FOIREQ22/00253

Grimm, Matilda 05-Dec-2022 1:12 PM

Title

Pane, Verity

Receipt Details

File Type: FOI Request Received Date: 27-Aug-2022 12:00 AM

Case Type: Initial Request Received By: Grimm, Matilda

How Received: Registered Date: 30-Aug-2022 2:44 PM

Owned By: Cooke, Molly Registered By: Cooke, Molly

Closed Date: 21-Oct-2022 4:02 PM

Closed By: Cooke, Molly

Case Details

Stage: Closed
How Received: Email
File Security: OFFICIAL
Primary Client Group: Individual
Parent Case Entity FOI Request

Code:

Case PrimaryPerson: Pane, Verity

Time Spent: 20

FOI Request Date Due: 26-Oct-2022 FOI Request Decision: Withdrawn

FOI Request Personal

Info:

FOI Request Scope: Specific document

No

FOI Request Type: Access
FOI Request Received Applicant

From:

Retention Class: AFDA V2 62625 (D7)

Previous Case Owner 161767

ID:

Case Parties - 1

Applicant Client: Pane, Verity

Summary

Request for all internal emails sent to any Commissioner (including acting) that include "snapshot" (in any case - upper, lower, title) in the body of the email.

Received: 27/08/22 Due: 26/09/22 Section 15AA granted: Third party consultation:

Section 24AB consultation response due: 17/10/2022

Date final advice delivered:

Actions - 24 (All Completed)

Action Owner Completed Due Register Case (FOI Sui, Margaret 31-Aug-2022 30-Aug-2022, Grimm, Matilda Request) Allocate to FOI Sui, Margaret 31-Aug-2022 30-Aug-2022, Grimm, Matilda Coordinator Assess FOI Request Sui, Margaret 31-Aug-2022 30-Aug-2022: Valid Request

Valid request

Ownership Reassigned Grimm, Matilda 30-Aug-2022 30-Aug-2022

Assigned to 'Sui, Margaret' by 'Grimm, Matilda'

Allocate FOI Officer Sui, Margaret 31-Aug-2022 30-Aug-2022 Ownership Reassigned Sui, Margaret 30-Aug-2022 30-Aug-2022

Assigned to 'Cooke, Molly' by 'Sui, Margaret'

Prepare FOI Cooke, Molly 13-Sep-2022 31-Aug-2022

Acknowledgement

File Note Cooke, Molly 14-Sep-2022 13-Sep-2022

Thanks very much Molly. This looks good. Can you please cc me, Emily, Marg and Annamie into your email to the Commissioners. Thanks Emma. 13.9.22. Hi Emma We have not received a response from the applicant. Please see my draft S&R email and attachments based on the clarified scope. Thanks Molly 13/09/2022 Thanks Emma, I have sent it. Molly 9/09/2022 Thanks very much Molly, looks great. I've only changed the response date to Monday 12 Sept so that we can get the S&R out. Can you please send from the legal inbox? Thanks Emma. 8.9.22. Hi Emma Please see draft email to applicant on file for your review. Thanks Molly 8/09/2022 Hi Emily As discussed please see draft follow-up email for your review. Thanks Molly 6/09/2022 Hi Molly looks good please finalise and send. Regards, Emily Hi Emily, Please see updated draft email clarifying scope. Thanks Molly 30/08/2022 Hi Molly, As discussed, lets please clarify scope. Seeking whether she is referring to Commissioners/Deputy Commissioner/Assistant Commissioner or all of them. Thanks Emily Hi Emily I have saved draft ack to documents - please let me know if it can be sent off now or if we should discuss S&R first as it is a very broad scope. Thanks Molly 30/08/2022 Hi Molly Please find new FOI request allocated to you. Can you please have a chat with Emily and Emma about this matter regarding the scope of the FOI request. There does not appear to be a limit to the scope so it could be voluminous. We need to draft 1. Ack to FOIA 2. S&R - discuss with Emily and Emma first 3. Update FOI tracker. Kind regards Marg 30/08/2022

File Note Balasubramanian, 01-Sep-2022 31-Aug-2022, Cooke, Molly

Janani

Thanks Janani, please save a copy to documents. Molly 31/08/2022 FYI - ack sent from Legal Inbox

Send Cooke, Molly 02-Sep-2022 31-Aug-2022

Acknowledgement

(FOI)

Process FOI Request Cooke, Molly 01-Sep-2022 26-Sep-2022: Consultation

File Note Balasubramanian, 21-Sep-2022 20-Sep-2022

Janani

Hi Janani Can you please compile the docs returned from Sam and update the schedule. Please also identify which emails may have attachments missing that we may need to ask Sam to supply. Thanks very much. Emma. 20.9.22.

File Note Liddle, Emma 21-Sep-2022 21-Sep-2022

Hi Emma Please see a draft email to Leo for your review. Thanks Molly 21/09/2022 Hi Molly Let's follow up Leo tomorrow if we don't get a response to our S&R? Thanks Emma. 20.9.22.

File Note Cooke, Molly 21-Sep-2022 20-Sep-2022

Hi Janani looks good please finalise and send. Regards, Emily Hi Emily, Please review two docs - schedule with actions and draft corro to Sam. Thanks, Janani 20/9/2022

File Note Liddle, Emma 22-Sep-2022 21-Sep-2022

Hi Emma Please see draft EOT request email for your review. For this matter we had already requested clarification re scope (we had said if we do not hear back we will assume use of 'Commissioner' just refers to Angelene and Leo) and never heard back so the FOIA may not reply to this either. Thanks Molly

21/09/2022

File Note Elliott, Emily 27-Sep-2022 30-Sep-2022

Hi Emily I have now compiled the master bundle and schedule - please see both docs on file. I have also noted in the schedule which docs you have already identified as requiring CC/TPCs. There are a few attachments which are corrupted or which haven't been provided so I will email Sam now and ask her for them and then update the docs once we have them. Thanks Molly 29/09/2022 Hi Molly, I have made some changes - I don't want to specify at this stage under which provision I will be undertaking the consult as I may identify more third parties. If you are happy with changes please finalise and send. Then amend resolve and the fOI tracker to show the new due date. Regards, Emily Hi Emily Please see draft email to FOIA for your review. Thanks Molly 26/09/2022 Hi Molly, I have review potential TPC docs and schedule. I consider consultation with third parties will be required, including QLD government and UTS. I will potentially identify additional third parties after review of the full bundle of documents. Can you urgently prepare notification the applicant that we are extending the timeframe for third party consultation for my review. This needs to be sent today. Regards, Emily Hi Emily Please see TPC docs and schedule on the file - I have included one of Leo's emails in there too but you may want to review the master schedule to check whether any other of Leo's emails seem like they may involve a TPC. Thanks Molly 26/09/2022

File Note Elliott, Emily 04-Oct-2022 03-Oct-2022, Cooke, Molly

Hi Emily Please see draft 24AB letter on file - apologies it took a while to draft this. Please give me a call if you would like to discuss. Thanks Molly 30/09/2022

File Note Cooke, Molly 20-Oct-2022 19-Oct-2022

Hi Molly looks good please finalise and send. Regards, Emily Hi Emily Please see draft email to FOIA on file re the request being deemed to be withdrawn. Thanks Molly 19/10/2022

Assess disclosure log suitability	Cooke, Molly	20-Oct-2022	19-Oct-2022: No documents
Close Case	Cooke, Molly	20-Oct-2022	21-Oct-2022
File Note	Cooke, Molly	21-Oct-2022	21-Oct-2022

Hi Molly We can close this matter noting we have notified FOIA of withdrawal. But before you do that, have a last minute scan of legal inbox and RTK to ensure. File any further emails on file and update tracker. Ta. Kind regards Marg 20/10/2022

Correspondence from FOI Request applicant	Cooke, Molly	01-Nov-2022	03-Nov-2022
Correspondence from FOI Request applicant	Cooke, Molly	01-Nov-2022	03-Nov-2022
Correspondence from FOI Request applicant	Cooke, Molly	01-Nov-2022	03-Nov-2022

Documents - 49

Title	Date Added	Ву
Freedom of Information request - Snapshots sent to Commissioners	27-Aug-2022 11:17 PM	Grimm, Matilda
FOIREQ22-00253 Draft FOI Acknowledgement email.docx	30-Aug-2022 3:12 PM	Cooke, Molly
FOIREQ22/00253 – Acknowledgement of your FOI request to the OAIC - Decision due 26 September 2022	31-Aug-2022 10:01 AM	Balasubramanian, Janani
FOIREQ22-00253 Draft follow up email.docx	06-Sep-2022 10:22 AM	Cooke, Molly
FOIREQ22/00253 – Request for clarification of scope of request	09-Sep-2022 8:35 AM	Cooke, Molly
FOIREQ22-00253 S&R minute.DOCX	13-Sep-2022 11:25 AM	Cooke, Molly

FOIREQ22-00253 Document schedule.RTF	13-Sep-2022 11:25 AM	Cooke, Molly
FOIREQ22-00253 Draft S&R request.docx	13-Sep-2022 11:25 AM	Cooke, Molly
FOIREQ22/00253 – FOI Search and Retrieval Request	13-Sep-2022 3:11 PM	Cooke, Molly
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	19-Sep-2022 5:30 PM	Cooke, Molly
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	19-Sep-2022 5:35 PM	Cooke, Molly
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	19-Sep-2022 5:41 PM	Cooke, Molly
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	19-Sep-2022 5:41 PM	Cooke, Molly
FOIREQ2200253 Schedule with Action Items.rtf	20-Sep-2022 4:13 PM	Balasubramanian, Janani
Draft Corro to Sam FOIREQ2200253.docx	20-Sep-2022 4:13 PM	Balasubramanian, Janani
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	20-Sep-2022 5:04 PM	Cooke, Molly
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	21-Sep-2022 8:23 AM	Cooke, Molly
FOIREQ22-00253 Draft EOT request.docx	21-Sep-2022 2:30 PM	Cooke, Molly
[follow up email] FOIREQ22/00253 – FOI Search and Retrieval Request	21-Sep-2022 2:55 PM	Liddle, Emma
FW: [follow up email] FOIREQ22/00253 – FOI Search and Retrieval Request	21-Sep-2022 2:55 PM	Liddle, Emma
FOIREQ22/00253— Your FOI request — seeking extension of time	21-Sep-2022 3:51 PM	Cooke, Molly
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	21-Sep-2022 4:47 PM	Cooke, Molly
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	21-Sep-2022 4:46 PM	Cooke, Molly
RE: FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	21-Sep-2022 4:44 PM	Cooke, Molly
Emailing: FOI attachments SEC=PROTECTED, CAVEAT=SH function is not defined!	21-Sep-2022 5:19 PM	Cooke, Molly
FOIREQ22.00254 Leo Docs.zip	26-Sep-2022 9:14 AM	Horgan, Llewellyn
FOIREQ2200253 Internal Schedule First 100.rtf	26-Sep-2022 9:53 AM	Cooke, Molly
FOIREQ2200253 TPC schedule.rtf	26-Sep-2022 10:30 AM	Cooke, Molly
FOIREQ2200253 TPC Bundle.pdf	26-Sep-2022 10:30 AM	Cooke, Molly
FOIREQ22-00253 Draft TPC EoT notice to Foia.docx	26-Sep-2022 2:36 PM	Cooke, Molly
FOIREQ22/00253 – Your FOI request – extended processing time	26-Sep-2022 3:48 PM	Cooke, Molly
RE: [follow up email] FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	21-Sep-2022 7:09 PM	Liddle, Emma
RE: [follow up email] FOIREQ22/00253 – FOI Search and Retrieval Request [SEC=OFFICIAL]	27-Sep-2022 5:15 PM	Liddle, Emma
FOIREQ2200253 Master doc bundle.pdf	29-Sep-2022 1:40 PM	Cooke, Molly
FOIREQ2200253 Master schedule.rtf	29-Sep-2022 2:06 PM	Cooke, Molly
RE: FOIREQ22/00253 - attachments required [SEC=OFFICIAL]	29-Sep-2022 4:53 PM	Cooke, Molly
FOIREQ2200253 Draft s24AB letter.docx	30-Sep-2022 5:29 PM	Cooke, Molly

Re: FOIREQ22/00253 – Your FOI request – extended processing time [SEC=OFFICIAL]	01-Oct-2022 6:54 PM	Cooke, Molly
FOIREQ2200253 Section 24AB Letter.pdf	03-Oct-2022 9:26 AM	Cooke, Molly
FOIREQ22/00253 – Your FOI request - Notice under section 24AB	03-Oct-2022 9:35 AM	Cooke, Molly
FOI matters due Friday/ Monday [SEC=OFFICIAL]	22-Sep-2022 9:48 PM	Shanks, Toby
FOIREQ22-00253 Draft notice of withdrawal email.docx	19-Oct-2022 1:55 PM	Cooke, Molly
FOIREQ22/00253 – Your FOI request - Withdrawal of request	19-Oct-2022 2:49 PM	Cooke, Molly
FOIREQ22-00253 Draft S&R follow-up.docx	21-Sep-2022 9:02 AM	Cooke, Molly
Re: FOIREQ22/00253 – Your FOI request - Withdrawal of request [SEC=OFFICIAL]	30-Oct-2022 5:40 PM	Mercuri, Alessia
Re: FOIREQ22/00253 – Your FOI request - Withdrawal of request [SEC=OFFICIAL]	30-Oct-2022 5:43 PM	Mercuri, Alessia
Re: FOIREQ22/00253 - Your FOI request - Withdrawal of request [SEC=OFFICIAL]	30-Oct-2022 7:12 PM	Mercuri, Alessia
Re: FOIREQ22/00253 - Your FOI request - Withdrawal of request [SEC=OFFICIAL]	30-Oct-2022 5:43 PM	Mercuri, Alessia
Re: FOIREQ22/00253 — Your FOI request - Withdrawal of request [SEC=OFFICIAL]	30-Oct-2022 5:40 PM	Mercuri, Alessia

Cross References - 4

Case	Comments
FOIREQ22/00356	
FOIREQ22/00357	
FOIREQ22/00352	
FOIREQ22/00421	

Comments - 1

Created	Ву	Comment
21-Oct-2022 4:02 PM	Cooke, Molly	Case Closed by s47E(d) on 21-Oct-2022 16:02

FOIREQ22/00352

Grimm, Matilda 05-Dec-2022 1:13 PM

Title

Pane, Verity

Receipt Details

File Type: FOI Request Received Date: 30-Oct-2022 12:00 AM

Case Type: Initial Request Received By: Mercuri, Alessia

How Received: Registered Date: 31-Oct-2022 5:46 PM

Owned By: Cooke, Molly Registered By: Cooke, Molly

Closed Date: 25-Nov-2022 10:45 AM

Closed By: Shanks, Toby

Case Details

Stage: Closed
How Received: Email
File Security: OFFICIAL
Primary Client Group: Individual
Parent Case Entity FOI Request

Code:

Case PrimaryPerson: Pane, Verity

Time Spent: 8

FOI Request Date Due: 29-Nov-2022 FOI Request Decision: Refused FOI Request Personal Yes

Info:

FOI Request Scope: All docs
FOI Request Type: Access
FOI Request Received Applicant

From:

Retention Class: AFDA V2 62625 (D7)

Previous Case Owner 161767

ID:

Case Parties - 1

Applicant Client: Pane, Verity

Summary

Attn OAIC

I make a separate foi for all documents containing third party consultations in OAIC ref: FOIREQ22/00253.

If a practical refusal consultation notice is issued I do not withdraw or vary my foi.

Verity Pane

Actions - 19 (All Completed)

ActionOwnerDueCompletedRegister Case (FOISui, Margaret01-Nov-202231-Oct-2022

Request)

Ownership Reassigned Mercuri, Alessia 31-Oct-2022 31-Oct-2022

Assigned to 'Sui, Margaret' by 'Mercuri, Alessia'

Page 2 of 3

Allocate to FOI Coordinator	Sui, Margaret	01-Nov-2022	31-Oct-2022
Assess FOI Request Valid request.	Sui, Margaret	01-Nov-2022	31-Oct-2022: Valid Request
valia request.			
Allocate FOI Officer	Sui, Margaret	01-Nov-2022	31-Oct-2022
Ownership Reassigned	Sui, Margaret	31-Oct-2022	31-Oct-2022
Assigned to 'Cooke, Molly	by 'Sui, Margaret'		
Prepare FOI	Cooke, Molly	14-Nov-2022	03-Nov-2022
Acknowledgement			
File Note	Cooke, Molly	01-Nov-2022	03-Nov-2022

Thanks M. Please send. Kind regards Marg 03/11/2022 Hi Marg Please see draft ack for your review. I will allocate S&R to a paralegal. Thanks Molly 3/11/2022 Hi Molly New FOI matter allocated to you. Please attend to the following: 1. Ack to FOIA 2. S&R - you may need to do this yourself or get Janani, Toby or Matilda to do this, and complete the search minute. 3. Update FOI tracker. Kind regards Marg 31/10/2022

Send	Cooke, Molly	07-Nov-2022	03-Nov-2022
Acknowledgement			
(FOI)			
File Note	Cooke, Molly	04-Nov-2022	09-Nov-2022

Hi Molly, Bundle and draft schedule are now on Resolve for review. Thanks, Georgie 03/11/2022 Hi Georgie Could you please compile the documents within the zip folder into a bundle and also create a schedule for them as discussed. Thanks Molly 3/11/2022

Process FOI Request	Cooke, Molly	04-Nov-2022	23-Nov-2022: No Consultation
File Note	Cooke, Molly	10-Nov-2022	11-Nov-2022

Hi Molly See my comment within. Please raise at team meeting today. Kind regards Marg 11/11/2022 Hi Marg Please see master schedule with my comments re TPC. Thanks Molly 9/11/2022

File Note Cooke, Molly 18-Nov-2022 17-Nov-2022

Hi Molly Please see draft decision ready for your amendments. Thanks Toby 17/11/22 Hi Toby Can you please prepare a draft decision for this matter? Just a basic no docs decision which I can then edit to explain the context a bit more. Thanks Molly 17/11/2022

File Note Cooke, Molly 23-Nov-2022 25-Nov-2022

Thanks Molly. Please date the decision this Friday and send it out and finalise matter this Friday afternoon. Kind regards Marg 23/11/2022 Hi Marg Please see updated decision. Thanks Molly 23/11/2022 Hi Molly Comments for your consideration. Please amend and send back. Thank you. Kind regards Marg 23/11/2022 Hi Marg Please see draft decision letter on file. Thanks Molly 22/11/2022

Prepare FOI Decision Letter	Cooke, Molly	24-Nov-2022	23-Nov-2022
Await Manager Approval of FOI Decision Letter	Cooke, Molly	25-Nov-2022	23-Nov-2022: Approved
Send FOI Decision Letter	Cooke, Molly	25-Nov-2022	25-Nov-2022, Shanks, Toby
Assess disclosure log suitability	Cooke, Molly	28-Nov-2022	25-Nov-2022, Shanks, Toby: No documents
Close Case	Cooke, Molly	28-Nov-2022	25-Nov-2022, Shanks, Toby

Documents - 10

Title Date Added By

Re: FOIREQ22/00253 – Your FOI request - Withdrawal of request [SEC=OFFICIAL]	30-Oct-2022 7:12 PM	Mercuri, Alessia
FOIREQ22-00352 Draft ack.DOCX	03-Nov-2022 2:31 PM	Cooke, Molly
FOIREQ22-00352 S&R minute.DOCX	03-Nov-2022 2:49 PM	Cooke, Molly
S&R docs.zip	03-Nov-2022 2:55 PM	Cooke, Molly
FOIREQ22/00352 – Acknowledgement of your FOI request to the OAIC- Response by 29 November 2022	03-Nov-2022 3:38 PM	Cooke, Molly
FOIREQ22-00352 draft document bundle.pdf	03-Nov-2022 3:56 PM	Martin, Georgie
FOIREQ22-00352 draft document schedule.docx	03-Nov-2022 3:57 PM	Martin, Georgie
FOIREQ22-00352 Draft Decision.docx	17-Nov-2022 9:46 AM	Shanks, Toby
FOIREQ2200352 Decision.pdf	25-Nov-2022 8:48 AM	Cooke, Molly
FOIREQ22/00352 - Your FOI request to the OAIC - Decision	25-Nov-2022 9:46 AM	Shanks, Toby

Cross References - 3

Case Comments

FOIREQ22/00253 FOIREQ22/00356

FOIREQ22/00421

Comments - 1
Created By Comment

25-Nov-2022 10:45 AM Shanks, Toby Case Closed by **s47E(d)** on 25-Nov-2022

10:45

FOIREQ22/00356

Grimm, Matilda 05-Dec-2022 1:13 PM

Title

Pane, Verity

Receipt Details

File Type: FOI Request Received Date: 30-Oct-2022 12:00 AM

Case Type: **Initial Request** Received By: Mercuri, Alessia

How Received: 31-Oct-2022 6:27 PM Registered Date:

Owned By: Cooke, Molly Registered By: Cooke, Molly

Case Details

Stage: Acknowledge FOI

How Received: Email File Security: **OFFICIAL** Primary Client Group: Individual Parent Case Entity FOI Request

Code:

Case PrimaryPerson: Pane, Verity FOI Request Date Due: 29-Dec-2022

FOI Request Personal

Info:

Access FOI Request Type: FOI Request Received

Applicant

No

AFDA V2 62625 (D7) **Retention Class:**

Previous Case Owner

161767

Case Parties - 1

Applicant Client: Pane, Verity

Summary

Attn Office of the Australian Information Commissioner,

This is a seperate FOI for copy of the 10 emails and attachments used as a scoping bundle in FOIREQ22/00253 described as being a total of 290 pages.

Personal details of third party private individuals and private businesses are out of scope.

For any practical refusal consultation I do not vary or withdraw my foi.

Owner

Actions - 21 (2 Open, 19 Completed)

Action Completed Register Case (FOI 01-Nov-2022 Sui, Margaret 31-Oct-2022, Mercuri, Alessia

Request)

Allocate to FOI 01-Nov-2022 Sui, Margaret 31-Oct-2022, Mercuri, Alessia

Due

Coordinator

01-Nov-2022 Assess FOI Request Sui, Margaret 01-Nov-2022: Valid Request

Valid request.

Ownership Reassigned Mercuri, Alessia 31-Oct-2022 31-Oct-2022

Assigned to 'Sui, Margaret' by 'Mercuri, Alessia'

5/12/2022 about:blank

Allocate FOI Officer	Sui, Margaret	02-Nov-2022	01-Nov-2022
Ownership Reassigned	Sui, Margaret	01-Nov-2022	01-Nov-2022

Assigned to 'Cooke, Molly' by 'Sui, Margaret'

Prepare FOI Cooke, Molly 15-Nov-2022 03-Nov-2022

Acknowledgement

File Note Cooke, Molly 02-Nov-2022 03-Nov-2022

Ready to send thanks M. Kind regards Marg 03/11/2022 Hi Marg Please see draft ack on file. Thanks Molly 3/11/2022 Hi Molly New FOI matter allocated to you. I'll ask the paralegals to do the preliminary docs for you to review. Please review matter. Kind regards Marg 01/11/2022

File Note Martin, Georgie 02-Nov-2022 02-Nov-2022

Hi Georgie, Please see below task reallocated to you - appreciate your help with this! Thanks, Janani 1/11/2022 Hi Janani Can you please do the following and return file note to Molly to finalise: 1. Draft ack to FOIA 2. Add xref to this FOIREQ22/00253, and see if you can do the S&R and find that bundle in the FOI matter requested by FOIA and put on Resolve here. 3. Update FOI tracker to reflect Molly being the delegate. Ta. Kind regards Marg 01/11/2022

File Note Cooke, Molly 03-Nov-2022 03-Nov-2022

Hi Molly, I've drafted the acknowledgment letter for this matter for review. I've also gone through the doc bundle for 00253, however the first 10 emails + attachments don't add up to the 290 pages that is requested. I also can't find another discrete bundle of that many pages on that file. Do you recall which exact emails and attachments you reviewed as mentioned on page 2 of the 00253 consultation letter that applicant is referring to? Thanks! Georgie 02/11/2022

Send Acknowledgement (FOI)	Cooke, Molly	07-Nov-2022	08-Nov-2022
Process FOI Request	Cooke, Molly	09-Nov-2022	24-Nov-2022: Consultation
File Note	Cooke, Molly	10-Nov-2022	14-Nov-2022

Hi Molly See my comment in S&R draft. Once amended please send. Please get in contact with Oliver today re his capacity tomorrow. Kind regards Marg 14/11/2022 Hi Marg Please see draft email to line areas, as well as a new schedule for them to add comments to. I will allocate CC bundles to a paralegal to do or do myself if no one has capacity today or tomorrow. Thanks Molly 14/11/2022 Hi Molly See my comments in schedule. Please draft: 1. S&R to internal line area inviting comments re sensitivities - see my comment re recipients 2. We will need a paralegal to prep CC bundles. Kind regards Marg 11/11/2022 Hi Marg Please see master doc bundle and schedule with my comments for your review. Thanks Molly 9/11/2022

File Note Cooke, Molly 18-Nov-2022 18-Nov-2022

Hi Molly The line area emails have been reviewed and their comments have been added to the master schedule. Please see CC bundles, schedules (for the 4 consults that include more than one doc) and a draft CC template email for your review. Thanks Toby Hi Toby Can you please assist with the following tasks: 1. Review the emails from different line areas providing comments on particular docs and add these into the master doc schedule. 2. Prepare CC bundles and schedules based on the comments in the master schedule identifying which docs need to go to which agency. Thanks Molly 17/11/2022

Correspondence from other	Cooke, Molly	22-Nov-2022	21-Nov-2022
Correspondence from other	Cooke, Molly	22-Nov-2022	21-Nov-2022
File Note	Pipe, Oliver	23-Nov-2022	23-Nov-2022

Hi Molly, I have now added all new comments to the master schedule Kind regards, Oliver 23/11/22 Hi Janani We have circulated the bundle to different line areas for comments which were due back yesterday. Toby started to add some comments to the master schedule last week - could you please

update it with all comments received which haven't been added to the schedule yet? Thanks Molly 22/11/2022

File Note Cooke, Molly 23-Nov-2022 23-Nov-2022

Looks fine Molly. Can you flag with Emma before sending too? Kind regards Marg 23/11/2022 Hi Marg Please see draft EoT notice to the FOIA. Thanks Molly 22/11/2022

File Note Liddle, Emma 24-Nov-2022 24-Nov-2022, Cooke, Molly

Hi Emma Please see draft notice to the FOIA under s 15(8) for your review. Thanks Molly 23/11/2022

Prepare FOI Cooke, Molly 24-Dec-2022

Consultation Letter

File Note Cooke, Molly 30-Nov-2022

Hi Molly, lets prepare all bundles for my review - to be sent by Wednesday and give everyone a week to respond. Then we can look at documents and decision. Regards, Emily Hi Molly In addition to the foreign organisations we need to conduct TPC with, can you carefully review if there are any other TPC required at all just in case. Please then send TPC bundle and email to Emily to clear. Thanks. Kind regards Marg 29/11/2022

Documents - 36		
Title	Date Added	Ву
Re: FOIREQ22/00253 – Your FOI request - Withdrawal of request [SEC=OFFICIAL]	30-Oct-2022 5:43 PM	Mercuri, Alessia
FOIREQ2200253 Section 24AB Letter.pdf	01-Nov-2022 2:56 PM	Martin, Georgie
Acknowledgement letter draft FOIREQ2200356.docx	01-Nov-2022 3:30 PM	Martin, Georgie
FOIREQ2200253 Master schedule.rtf	02-Nov-2022 10:48 AM	Martin, Georgie
FOIREQ22/00356— Acknowledgement of your FOI request to the OAIC- Response by 29 November 2022	03-Nov-2022 4:42 PM	Cooke, Molly
FOIREQ2200356 Master doc bundle.pdf	09-Nov-2022 4:31 PM	Cooke, Molly
FOIREQ2200356 Draft email for comments.docx	14-Nov-2022 10:49 AM	Cooke, Molly
FOIREQ2200356 Internal Consultation Schedule.rtf	14-Nov-2022 10:50 AM	Cooke, Molly
FOIREQ22/00356 – Comments required on documents	14-Nov-2022 1:35 PM	Cooke, Molly
Undeliverable: FOIREQ22/00356 – Comments required on documents	14-Nov-2022 1:35 PM	Cooke, Molly
RE: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	14-Nov-2022 1:55 PM	Cooke, Molly
RE: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	14-Nov-2022 2:27 PM	Cooke, Molly
FW: FOIREQ22/00356 – Comments required on documents	14-Nov-2022 3:10 PM	Cooke, Molly
RE: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	14-Nov-2022 3:41 PM	Cooke, Molly
RE: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	14-Nov-2022 5:33 PM	Cooke, Molly
RE: FOIREQ22/00356 ? Comments required on documents [SEC=OFFICIAL]	14-Nov-2022 5:44 PM	Cooke, Molly
Automatic reply: FOIREQ22/00356 – Comments required on documents	14-Nov-2022 1:35 PM	Sui, Margaret
RE: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	17-Nov-2022 9:11 AM	Cooke, Molly

FOIREQ22-00356 DoH CC Docs.pdf	17-Nov-2022 2:56 PM	Shanks, Toby
FOIREQ22-00356 DoD CC Docs.pdf	17-Nov-2022 2:56 PM	Shanks, Toby
FOIREQ22-00356 Treasury, SDB and ACCC CC	17-Nov-2022 2:56 PM	Shanks, Toby
Docs.pdf		
FOIREQ22-00356 Assembly CC Docs.pdf	17-Nov-2022 2:56 PM	Shanks, Toby
FOIREQ22-00356 AGD CC Docs.pdf	17-Nov-2022 2:56 PM	Shanks, Toby
FOIREQ22-00356 DITRDCA CC Docs.pdf	17-Nov-2022 2:56 PM	Shanks, Toby
FOIREQ22-00356 ABF CC Docs.pdf	17-Nov-2022 2:56 PM	Shanks, Toby
FOIREQ22-00356 Draft CC Email.docx	18-Nov-2022 8:28 AM	Shanks, Toby
FOIREQ22-00356 DoH CC Schedule.docx	18-Nov-2022 8:42 AM	Shanks, Toby
FOIREQ22-00356 Assembly CC schedule.docx	18-Nov-2022 8:46 AM	Shanks, Toby
FOIREQ22-00356 AGD CC Schedule.docx	18-Nov-2022 8:49 AM	Shanks, Toby
FOIREQ22-00356 DITRDCA CC Schedule.docx	18-Nov-2022 8:52 AM	Shanks, Toby
RE: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	21-Nov-2022 11:36 AM	Cooke, Molly
RE: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	21-Nov-2022 1:35 PM	Grimm, Matilda
RE: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	21-Nov-2022 2:07 PM	Grimm, Matilda
FW: FOIREQ22/00356 – Comments required on documents [SEC=OFFICIAL]	21-Nov-2022 5:42 PM	Cooke, Molly
FOIREQ2200356 Draft s 15(8) notice.docx	22-Nov-2022 6:02 PM	Cooke, Molly
FOIREQ22/00356 - Your FOI Request to the OAIC — Extension of time	24-Nov-2022 6:11 PM	Cooke, Molly

Cross References - 3

Case

Comments

FOIREQ22/00253 FOIREQ22/00352

FOIREQ22/00421

FOIREQ22/00357

Grimm, Matilda 05-Dec-2022 1:14 PM

Title

Pane, Verity

Receipt Details

File Type: FOI Request Received Date: 30-Oct-2022 12:00 AM

Case Type: Initial Request Received By: Mercuri, Alessia

How Received: Registered Date: 31-Oct-2022 6:30 PM

Owned By: Horgan, Llewellyn Registered By: Horgan, Llewellyn

Case Details

Stage: Acknowledge FOI

How Received: Email
File Security: OFFICIAL
Primary Client Group: Individual
Parent Case Entity FOI Request

Code:

Case PrimaryPerson: Pane, Verity
FOI Request Date Due: 29-Nov-2022
FOI Request Decision: Granted in Full

FOI Request Type: Access

Retention Class: AFDA V2 62625 (D7)

Previous Case Owner 161767

ID:

Case Parties - 1

Applicant Client: Pane, Verity

Summary

Attn Office of the Australian Information Commissioner,

Date s 24AB sent: 22 Nov 2022 resp requested by 6 December 2022 (8 days processing remaining)

This FOI is for copy of all internal emails sent to any Commissioner (including acting) that include "snapshot" (in any case - upper, lower, title) in the body of the email.

Personal details of third party private individuals and private businesses are out of scope.

Only the 100 most recent emails are in scope.

For any practical refusal notice I give advance notice that I do not withdraw or vary my foi.

Actions - 20 (1 Open, 19 Completed)

Owner

Register Case (FOI Sui, Margaret 01-Nov-2022 31-Oct-2022, Mercuri, Alessia Request)

Due

Allocate to FOI Sui, Margaret 01-Nov-2022 31-Oct-2022, Mercuri, Alessia Coordinator

Assess FOI Request Sui, Margaret 01-Nov-2022 01-Nov-2022: Valid Request

Valid request.

Action

Ownership Reassigned Mercuri, Alessia 31-Oct-2022 31-Oct-2022

Assigned to 'Sui, Margaret' by 'Mercuri, Alessia'

about:blank 5/12/2022

Completed

Allocate FOI Officer Sui, Margaret 02-Nov-2022 01-Nov-2022 Ownership Reassigned Sui, Margaret 01-Nov-2022 01-Nov-2022

Assigned to 'Cooke, Molly' by 'Sui, Margaret'

Prepare FOI Cooke, Molly 15-Nov-2022 03-Nov-2022

Acknowledgement

File Note Cooke, Molly 02-Nov-2022 09-Nov-2022

Hi Molly I have made minor amendments to S&R please send and diarise to follow up if no response is received the day before. Kind regards Marg 08/11/2022 Hi Marg We did not receive a response from the FOIA. Please see updated S&R email. Thanks Molly 8/11/2022 Hi M Can you please send ack out. Can you please see my comment in the S&R? Kind regards Marg 03/11/2022 Hi Marg Please see draft ack for your review - I have requested clarification as with 253. Once we confirm scope I will update S&R email for your review. Thanks Molly 3/11/2022 Hi Molly New FOI matter allocated to you. I'll ask the paralegals to do the preliminary docs for you to review. Please review matter. It's similar to FOI 253. Kind regards Marg 01/11/2022

File Note Martin, Georgie 02-Nov-2022 02-Nov-2022

Hi Georgie, Please see below task reallocated to you - appreciate your help with this! Thanks, Janani 1/11/2022 Hi J Can you please do the following tasks and when done allocate file note to Molly to let her settle them: 1. Draft ack to FOIA 2. Add X-ref to FOI 253 3. Draft S&R - see who we sent it to in FOI 253, I recall it was to execs etc 4. Update tracker to show Molly as delegate. Thanks. Kind regards Marg 01/11/2022

File Note Cooke, Molly 03-Nov-2022 03-Nov-2022

Hi Molly, I've drafted the acknowledgement and S&R request for your review. Thanks, Georgie 02/11/2022

Send Cooke, Molly 07-Nov-2022 03-Nov-2022

Acknowledgement

(FOI)

Process FOI Request Horgan, 04-Nov-2022

Llewellyn

File Note Cooke, Molly 11-Nov-2022 15-Nov-2022

Hi Molly, I've created the bundle and draft schedule and saved in the file. I didn't get round to putting in the number of pages per document today though. Thanks, Georgie 11/11/2022 Hi Georgie Please refer to the email from Romina providing S&R response, and the master doc schedule (docs 12 and 15). Can you please: 1. Save all emails from Romina (along with their attachments) as PDFs and then create a master doc bundle, combining them from oldest to newest. 2. Complete the master doc schedule I have started to list all emails and their attachments, and also make changes per my comments on the table. We can discuss once you have had a look at the material. Thank you! Molly 10/11/2022

File Note Cooke, Molly 17-Nov-2022 18-Nov-2022

Hi Molly, Schedule and bundle are now saved in Resolve. Let me know if you need any further help with this. Georgie 18/11/22 Hi Georgie The rest of the S&R has now been provided. Could you please update the schedule and bundle with the docs sent through by Sam. I will call you shortly to discuss. Thanks Molly 16/11/2022

File Note Cooke, Molly 22-Nov-2022 21-Nov-2022

Hi Molly, Please find draft s 24AB letter and sampling doc on file - two most recent items on the file. Please note that 2nd doc on schedule was absent from the bundle, so I have done the first ten docs in the bundle (up to 11 on schedule). I have marked this on the sampling schedule. Please let me know if you would like to discuss. Kind regards, LH 21/11/2022 Hi Llewellyn Could you please assist in scoping the first 10 emails (plus their attachments) on the schedule and drafting a s 24AB request for consultation letter based on this. The one we drafted in 253 should be helpful. Please note that 13 hours

has already been spent so far on compiling the doc bundle and schedule. Thanks Molly 21/11/2022

File Note Sui, Margaret 22-Nov-2022 22-Nov-2022, Cooke, Molly

Hi Marg Please see draft s 24AB letter which Llewellyn has drafted and I have reviewed. Please give me a call if you would like to discuss. Thanks Molly 21/11/2022

File Note Sui, Margaret 22-Nov-2022 22-Nov-2022, Horgan, Llewellyn

Hi Marg, Have updated decision and schedule with TPCS as per your comments, have also uploaded doc bundle of first 10 docs - looking forward to discussing with you. Kind regards, Llewellyn

File Note Cooke, Molly 23-Nov-2022 22-Nov-2022

Hi Molly, Have updated letter as per our chat with Marg, ready for your final review, as discussed. Kind regards, LH 22/11/2022

File Note Cooke, Molly 23-Nov-2022 22-Nov-2022, Sui, Margaret

File note to indicate draft s 24AB was discussed with Molly and Llewellyn and approved for finalisation on 22 November 2022.

Ownership Reassigned Cooke, Molly 22-Nov-2022 22-Nov-2022

Reassigned from 'Cooke, Molly' to 'Horgan, Llewellyn' by 'Cooke, Molly'

Documents - 35		
Title	Date Added	Ву
Re: FOIREQ22/00253 – Your FOI request - Withdrawal of request [SEC=OFFICIAL]	30-Oct-2022 5:40 PM	Mercuri, Alessia
Acknowledgement letter draft FOIREQ2200357.docx	01-Nov-2022 4:14 PM	Martin, Georgie
FOIREQ2200357 draft S&R email.docx	02-Nov-2022 1:52 PM	Martin, Georgie
FOIREQ2200357 schedule_documents.rtf	02-Nov-2022 1:52 PM	Martin, Georgie
FOIREQ2200357 Document Search Minute.docx	02-Nov-2022 1:52 PM	Martin, Georgie
FOIREQ22/00357— Acknowledgement of your FOI request to the OAIC- Response by 29 November 2022	03-Nov-2022 4:59 PM	Cooke, Molly
FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022	08-Nov-2022 11:34 AM	Cooke, Molly
FW: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Tuesday 15 Nov 2022	08-Nov-2022 12:13 PM	Cooke, Molly
FW: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Tuesday 15 Nov 2022 [SEC=OFFICIAL]	08-Nov-2022 1:11 PM	English, Carl
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Tuesday 15 Nov 2022 [SEC=OFFICIAL]	09-Nov-2022 4:31 PM	Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Tuesday 15 Nov 2022 [SEC=OFFICIAL]	09-Nov-2022 4:50 PM	Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Tuesday 15 Nov 2022 SEC=OFFICIAL function is not defined!	10-Nov-2022 1:49 PM	Cooke, Molly
FOIREQ2200357 Document Search Minute.docx	10-Nov-2022 4:25 PM	Cooke, Molly
FOIREQ2200357 Master Document Schedule.rtf	10-Nov-2022 4:43 PM	Cooke, Molly

Draft Master Schedule FOIREQ22-00357.docx FOIREQ22-00357 Draft Document Bundle.pdf RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	11-Nov-2022 5:34 PM 11-Nov-2022 5:35 PM 15-Nov-2022 12:29 AM	Martin, Georgie Martin, Georgie Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	15-Nov-2022 12:24 AM	Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	15-Nov-2022 12:24 AM	Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	15-Nov-2022 12:19 AM	Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	15-Nov-2022 12:14 AM	Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	15-Nov-2022 12:11 AM	Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	15-Nov-2022 12:07 AM	Cooke, Molly
FOIREQ2200357 Document Search Minute.docx	15-Nov-2022 8:47 AM	Cooke, Molly
FOIREQ2200357 schedule_documents.rtf	15-Nov-2022 8:47 AM	Cooke, Molly
FOIREQ2200357 DRAFT master schedule.docx	17-Nov-2022 5:35 PM	Martin, Georgie
FOIREQ2200457 document bundle.pdf	18-Nov-2022 2:51 PM	Martin, Georgie
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	18-Nov-2022 4:42 PM	Cooke, Molly
RE: FOIREQ22/00357 – FOI Search and Retrieval Request - Response required by COB Wednesday 15 Nov 2022 [SEC=OFFICIAL]	18-Nov-2022 4:44 PM	Cooke, Molly
FOIREQ2200357 document bundle.pdf	21-Nov-2022 9:03 AM	Cooke, Molly
FOIREQ2200357 Draft s24AB letter.docx	21-Nov-2022 3:19 PM	Horgan, Llewellyn
FOIREQ2200357 First 10 Docs for sampling.docx	21-Nov-2022 3:19 PM	Horgan, Llewellyn
FOIREQ2200357 document bundle sample.pdf	21-Nov-2022 5:21 PM	Horgan, Llewellyn
FOIREQ22/00357 - Your FOI request to the OAIC - Notice under section 24AB	22-Nov-2022 11:42 AM	Cooke, Molly
FOIREQ2200357 Section 24AB letter.pdf	22-Nov-2022 11:44 AM	Cooke, Molly

Cross References - 2

Case Comments

FOIREQ22/00253

FOIREQ22/00421