from business area. Business area outlined that the documents contain sensitive information. SEC office has been notified and have outlined that they wish to review the draft decision before it is sent off.

25 Feb 2022                      1. File note                      Llewellyn <sup>s 47E, s 47F</sup>  
Re-sent acknowledgement email on day Jasmine was away due to original acknowledgement email bouncing for unknown reasons.

15 Feb 2022                      1. File note                      Jasmine <sup>s 47E, s 47F</sup>  
Have drafted acknowledgment email (14/2)

Have drafted search minute and email to business area

Chantal/Molly to approve and send

11 Feb 2022                      1.1.1 Clock start                      Jasmine <sup>s 47E, s 47F</sup>                      30

Clock started

**Costs**

**Costs request**

<b>date</b>	<b>Not Required</b>	<b>Matter Type</b>	<b>Notes</b>	<b>Total (\$)</b>
22 Jun 2022		FOI - FOI Primary Request		110.00
				<b>110.00</b>

**Documents**

<b>Date</b>	<b>Type</b>	<b>Document</b>	<b>DVA officer</b>	<b>Notes</b>
29 Aug 2022	Other	FW LEX 47881 - Draft bundle - review prior to QA SEC OFFICIAL .msg	Chantal <sup>s 47E, s 47F</sup>	
29 Aug 2022	Other	FW LEX 47881 - Draft bundle - review prior to QA SEC OFFICIAL .msg	Chantal <sup>s 47E, s 47F</sup>	
29 Aug 2022	Other	FW LEX 47881 - Draft bundle - review prior to QA SEC OFFICIAL .msg	Chantal <sup>s 47E, s 47F</sup>	
24 Mar 2022	Extension of Time	20220324 RQ2200882 - Decision.pdf	Natalie <sup>s 47E, s 47F</sup>	
14 Feb 2022	Acknowledgment email/letter	RE Freedom of Information request - Executive Management Board Minutes SEC OFFICIAL .msg	Carmen <sup>s 47E</sup>	
11 Feb 2022	Request	FW Freedom of Information request - Executive Management Board Minutes SEC OFFICIAL .msg	Carmen <sup>s 47E,</sup>	

**Time entries**

<b>Date</b>	<b>DVA officer</b>	<b>Hours</b>	<b>Notes</b>
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28 Jun 2022	Carmen <sup>s 47E,</sup>	0.33	QA - amendment
28 Jun 2022	Jasmine <sup>s 47E, s 47F</sup>	4.00	ESTIMATE - time taken for business area to locate and provide documents
23 Jun 2022	Carmen <sup>s 47E</sup>	2.50	QA
22 Jun 2022	Jasmine <sup>s 47E, s 47F</sup>	2.00	Drafting DL
1 Jun 2022	Jasmine <sup>s 47E, s 47F</sup>	5.00	Drafting search minute, sending search minutes, reviewing documents received, drafting redactions
		<b>13.83</b>	

**Related requests**

Request	Client/App name & details
50833	Julie
51075	Julie