

s47E(c), s47F

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, 12 February 2024 1:33 PM  
**To:** s47F @ashurst.com; s47F @ashurst.com  
**Cc:** s47E(c), s47F  
**Subject:** 47630 - Request for quote - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]  
**Attachments:** s42 ; 47630 Quotation for Legal Services - WoAG Law Firm Response.XLSX; s42  
s42

## Legal-in-confidence Request for quote

Hi s47F,

Further to s47E(c), s47F email, please find attached an excel spreadsheet for you to complete with your hourly rates. As discussed, we propose to set up an initial order for \$20,000 GST inclusive.

s42  
Please let me know if you can't open the 7zip file and I can send the contents separately.

Appreciate if you could acknowledge receipt of this email to confirm that it has not been blocked by our firewall (noting the attachment size).

Kind regards,

s47E(c), s47F  
Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, February 12, 2024 12:01 PM  
**To:** s47F @ashurst.com  
**Cc:** s47F @ashurst.com; s47E(c), s47F @health.gov.au>  
**Subject:** RE: Privileged and Confidential; New Matter [SEC=OFFICIAL]

Hi s47F

Thanks for this. We will send a Request for Quote to you, so you may complete and return it.

Regards,

s47E(c), s47F

Principal Lawyer – Commercial Law Section

Legal and Assurance Division | Corporate Operations Group  
Corporate, Commercial and Litigation Branch  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Location: Sirius Building 5.N.123  
GPO Box 9848, Canberra ACT 2601, Australia

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s42

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Department of Health, Disability and Ageing

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Department of Health, Disability and Ageing

Updated July 2021





**Detail of services to be provided:**

The Service Provider must outline the services to be provided within the quoted price. Information contained in this section will be used to develop the Order for Legal Services. If the space below is insufficient, the Service Provider can provide the outline in an attached Word document instead.

FOR REVISED QUOTATIONS - Work may be varied on the same terms and conditions as the original scope of work. Where a variation is sought for additional requirements outside of the original scope, this is not classed as a variation, instead a new quote will be required.

The Quotation Total must include the original quote plus the additional amount required for the variation. The original values should be noted in the 'previously approved' cells.

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Department of Health, Disability and Ageing

s47E(c), s47F

**From:** postmaster@health.gov.au  
**Sent:** Monday, 12 February 2024 1:34 PM  
**To:** s47E(c),  
**Subject:** 47630 - Request for quote - Privileged and Confidential; New Matter  
[SEC=OFFICIAL, ACCESS=Legal-Privilege]

**Categories:** Filed to Content Manager

this is an automated response to inform you that an email you sent via the internet is too large for the receiver's mail system.

**Envelope From:** s47E(c), s47F@health.gov.au

**Envelope To:** s47F@ashurst.com,  
s47F@ashurst.com

**From:** s47E(c), s47F@health.gov.au>

**To:** s47F@ashurst.com"  
s47F@ashurst.com>,  
s47F@ashurst.com"  
s47F@ashurst.com>, s47E(c), s47F  
s47E(c), s47F@health.gov.au>

**Subject:** 47630 - Request for quote - Privileged and Confidential;  
New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

**Time:** Mon, 12 Feb 2024 02:32:49 +0000

s47E(c), s47F

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, 12 February 2024 1:53 PM  
**To:** s47F @ashurst.com; s47F @ashurst.com  
**Cc:** s47E(c), s47F  
**Subject:** FW: 47630 - Request for quote - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]  
**Attachments:** s42

**Legal-in-confidence**  
**Request for quote**

[Email 2 of 2](#)

Hi s47F ,

s42

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
 Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au  
 Sirius Building 5.N.313  
 GPO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F  
**Sent:** Monday, February 12, 2024 1:51 PM  
**To:** s47F @ashurst.com' s47F @ashurst.com> s47F @ashurst.com'  
 s47F @ashurst.com>  
**Cc:** s47E(c), s47F @health.gov.au>  
**Subject:** 47630 - Request for quote - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

**Legal-in-confidence**  
**Request for quote**

[Email 1 of 2](#)

Hi s47F ,

Further to s47E(c), s47F email, please find attached an excel spreadsheet for you to complete with your hourly rates. As discussed, we propose to set up an initial order for \$20,000 GST inclusive.

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s42 Appreciate if you could acknowledge receipt when you receive both emails to confirm that they have not been blocked by firewalls.

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
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**Sent:** Monday, February 12, 2024 12:01 PM  
**To:** s47F [@ashurst.com](mailto:s47F@ashurst.com)  
**Cc:** s47F [@ashurst.com](mailto:s47F@ashurst.com); s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>  
**Subject:** RE: Privileged and Confidential; New Matter [SEC=OFFICIAL]

Hi s47F

Thanks for this. We will send a Request for Quote to you, so you may complete and return it.

Regards,

s47E(c), s47F

Principal Lawyer – Commercial Law Section

Legal and Assurance Division | Corporate Operations Group  
Corporate, Commercial and Litigation Branch  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
Location: Sirius Building 5.N.123  
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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Wednesday, 14 February 2024 2:00 PM  
**To:** s47F @ashurst.com  
**Cc:** s47E(c), s47F ; s47F @ashurst.com  
**Subject:** 47630 - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]  
**Attachments:** 47630 Quotation for Legal Services - WoAG Law Firm Response.XLSX  
**Categories:** Filed to TRIM

Hi s47F

Thank you for your email. As part of the process of considering the quote we compared the rates against the maximum Commonwealth rates approved for Ashurst under the whole of government legal services panel. We note

s45

As the rates in the quote provided exceed these amounts we will not be able to accept them. Are you happy for us to proceed on the basis that the hourly rates will be as set out above?

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
 Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au  
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**From:** s47F @ashurst.com s47F @ashurst.com>  
**Sent:** Wednesday, February 14, 2024 12:01 PM  
**To:** s47E(c), s47F @health.gov.au>; s47F @ashurst.com  
**Cc:** s47E(c), s47F @health.gov.au>  
**Subject:** RE: Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47E(c), s47F

Please find **attached** the completed quotation form.

Please let us know if you have any questions.

Kind regards

s47F

Partner

Senior Associate

s47F

Ashurst Australia, 5 Martin Place, Sydney, NSW 2000, Australia  
[www.ashurst.com](http://www.ashurst.com)

**Ashurst** is outpacing change with clients. [Find out how.](#)

From: s47F

Sent: Tuesday, 13 February 2024 4:18 PM

To: s47E(c), s47F <[s47F@health.gov.au](mailto:s47F@health.gov.au)>; s47F <[s47F@ashurst.com](mailto:s47F@ashurst.com)>

Cc: s47E(c), s47F <[s47F@health.gov.au](mailto:s47F@health.gov.au)>

Subject: RE: Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Thanks s47E(c), s47F I can confirm we received both emails and are reviewing.

Kind regards

s47F

Senior Associate

Ashurst Australia, 5 Martin Place, Sydney, NSW 2000, Australia

D: s47F

[www.ashurst.com](http://www.ashurst.com)

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*We acknowledge First Nations Peoples as the Traditional Custodians of the land on which we work in Australia. We pay our respects to Elders past, present and emerging and to the youth who are working towards a brighter tomorrow.*

From: s47E(c), s47F <[s47F@health.gov.au](mailto:s47F@health.gov.au)>

Sent: Tuesday, 13 February 2024 4:17 PM

To: s47F <[s47F@ashurst.com](mailto:s47F@ashurst.com)>

Cc: s47F <[s47F@ashurst.com](mailto:s47F@ashurst.com)>; s47E(c), s47F <[s47F@health.gov.au](mailto:s47F@health.gov.au)>

Subject: RE: Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

**Caution: External email.**

Hi s47F,

I'm just checking in to ensure that you've received the request for quote emails I sent yesterday (around 1.50pm AEDT) and that they were not blocked by a firewall given the size of the attachments.

Can you please confirm that you have received them?

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
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---

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, February 12, 2024 12:01 PM  
**To:** s47F @ashurst.com  
**Cc:** s47F @ashurst.com; s47E(c), s47F @health.gov.au>  
**Subject:** RE: Privileged and Confidential; New Matter [SEC=OFFICIAL]

Hi s47F

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Regards,

s47E(c), s47F

Principal Lawyer – Commercial Law Section

Legal and Assurance Division | Corporate Operations Group  
Corporate, Commercial and Litigation Branch  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Location: Sirius Building 5.N.123  
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s42



s42

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*Updated July 2021*



**Detail of services to be provided:**

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The Quotation Total must include the original quote plus the additional amount required for the variation. The original values should be noted in the 'previously approved' cells.

s42

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Department of Health, Disability and Ageing

s47E(c), s47F

**From:** s47F  
**Sent:** Friday, 23 February 2024 2:35 PM  
**To:** Legal Procurement  
**Cc:** s47E(c), s47F  
**Subject:** Request for Purchase Order for LEX 47630 s42  
 [REDACTED]

**Attachments:** RE: 47630 - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

**Categories:** Filed to TRIM

Hi s47E(c), s47F

Can we please request a new PO to be raised for LEX 47630 to commence **21 February 2024** (see email **attached** to Ashurst).

To assist you with raising a PO, we provided the following:

- Quotation provided by Ashurst (email trail below);
- FBP confirmation (email below);
- Delegate approval (email below);
- AS Endorsement (email below); and
- Completed commitment request template (email below).

Regards,

s47F

Administration Officer  
 Commercial Law Section  
 Corporate, Commercial & Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47F@health.gov.au)  
 Location: Sirius Building 5.N.312  
 GPO Box 9848, Canberra ACT 2601, Australia

---

**From:** PURDY, Melissa <Melissa.Purdy@health.gov.au>  
**Sent:** Friday, February 23, 2024 12:18 PM  
**To:** s47F @Health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; PAXINOS, Danae <Danae.Paxinos@health.gov.au>  
**Subject:** RE: Request for AS Endorsement for LEX 47630 (s42)

[REDACTED]

Endorsed, thanks s47F

Mel

**Melissa Purdy**  
A/g General Counsel

Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government, Department of Health and Aged Care  
T: s47E(c), s47F | E: [melissa.purdy@health.gov.au](mailto:melissa.purdy@health.gov.au)

**Please note:** I work **Thursday and Friday** in a job share arrangement with **Danae Paxinos** who undertakes the General Counsel role Monday – Wednesday ([danae.paxinos@health.gov.au](mailto:danae.paxinos@health.gov.au) | 02 6289 s47E(c), s47F)

#### Executive Assistant

s47E(c), s47F  
T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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---

**From:** s47F [@Health.gov.au](mailto:s47F@Health.gov.au)  
**Sent:** Friday, February 23, 2024 10:23 AM  
**To:** PURDY, Melissa <[Melissa.Purdy@health.gov.au](mailto:Melissa.Purdy@health.gov.au)>  
**Cc:** s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au); s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au); s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au); PAXINOS, Danae <[Danae.Paxinos@health.gov.au](mailto:Danae.Paxinos@health.gov.au)>  
**Subject:** Request for AS Endorsement for LEX 47630 s42

**Importance:** High

Hi Mel,

s42

We propose to outsource the request to Ashurst and on that basis, a quotation was received from Ashurst for s45 (incl GST) and is considered to be within the range of the costs and expenses estimated for this type of work.

Please find highlighted in the email chain below details of the Quotation and rates. The client area have accepted the quotation and provided delegate approval (email chain below) and FBP confirmation (email chain below).

Appreciate if you can please indicate whether you endorse this recommendation?

Please do not hesitate to contact me if you require any further information.

Regards,

s47F

Administration Officer  
Commercial Law Section  
Corporate, Commercial & Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47F @health.gov.au  
Location: Sirius Building 5.N.312  
GPO Box 9848, Canberra ACT 2601, Australia

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Wednesday, February 21, 2024 3:46 PM  
**To:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** RE: 47630 - Commitment Approval request - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi team

*I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations*

s47E(c),  
s47F

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Wednesday, February 21, 2024 2:51 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>  
**Subject:** FW: 47630 - Commitment Approval request - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]  
**Importance:** High

Hi s47E(c),  
s47F

**Commitment Approval for Ashurst Sydney to** s42

## Recommendations

1. Approve the expenditure of up to \$20,000 GST inclusive from CHSP CC s47E(d) for 2023-24 to engage Ashurst Sydney to s42

Approved / Not Approved / Please discuss

If approved please respond to this email with:

*I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations*

## Background

- HSOB Business Support Section has confirmed \$20,000 available in s47E(d) for 2023-24

- The \$20,000 is an amount to establish the Order for Legal Services.
- the Order for Legal Services up will be on a time basis (and not fixed fee). This means that the firm will charge for the time that any personnel spend in accordance with the relevant hourly rate.
- If the firm spends less time than anticipated they will charge less. Conversely, if the firm hits the total limit of the fees approved in the Order and more work is required, they will stop work and ask for an increase to the total amount approved.

s45

- Ashurst Sydney have conducted a conflict search and are clear to act for the Department

Kind regards

s47E(c), s47F

Assistant Director – CHSP and Continence Policy Section

Home Support Operations Branch | Home and Residential Division | Ageing and Aged Care Group

Australian Government, Department of Health and Aged Care

T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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From: s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)

Sent: Wednesday, February 21, 2024 2:24 PM

To: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

Cc: s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au); HSOB Finance s47E(d) [@Health.gov.au](mailto:s47E(d)@Health.gov.au); s47E(c), s47F

s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au); s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)

Subject: RE: 47630 - Commitment Approval request - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47E(c), s47F – Confirming we have \$20,000 available in s47E(d) for 2023-24. thanks

Regards

s47E(c), s47F

Director, Business Support Section

Home Support Operations Branch

Home and Residential Division | Ageing and Aged Care Group

Department of Health and Aged Care

s47E(c), s47F

From: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

Sent: Wednesday, February 21, 2024 2:19 PM

To: s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)

Cc: s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au); HSOB Finance s47E(d) [@Health.gov.au](mailto:s47E(d)@Health.gov.au); s47E(c), s47F

s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au); s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)

Subject: FW: 47630 - Commitment Approval request - Privileged and Confidential; New Matter [SEC=OFFICIAL,



ACCESS=Legal-Privilege]

**Importance:** High

Hi <sup>s47E(c),</sup>  
<sup>s47F</sup>

**We require urgent action** with *Step 3 – FBP* below for this request to procure external legal advice.  
**There is an urgency to engage with the external lawyers as soon as possible.**

Can you please provide confirmation of funds for \$20,000 GST inclusive from PRI065 CHSP Program <sup>s47E(d)</sup> for 2023-24?

Kind regards

<sup>s47E(c), s47F</sup>

Assistant Director – CHSP and Continence Policy Section

Home Support Operations Branch | Home and Residential Division | Ageing and Aged Care Group  
Australian Government, Department of Health and Aged Care  
T: 02 6289 <sup>s47E(c), s47F</sup> [@health.gov.au](mailto:health.gov.au)

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

**From:** <sup>s47E(c), s47F</sup> [@health.gov.au](mailto:health.gov.au)

**Sent:** Wednesday, February 14, 2024 4:55 PM

**To:** <sup>s47E(c), s47F</sup> [@health.gov.au](mailto:health.gov.au); <sup>s47E(c), s47F</sup> [@health.gov.au](mailto:health.gov.au); <sup>s47E(c), s47F</sup> [@Health.gov.au](mailto:Health.gov.au); <sup>s47E(c), s47F</sup> [@Health.gov.au](mailto:Health.gov.au)

**Cc:** <sup>s47E(c), s47F</sup> [@health.gov.au](mailto:health.gov.au)

**Subject:** 47630 - Commitment Approval request - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi <sup>s47E(c),</sup>  
<sup>s47F</sup> and team,

Following our meeting last week we reached out to Ashurst Sydney and they have conducted a conflict search and are clear to act for the Department (email below).

**We propose to engage Ashurst by setting up an Order for Legal Services for \$20,000 GST inclusive on the approved**

s45

If you are happy to approve this commitment of \$20,000 GST inclusive please complete Steps 2 to 7 of the Commitment Request embedded below (**highlighted in yellow**). The final email trail you forward to us in Step 7 should include:

1. Completed Commitment Request template embedded below;
2. Confirmation of funds availability from your FBP (see Step 3); and



### 3. Delegate Approval (note the suggested wording for delegate approval in Step 6).

Once we receive this we will be able to instruct Ashurst that they can start work and can set up an initial meeting with them to discuss. As a result, if the work and advice is required urgently, please expedite the provision of these approvals.

Please note that the Order for Legal Services that we set up will be on a time basis (and not fixed fee). This means that the firm will charge for the time that any personnel spend in accordance with the relevant hourly rate. If the firm spends less time than anticipated (e.g. if you require less work than expected), they will charge less. Conversely, if the firm hits the total limit of the fees approved in the Order and more work is required, they will stop work and ask for an increase to the total amount approved.

## **Commitment Request for External Legal Services from the WoAG Panel**

Please complete this template and embed it in your email for **NEW** Commitments.

**NOTE:** Commitments must be approved in SAP within two business days of approval being given in writing as required under the department's Finance Business Rules R2.1 (FBR R2.1).

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

<b>LEX ID:</b>	47630
<b>LAD lawyer and extension:</b>	s47E(c), s47F
<b>Law firm lawyer name:</b>	s47F
<b>Law firm lawyer email:</b>	To: s47F @ashurst.com Cc: s47F @ashurst.com
<b>Start Date for Order of Legal Services:</b>	Upon Delegate approval – 21 February 2024
<b>End date for Order for Legal Services:</b>	30 June 2024
<b>Total Order value:</b>	\$20,000 GST inclusive
<b>Area of Law (under WoAG):</b>	s42
<b>Practice Area (refer to WoAG matrix):</b>	s42
<b>Contract or Consultancy:</b>	<b>CONSULTANCY</b>
<b>Select Contract for legal services:</b> <ul style="list-style-type: none"> <li>• conveyancing;</li> <li>• development of contracts or other legal documents (and any incidental advice given relating to such work);</li> <li>• litigation services (including any drafting or advice connected with litigation or potential litigation); or</li> <li>• drafting of legislation and legislative instruments</li> </ul>	<b>Select Consultancy for legal services, such as:</b> <ul style="list-style-type: none"> <li>• general legal advice (not related to litigation or potential litigation or given incidentally in connection with the development of contracts or other legal documents);</li> <li>• advice on the application of legislation and on development of new legislation; or</li> <li>• legal audit, probity and process advice, in relation to contracting out or tendering.</li> </ul>
<b>If the request has elements of both a contract and a consultancy, select <b>Contract</b> where the provision of the legal instrument or document is considered to be the <u>major or dominant</u> part of the request.</b>	<b>If the request has elements of both a contract and a consultancy, select <b>Consultancy</b> where the provision of legal advice is considered to be the <u>major or dominant</u> part of the request.</b>

**Step 2 - Project Officer in line area** – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)

<b>Project Officer and extension:</b>	s47E(c), s47F		
<b>Division:</b>	Home and Residential Division		
<b>Cost Centre:</b>	s47E(d)		
<b>Delegate name:</b>	s47E(c), s47F		
<b>Approve legal to action invoicing:</b>	Yes		
<p><b>Note:</b> Approving LAD to action invoices on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area. The instructing lawyer will act consistent with delegated PGPA s23(1) powers provided under the department's Instrument of Delegation, Schedule 1.</p> <p><b>Note:</b> For variations, delegation level must be for the total value.</p>			
<b>Department wide classification</b>	<b>Summary of power or function</b>	<b>Administered Contracts</b>	<b>Departmental Contracts</b>
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$50m	\$1m
Section Head / Director / EL2		\$1m	\$100k

\*Approving LAD to act on payments on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area.

**Step 3 – Finance Business Partner (FBP)** – to respond to the Project Officer providing funds availability assessment, as per [FBR R2.1](#), cost centre and the relevant financial year (where it crosses financial years). Not required for date variations within the same financial year.

**Step 4 – Not used**

**Step 5 - Project Officer** – to forward whole email trail to the Delegate

**Step 6 - Delegate** – as per [FBR R2.1](#), provide approval for the total value including the variation in the form of the following; *'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'*

**Step 7 - Project Officer** – to forward whole email trail to the LAD lawyer

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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From: s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>  
Sent: Monday, February 12, 2024 12:01 PM  
To: s47F [REDACTED] <[REDACTED]@ashurst.com>  
Cc: [REDACTED] <[REDACTED]@ashurst.com>; s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>  
Subject: RE: Privileged and Confidential; New Matter [SEC=OFFICIAL]

Hi s47F [REDACTED]

Thanks for this. We will send a Request for Quote to you, so you may complete and return it.

Regards,

s47E(c), s47F [REDACTED]

Principal Lawyer – Commercial Law Section

Legal and Assurance Division | Corporate Operations Group  
Corporate, Commercial and Litigation Branch  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>  
Location: Sirius Building 5.N.123  
GPO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*

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s42

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Department of Health, Disability and Ageing

s42

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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Thursday, 22 February 2024 10:04 AM  
**To:** s47F @ashurst.com; s47F @ashurst.com  
**Cc:** s47E(c), s47F  
**Subject:** RE: 47630 - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47F,

We have now received commitment approval to establish a new Order with Ashurst (Lex 47630) for an amount of \$20,000 GST inclusive on the hourly rates below, and you can now commence work on this matter. A PDF Order for Legal Services will be issued to you shortly by our practice management team to reflect this.

s42

Kind regards,

s47E(c), s47F  
Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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s42



Ashurst Australia, 5 Martin Place, Sydney, NSW 2000, Australia  
[www.ashurst.com](http://www.ashurst.com)

**Ashurst** is outpacing change with clients. [Find out how.](#)

---

**From:** s47F  
**Sent:** Wednesday, 14 February 2024 2:25 PM  
**To:** s47E(c), s47F <[s47F@health.gov.au](mailto:s47F@health.gov.au)>  
**Cc:** s47E(c), s47F <[s47F@health.gov.au](mailto:s47F@health.gov.au)>; s47F <[s47F@ashurst.com](mailto:s47F@ashurst.com)>  
**Subject:** RE: 47630 - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47E(c),  
s47F

My apologies, it would appear we were provided with the wrong rates for this type of work.

We are happy to proceed on the basis of the hourly rates below. Please let us know if you would like us to update the figures in the quotation spreadsheet and send back to you.

Kind regards

s47F

Senior Associate

Ashurst Australia, 5 Martin Place, Sydney, NSW 2000, Australia  
D: s47F  
[www.ashurst.com](http://www.ashurst.com)

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*We acknowledge First Nations Peoples as the Traditional Custodians of the land on which we work in Australia. We pay our respects to Elders past, present and emerging and to the youth who are working towards a brighter tomorrow.*

---

**From:** s47E(c), s47F <[s47F@health.gov.au](mailto:s47F@health.gov.au)>  
**Sent:** Wednesday, 14 February 2024 2:00 PM  
**To:** s47F <[s47F@ashurst.com](mailto:s47F@ashurst.com)>  
**Cc:** s47E(c), s47F <[s47F@health.gov.au](mailto:s47F@health.gov.au)>; s47F <[s47F@ashurst.com](mailto:s47F@ashurst.com)>  
**Subject:** 47630 - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

**Caution: External email.**

Hi s47F

Thank you for your email. As part of the process of considering the quote we compared the rates against the maximum Commonwealth rates approved for Ashurst under the whole of government legal services panel. We note s45

s45

As the rates in the quote provided exceed these amounts we will not be able to accept them. Are you happy for us to proceed on the basis that the hourly rates will be as set out above?

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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**From:** s47F [@ashurst.com](mailto:s47F@ashurst.com) s47F [@ashurst.com](mailto:s47F@ashurst.com)>  
**Sent:** Wednesday, February 14, 2024 12:01 PM  
**To:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au); s47F [@ashurst.com](mailto:s47F@ashurst.com)  
**Cc:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>  
**Subject:** RE: Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47E(c), s47F

Please find **attached** the completed quotation form.

Please let us know if you have any questions.

Kind regards

s47F

Partner Senior Associate  
s47F

Ashurst Australia, 5 Martin Place, Sydney, NSW 2000, Australia  
[www.ashurst.com](http://www.ashurst.com)

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---

**From:** s47F  
**Sent:** Tuesday, 13 February 2024 4:18 PM  
**To:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au); s47F [@ashurst.com](mailto:s47F@ashurst.com)>  
**Cc:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>  
**Subject:** RE: Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Thanks s47E(c), s47F I can confirm we received both emails and are reviewing.

Kind regards

s47F

s47F

Senior Associate

Ashurst Australia, 5 Martin Place, Sydney, NSW 2000, Australia

s47F

www.ashurst.com

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---

**From:** s47E(c), s47F [@health.gov.au](mailto:s47F@health.gov.au)>**Sent:** Tuesday, 13 February 2024 4:17 PM**To:** s47F [@ashurst.com](mailto:s47F@ashurst.com)>**Cc:** s47F [@ashurst.com](mailto:s47F@ashurst.com)>; s47E(c), s47F [@health.gov.au](mailto:s47F@health.gov.au)>**Subject:** RE: Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]**Caution: External email.**

Hi s47F,

I'm just checking in to ensure that you've received the request for quote emails I sent yesterday (around 1.50pm AEDT) and that they were not blocked by a firewall given the size of the attachments.

Can you please confirm that you have received them?

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation BranchLegal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47F@health.gov.au)  
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---

**From:** s47E(c), s47F [@health.gov.au](mailto:s47F@health.gov.au)>**Sent:** Monday, February 12, 2024 12:01 PM**To:** s47F [@ashurst.com](mailto:s47F@ashurst.com)**Cc:** s47F [@ashurst.com](mailto:s47F@ashurst.com); s47E(c), s47F [@health.gov.au](mailto:s47F@health.gov.au)>**Subject:** RE: Privileged and Confidential; New Matter [SEC=OFFICIAL]

Hi s47F

Thanks for this. We will send a Request for Quote to you, so you may complete and return it.

Regards,



s47E(c), s47F

Principal Lawyer – Commercial Law Section

Legal and Assurance Division | Corporate Operations Group  
Corporate, Commercial and Litigation Branch  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Location: Sirius Building 5.N.123  
GPO Box 9848, Canberra ACT 2601, Australia

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s42

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Department of Health, Disability and Ageing

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s47E(c), s47F

---

**From:** SAPWorkflow  
**Sent:** Thursday, 29 February 2024 10:36 AM  
**To:** s47E(c), s47F  
**Subject:** Commitment APPROVAL record for Ashurst Australia f [SEC=OFFICIAL]

The following Commitment APPROVAL record has been Approved by s47E(c), s47F .

Commitment Number: 6000138170

Vendor: Ashurst Australia

Purpose: LEX 47630 - s42 Proposal Type: Procurement Source of Funds:

Health Administered

Total Expenditure Requested (incl GST): 20,000.00

Expenditure extends to Financial Year: 2023-24

Actioned by: s47E(c), s47F

Action: Approved

Date: 29.02.2024

Time: 10:35:55

Comments:

Approved

This is an automated message. Please do NOT respond to this email.

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Department of Health, Disability and Ageing

s47E(c), s47F

**From:** Legal Procurement s47E(d) @Health.gov.au>  
**Sent:** Monday, 4 March 2024 10:20 AM  
**To:** s47F @ashurst.com  
**Cc:** Legal Procurement; s47E(c), s47F  
**Subject:** LEX 47630 - Order for Legal Services [SEC=OFFICIAL]  
**Attachments:** LEX 47630 - Order for Legal Services .pdf

Dear s47F

Attached is the Order for Legal Services regarding the above matter.

We draw your attention to the strict terms and conditions in relation to the 80% notification and variation requirements.

Please respond with your acceptance of the Order by return email.

Should you have questions in relation to the Order please contact Legal Procurement.

**Regards,**

s47E(c), s47F

Procurement Officer – Legal Policy and Practice Management  
 Corporate, Commercial & Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au  
 PO Box 9848, Canberra ACT 2601, Australia

***Making flexibility work*** - if you receive an email from me outside of normal business hours, I'm sending it at a time that suits me. I'm not expecting you to read or reply until normal business hours.

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

s47E(d)



# Schedule 6 – SON3622041

This Order is made under the Deed of Agreement for the provision of legal services to eligible Health portfolio agencies under the Whole of Australian Government Legal Services Panel.

<b><u>Order for Legal Services</u></b>							
<b>Agency Order Information</b>							
<b>Matter Title:</b>	s42						
<b>Agency:</b>	Department of Health and Aged Care						
<b>Agency Matter ID:</b>	LEX 47630						
<b>Agency Purchase Order:</b>	4500154930						
<b>Order Commencement Date and Term</b>							
<b>Order Commencement Date:</b>	21 February 2024						
<b>Order Term and Extensions:</b>	<p>This Order will remain in force until <b>30 June 2024</b></p> <p>The Agency may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to 12 months, on the same terms and conditions of this Order, by giving at least 1 month's prior written notice to the Legal Services Provider (or such shorter period of notice as is agreed with the Legal Services Provider), prior to end of the Initial Term of this Order.</p>						
<b>Variation details:</b>	Not applicable						
<b>Statement of Work</b>							
<b>Area of Law:</b>	s42						
<b>Detailed Statement of Work:</b>	<p>The Legal Service Provider will undertake but is not limited to the following services:</p> <ul style="list-style-type: none"> <li>- s42</li> </ul>						
<b>Nominated Personnel:</b>	<p>The following Nominated Personnel will be providing Services under this Order:</p> <p>Nominated Personnel will be monitored and recorded internally. Changes to nominated personnel must be notified in writing to the Agency prior to the change occurring.</p>						
<b>Fees and Disbursements:</b>	<p>The maximum amount payable under this Order is <b>\$20,000.00</b> GST inclusive broken down as follows:</p> <table border="1"> <tbody> <tr> <td>Professional Fees</td> <td>\$20,000.00</td> </tr> <tr> <td>Disbursements</td> <td>Not Applicable</td> </tr> <tr> <td>Counsel</td> <td>Not applicable</td> </tr> </tbody> </table>	Professional Fees	\$20,000.00	Disbursements	Not Applicable	Counsel	Not applicable
Professional Fees	\$20,000.00						
Disbursements	Not Applicable						
Counsel	Not applicable						

## Order for Legal Services

<b>Additional Terms:</b>	<p>When the work completed reaches 80% of the maximum amount payable as specified in this Order, the Legal Services Provider must:</p> <ul style="list-style-type: none"> <li>- advise the Agency in writing at s47E(d) @health.gov.au, and</li> <li>- indicate if the work will be completed within the agreed amount/ time frame.</li> </ul> <p>All variations must be approved by the Agency and a revised Order issued prior to the commencement of further work. <b>Failure to do so may result in non-payment of unapproved work.</b></p>												
<b>Confidential Information:</b>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 70%;">Agency Confidential information</th><th style="width: 30%;">Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>Agency data</td><td>Indefinitely</td></tr> <tr> <td>Any Personal Information held by the Agency</td><td>Indefinitely</td></tr> <tr> <td>Security Classified Information</td><td>Indefinitely</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Legal Services Provider Confidential information</th><th style="width: 30%;">Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>Fees, hourly rates and costing methodologies</td><td>10 years</td></tr> </tbody> </table>	Agency Confidential information	Period of Confidentiality	Agency data	Indefinitely	Any Personal Information held by the Agency	Indefinitely	Security Classified Information	Indefinitely	Legal Services Provider Confidential information	Period of Confidentiality	Fees, hourly rates and costing methodologies	10 years
Agency Confidential information	Period of Confidentiality												
Agency data	Indefinitely												
Any Personal Information held by the Agency	Indefinitely												
Security Classified Information	Indefinitely												
Legal Services Provider Confidential information	Period of Confidentiality												
Fees, hourly rates and costing methodologies	10 years												
<b>Other Requirements:</b>	Not applicable												
<b>Agency Information</b>													
<b>Agency Representative:</b>	<p><b>Name</b> s47E(c), s47F</p> <p><b>Email:</b> @health.gov.au</p>												
<b>Invoices:</b>	<p>Invoices are to be submitted by the third business day of each month to s47E(d) @concursolutions.com copy to s47E(d) @health.gov.au (attention s47E(c), s47F)</p> <p>Invoices must include the LEX number and the Purchase Order number to ensure prompt payment.</p>												
<b>Legal Services Provider Information</b>													
<b>Legal Services Provider Representative:</b>	<p><b>Name:</b> s47F</p> <p><b>Email:</b> @ashurst.com</p>												
<b>Legal Services Provider Address for Notices:</b>	<b>Postal Address:</b> 5 Martin Place, Sydney, NSW 2000,												

s47E(c), s47F

---

**From:** SAPWorkflow  
**Sent:** Monday, 4 March 2024 10:57 AM  
**To:** s47E(c), s47F  
**Subject:** Contract Registration record (4500154930) for Ashu [SEC=OFFICIAL]

The following Contract Registration record has been Confirmed by s47E(c), s47F

Contract Registration Reference Number: 4500154930

Vendor: Ashurst Australia

Purpose: LEX 47630 - s42

Proposal Type: Procurement Source of Funds:

Health Administered

Total Contract Value (incl GST): 20,000.00

Contract Description:

Work Commencement Date: 21.02.2024

Contract Completion Date: 30.06.2024

Actioned by: s47E(c), s47F

Action: Confirmed

Date: 04.03.2024

Time: 10:56:44

Comments:

The details are in line with the supplied attachment.

This is an automated message. Please do NOT respond to this email.

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Tuesday, 2 April 2024 4:44 PM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** RE: s42 [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege]

**Categories:** Filed to TRIM

Hi s47E(c),  
s47F

I will do the variation to the existing PO to include the work s42 without an increase to the current amount.

What time tomorrow suits you best to meet with Ashurst? Can you give me a few times, as Ashurst will be busy. Allow for 30 mins.

Thanks

s47E(c)  
, s47F

---

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Tuesday, April 2, 2024 3:31 PM  
**To:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @Health.gov.au>; s47E(c), s47F s47E(c), s47F @health.gov.au>  
**Subject:** RE: s42 [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege]

Hi s47E(c), s47F

I think we should use Ashurst.

s42

Regards

s47E(c), s47F

**Principal Lawyer – Governance and Employment Section (incorporating the COVID-19 Vaccine Legal Section)**  
**Corporate, Commercial and Litigation Branch**

Legal and Assurance Division | Corporate Operations Group  
Australian Government, Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Location: Sirius 5.N.106  
PO Box 9848, Canberra ACT 2601, Australia

*I work a 9 day fortnight, my next non-work days are Monday 19 February 2024 and Monday 4 March 2024*



The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.

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**Making flexibility work** - if you receive an email from me outside of normal business hours, I'm sending it at a time that suits me. Unless I reach out to you via email, phone or text, I'm not expecting you to read or reply until normal business hours.

---

**From:** s47E(c), s47F [redacted] <[redacted]@health.gov.au>

**Sent:** Tuesday, April 2, 2024 2:58 PM

**To:** s47E(c), s47F [redacted] <[redacted]@health.gov.au>; s47E(c), s47F [redacted] <[redacted]@health.gov.au>

**Cc:** s47E(c), s47F [redacted] <[redacted]@health.gov.au>; s47E(c), s47F [redacted] <[redacted]@Health.gov.au>; s47E(c), s47F [redacted] <[redacted]@health.gov.au>

**Subject:** RE: s42 [redacted] [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege]

**URGENT**

**Sensitive: Legal**

Hi s47E(c), s47F [redacted],

The work order Ashurst Sydney has with us does not cover the s42 [redacted] work and will need a variation. The difficulty is that Ashurst Sydney will have little experience in dealing with s42 [redacted].

s47E(c), s47F [redacted] – s42 [redacted], do you have a legal firm that you would prefer to use or shall we stick with Ashurst Sydney?

Regards

s42 [redacted]

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Friday, 12 April 2024 10:06 AM  
**To:** s47E(c), s47F  
**Subject:** RE: 47630 - s42 - proposed amendment [SEC=OFFICIAL, ACCESS=Legal-Privilege]

**Categories:** Filed to TRIM

Thanks s47E(c), s47F – I'll make those changes and send to the line area. As this is being done with the \$40k increase, we'll need commitment approval so next step is getting s47E(c), s47F to approve

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
 Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au  
 Sirius Building 5.N.313  
 GPO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Friday, April 12, 2024 9:18 AM  
**To:** s47E(c), s47F @health.gov.au>  
**Subject:** RE: 47630 - s42 - proposed amendment [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47E(c), s47F

We amend our PO to include the s42 component, and approach it on the basis that if Canberra Ashurst is engaged to provide s42 work, the lower rates apply to those Canberra lawyers.

I have some changes in red to include in the revised PO. You will of course complete the rates.

As to Nominated Personnel, we should have s47F listed under a heading s42 and "Personnel to be approved by the Department" under the heading s42 .

Can you arrange LPPM to issue the PO variation, please?

Thanks

s47E(c), s47F

Principal Lawyer – Commercial Law Section

Legal and Assurance Division | Corporate Operations Group  
 Corporate, Commercial and Litigation Branch  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au  
 Location: Sirius Building 5.N.123

GPO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*

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From: s47E(c), s47F [redacted] <[redacted]@health.gov.au>

Sent: Thursday, April 11, 2024 7:24 PM

To: s47E(c), s47F [redacted] <[redacted]@health.gov.au>

Subject: 47630 - s42 [redacted] - proposed amendment [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47E(c), s47F [redacted]

s42 [redacted]

It looks likely that there will be more s42 [redacted] work required in the future. As a result, I understand that the Order will need to:

- Cover both s42 [redacted]
- Include a statement of work that covers both categories; and
- Set out the rates in the fees section so it is clear what the rates are for each type of work.

The other option would be to have s47E(c), s47F [redacted] set up a separate s42 [redacted]

Relevant parts of an Order with my proposed text are below. Based on the revised changes (attached) you initially proposed. For reference, a copy of the current Order (and current Statement of Work) is attached.

If we go down this path, when the Order is sent out we can clarify to Ashurst that the s42 [redacted] category is intended for any substantive s42 [redacted] work that is required (i.e. work from the Canberra s42 [redacted] team) and not just where there is a small s42 [redacted] element to the work s47F [redacted] are doing.

Area of Law:	s42 [redacted] [redacted]
--------------	------------------------------

Detailed Statement of Work:	<div>s42</div>
Fees and disbursements	<p>The maximum amount payable under this Order is \$60,000 GST inclusive</p> <p>[LPM table here]</p> <p>The applicable rates for different categories of work are set out below.</p> <div><div>s42</div><div>[Rates]</div></div> <div><div>s42</div><div>[rates]</div></div>

Happy to discuss tomorrow.

Thanks,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Tuesday, 16 April 2024 9:13 AM  
**To:** s47E(c), s47F  
**Subject:** RE: 47630 - s42 - Official Order with Ashurst  
 [SEC=OFFICIAL]

**Categories:** Filed to TRIM

Thanks s47E(c),  
s47F

No problem with what you are suggesting.

Regards

s47E(c), s47F

**Principal Lawyer – Governance and Employment Section (incorporating the COVID-19 Vaccine Legal Section)  
 Corporate, Commercial and Litigation Branch**

Legal and Assurance Division | Corporate Operations Group  
 Australian Government, Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au  
 Location: Sirius 5.N.106  
 PO Box 9848, Canberra ACT 2601, Australia 12 May

***I work a 9 day fortnight, my next non-work days are Monday 29 April 2024 and Monday 4 May 2024***

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

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***Making flexibility work*** - if you receive an email from me outside of normal business hours, I'm sending it at a time that suits me. Unless I reach out to you via email, phone or text, I'm not expecting you to read or reply until normal business hours.

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, April 15, 2024 9:53 AM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** FW: 47630 - s42 - Official Order with Ashurst [SEC=OFFICIAL]

Hi s47E(c),  
s47F

For your information, we're seeking commitment approval from the line area to increase/amend the Order for Legal Services that we have with Ashurst s42

The commitment request is below – in short, we're proposing to increase the fees by \$40,000 (GST incl) and amend the services so that the Order covers any potential work required under the s42 category. The maximum rates under the Legal Services Panel are different in the s42 categories, so we intend to have the Order set out the relevant rates in each category.

Happy to discuss if you have any questions.

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, April 15, 2024 8:05 AM  
**To:** s47E(c), s47F @health.gov.au>  
**Subject:** FW: 47630 - Official Order with Ashurst [SEC=OFFICIAL]

Hi s47E(c), s47F

Can you also let s47E(c), s47F know about this email that this will be the PO under which Ashurst is engaged, also for s42 (to the extent required).

Regards

s47E(c), s47F

---

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Friday, April 12, 2024 5:22 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** 47630 - Official Order with Ashurst [SEC=OFFICIAL]

Hi s47E(c), s47F

As you're aware we have the attached Order with Ashurst for work on the s42 matter.

We understand you're seeking to increase the order by \$40,000 GST inclusive, which will bring the revised total to **\$60,000 GST inclusive**. We also propose to amend the Order so that it covers any potential s42 work that you require on this matter in the future, which is charged by Ashurst at different hourly rates to the s42.

We propose that the following fields in the revised Order be drafted as follows:





Fees and disbursements	<p>The maximum amount payable under this Order is <b>\$60,000 GST inclusive</b></p> <p>The applicable rates for different categories of work are set out below.</p>
------------------------	---

s45

If you are happy to accept this and provide commitment approval for the **\$40,000 (GST inclusive)** increase, please complete Steps 2 to 6 of the Commitment Request embedded below (highlighted in yellow). The final email trail you forward to us in Step 6 should include:

1. Completed Commitment Request template embedded below;
2. Confirmation of funds availability from your FBP (see Step 3); and
3. Delegate Approval (note the suggested wording for delegate approval in Step 5).

Please note that the Order for Legal Services that we set up will be on a time basis (and not fixed fee). This means that the firm will charge for the time that any personnel spend in accordance with the relevant hourly rate. If the firm spends less time than anticipated (e.g. if you require less work than expected), they will charge less. Conversely, if the firm hits the total limit of the fees approved in the Order and more work is required, they will stop work and ask for an increase to the total amount approved.

#### Commitment Request for External Legal Services

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

LEX ID:	47630
LAD lawyer and extension:	s47E(c), s47F
Commitment Type:	VARIATION
Law firm lawyer name:	s47F
Law firm lawyer email:	To: s47F <a href="mailto:s47F@ashurst.com">@ashurst.com</a> Cc: s47F <a href="mailto:s47F@ashurst.com">@ashurst.com</a>
Start Date for Order of Legal Services:	
End date for Order for Legal Services:	30 June 2024
Total Order value (incl any Variation):	\$60,000 GST incl (\$40,000 increase to original \$20,000)
Area of Law (under WoAG):	s42

	s42
<b>Contract or Consultancy:</b>  <b>Select Contract for legal services:</b> <ul style="list-style-type: none"> <li>• conveyancing;</li> <li>• development of contracts or other legal documents (and any incidental advice given relating to such work);</li> <li>• litigation services (including any drafting or advice connected with litigation or potential litigation); or</li> <li>• drafting of legislation and legislative instruments</li> </ul>	<b>CONSULTANCY</b>  <b>Select Consultancy for legal services, such as:</b> <ul style="list-style-type: none"> <li>• general legal advice (not related to litigation or potential litigation or given incidentally in connection with the development of contracts or other legal documents);</li> <li>• advice on the application of legislation and on development of new legislation; or</li> <li>• legal audit, probity and process advice, in relation to contracting out or tendering.</li> </ul>

**Step 2 - Project Officer in line area – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)**

<b>Project Officer and extension:</b>			
<b>Division:</b>			
<b>Cost Centre:</b>			
<b>Delegate name:</b>			
<b>Note:</b> For variations, delegation level must be for the <b>total value</b> including the variation refer to following table for financial delegation limitations:			
Department wide classification	Summary of power or function	Administered Contracts	Departmental Contracts
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$50m	\$1m
Section Head / Director / EL2		\$1m	\$100k

**Step 3 - FBP** – to respond to the Project Officer providing a funds availability assessment, as per [FBR R2.1](#), cost centre and the relevant financial year (where it crosses financial years)

**Step 4 - Project Officer** – to forward whole email trail to the Delegate

**Step 5 - Delegate** – as per [FBR R2.1](#), provide approval for the **total value** including the variation using words such as *'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'* - **Please ensure the Delegate providing approval is an authorised Delegate in SAP.**

**Step 6 - Project Officer** – to forward whole email trail to the LAD lawyer

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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This document has been released under the  
Freedom of Information Act 1982 by the  
Department of Health, Disability and Ageing

s47E(c), s47F

**From:** Legal Procurement  
**Sent:** Tuesday, 30 April 2024 11:31 AM  
**To:** s47E(c), s47F  
**Cc:** Legal Procurement; s47E(c), s47F  
**Subject:** 47630 - Official Order with Ashurst [SEC=OFFICIAL]  
**Attachments:** LEX47630-OrderforLegalServices (4).pdf; RE: 47630 - Official Order with Ashurst [SEC=OFFICIAL, ACCESS=Legal-Privilege]

**Categories:** Filed to TRIM

Hi s47E(c), s47F

Thanks for checking in!

The New Commitment Variation was submitted to the Delegate for approval on the 15<sup>th</sup> of April. We are waiting on approval from s47E(c), s47F.

Kind regards,

*I have recently commenced with the department and response times may take longer than expected as I learn internal processes and adjust to the team. I appreciate your patience and understanding during this period.*

s47E(c), s47F

**Procurement Officer – Legal Policy and Practice Management Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

This email comes to you from Nggunhawal and Ngambri Country

Location: Sirius Building 5.N.336

PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

---

**From:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
**Sent:** Wednesday, April 17, 2024 6:28 PM  
**To:** Legal Procurement <s47E(d) [@Health.gov.au](mailto:s47E(d)@Health.gov.au)>  
**Cc:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
**Subject:** FW: 47630 - Official Order with Ashurst [SEC=OFFICIAL]

Hi team,

Please find below the commitment approval and FBP email for an increase of \$40,000 GST incl to the current Order. Attached is Danae's endorsement.

As this variation also involves an amendment to the scope of the Order to include s42 work (which is on different rates) we have set out some of the proposed changes including the revised Detailed Statement of Work in the table below. Appreciate if you can process the commitment approval and ensure that the fields below are incorporated into the revised Order issued to Ashurst.

Happy to discuss if that assists.

Area of Law:	s42 [Redacted]
Detailed Statement of Work:	s42 [Redacted]
Nominated Personnel	<p>The following Nominated Personnel will be providing Services under this Order. Changes to nominated personnel must be notified to the Agency prior to the change occurring.</p> <p>s42 s47F [Redacted]</p> <p>s42 Personnel to be approved by the Agency</p>

## Fees and disbursements

The maximum amount payable under this Order is \$60,000 GST inclusive

The applicable rates for different categories of work are set out below.

s45

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, April 15, 2024 4:05 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** FW: 47630 - Official Order with Ashurst [SEC=OFFICIAL]

Hey s47E(c), s47F

I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.

Please see the completed table below. I've updated the financial delegations because they are slightly different for Home Support Operations branch.

**From:** FBP HRD s47E(d) @Health.gov.au>  
**Sent:** Monday, April 15, 2024 11:59 AM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** FBP HRD s47E(d) @Health.gov.au>; s47E(c), s47F @health.gov.au>; HSOB Finance

s47E(d) @Health.gov.au>

**Subject:** FW: 47630 - Official Order with Ashurst [SEC=OFFICIAL]

Hi s47E(c),  
s47F

We confirm fund availability of total \$60k GST inclusive from PRI065 s47E(d) in 23-24.

Best Regards

s47E(c), s47F 😊

Finance Business Partner Team

Financial Management Division | Corporate Operations Group  
Financial Business Support Branch  
Australian Government Department of Health  
T: 02 6289 s47E(c), s47F @health.gov.au  
Location: Scarborough House, Level 8  
GPO Box 9848, Canberra ACT 2601, Australia

*The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*



**From:** s47E(c), s47F @health.gov.au>

**Sent:** Monday, April 15, 2024 9:31 AM

**To:** FBP HRD s47E(d) @Health.gov.au>

**Cc:** s47E(c), s47F @health.gov.au>; HSOB Finance s47E(d) @Health.gov.au>

**Subject:** FW: 47630 - Official Order with Ashurst [SEC=OFFICIAL]

Hi Team

Can you please provide me with funds availability and the relevant cost centre code for us to procure services from AGS.

The amount consists of **\$60,000 GST incl (\$40,000 increase to original \$20,000)** for professional fees in 2023-24.

Many thanks

s47E(c),  
s47F

**From:** s47E(c), s47F @health.gov.au>

**Sent:** Friday, April 12, 2024 5:22 PM

**To:** s47E(c), s47F @health.gov.au>

**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>

**Subject:** 47630 - Official Order with Ashurst [SEC=OFFICIAL]

Hi s47E(c),  
s47F

As you're aware we have the attached Order with Ashurst for work on the s42 matter.

We understand you're seeking to increase the order by \$40,000 GST inclusive, which will bring the revised total to



\$60,000 GST inclusive. We also propose to amend the Order so that it covers any potential s42 work that you require on this matter in the future, which is charged by Ashurst at different hourly rates to the s42

We propose that the following fields in the revised Order be drafted as follows:

Area of Law:	s42 s42
Detailed Statement of Work:	s42 This document has been released under the Freedom of Information Act 1982 by the Department of Health, Disability and Ageing
Nominated Personnel	The following Nominated Personnel will be providing Services under this Order. Changes to nominated personnel must be notified to the Agency prior to the change occurring.  s42 s47F  s42 Personnel to be approved by the Agency
Fees and disbursements	The maximum amount payable under this Order is \$60,000 GST inclusive  The applicable rates for different categories of work are set out below.  s45

s45

If you are happy to accept this and provide commitment approval for the **\$40,000** (GST inclusive) increase, please complete Steps 2 to 6 of the Commitment Request embedded below (highlighted in yellow). The final email trail you forward to us in Step 6 should include:

1. Completed Commitment Request template embedded below;
2. Confirmation of funds availability from your FBP (see Step 3); and
3. Delegate Approval (note the suggested wording for delegate approval in Step 5).

Please note that the Order for Legal Services that we set up will be on a time basis (and not fixed fee). This means that the firm will charge for the time that any personnel spend in accordance with the relevant hourly rate. If the firm spends less time than anticipated (e.g. if you require less work than expected), they will charge less. Conversely, if the firm hits the total limit of the fees approved in the Order and more work is required, they will stop work and ask for an increase to the total amount approved.

#### **Commitment Request for External Legal Services**

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

<b>LEX ID:</b>	47630
<b>LAD lawyer and extension:</b>	s47E(c), s47F
<b>Commitment Type:</b>	Variation
<b>Law firm lawyer name:</b>	s47F
<b>Law firm lawyer email:</b>	To: s47F @ashurst.com Cc: s47F @ashurst.com
<b>Start Date for Order of Legal Services:</b>	
<b>End date for Order for Legal Services:</b>	30 June 2024
<b>Total Order value (incl any Variation):</b>	\$60,000 GST incl (\$40,000 increase to original \$20,000)
<b>Area of Law (under WoAG):</b>	s42  
<b>Contract or Consultancy:</b>	Consultancy

<p>Select Contract for legal services:</p> <ul style="list-style-type: none"> <li>• conveyancing;</li> <li>• development of contracts or other legal documents (and any incidental advice given relating to such work);</li> <li>• litigation services (including any drafting or advice connected with litigation or potential litigation); or</li> <li>• drafting of legislation and legislative instruments</li> </ul>	<p>Select Consultancy for legal services, such as:</p> <ul style="list-style-type: none"> <li>• general legal advice (not related to litigation or potential litigation or given incidentally in connection with the development of contracts or other legal documents);</li> <li>• advice on the application of legislation and on development of new legislation; or</li> <li>• legal audit, probity and process advice, in relation to contracting out or tendering.</li> </ul>
---	--

**Step 2 - Project Officer in line area – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)**

<b>Project Officer and extension:</b>	s47E(c), s47F		
<b>Division:</b>	Home and Residential		
<b>Cost Centre:</b>	s47E(d)		
<b>Delegate name:</b>	s47E(c), s47F		
<p><b>Note:</b> For variations, delegation level must be for the total value including the variation refer to following table for financial delegation limitations:</p>			
Department wide classification	Summary of power or function	Administered Contracts	Departmental Contracts
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$70m	\$1m
Section Head / Director / EL2		\$10m	\$100k

**Step 3 - FBP** – to respond to the Project Officer providing a funds availability assessment, as per [FBR R2.1](#), cost centre and the relevant financial year (where it crosses financial years)

**Step 4 - Project Officer** – to forward whole email trail to the Delegate

**Step 5 - Delegate** – as per [FBR R2.1](#), provide approval for the total value including the variation using words such as *'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'* - Please ensure the Delegate providing approval is an authorised Delegate in SAP.

**Step 6 - Project Officer** – to forward whole email trail to the LAD lawyer

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

Please note that this email and attachments may contain confidential or legally privileged information. Please consult with the Legal and Assurance Division before disclosing any part of this email, or attachments, outside the Department. If you receive this email in error, please delete it and contact the sender immediately.

s47E(c), s47F

**From:** PAXINOS, Danae  
**Sent:** Wednesday, 17 April 2024 10:56 AM  
**To:** s47E(c) s47F PURDY, Melissa  
**Subject:** RE: 47630 - Official Order with Ashurst [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47E(c), s47F this is endorsed.

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Wednesday, April 17, 2024 10:00 AM  
**To:** PAXINOS, Danae <Danae.Paxinos@health.gov.au>; PURDY, Melissa <Melissa.Purdy@health.gov.au>  
**Subject:** FW: 47630 - Official Order with Ashurst [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi Danae and Mel,

We're seeking your endorsement to increase and amend the Official Order that the Department has with Ashurst for work relating s42.

The proposed changes are:

- To amend the scope of services to include both s42 ork that may be required
- To increase the Order by \$40,000 GST inclusive, which will take the total amount to \$60,000 GST inclusive.

The line area has already provided commitment approval. Below is also a description of the proposed services to be included in the revised Order.

Can you please let me know whether you endorse this recommendation?

Happy to discuss if you require further information.  
 Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
 Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au  
 Sirius Building 5.N.313  
 GPO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Friday, April 12, 2024 5:22 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** 47630 - Official Order with Ashurst [SEC=OFFICIAL]

Hi §47E(c),  
§47F

As you're aware we have the attached Order with Ashurst for work on the §42 matter.

We understand you're seeking to increase the order by \$40,000 GST inclusive, which will bring the revised total to \$60,000 GST inclusive. We also propose to amend the Order so that it covers any potential §42 work that you require on this matter in the future, which is charged by Ashurst at different hourly rates to the §42.

We propose that the following fields in the revised Order be drafted as follows:

Area of Law:	<div>§42</div> <div></div>
Detailed Statement of Work:	<div>§42</div> <div></div>
Nominated Personnel	<div>The following Nominated Personnel will be providing Services under this Order. Changes to nominated personnel must be notified to the Agency prior to the change occurring.</div> <div><div>§42</div><div>§47F</div></div> <div><div>§42</div><div>Personnel to be approved by the Agency</div></div>

## Fees and disbursements

The maximum amount payable under this Order is **\$60,000 GST inclusive**

The applicable rates for different categories of work are set out below.

s45

If you are happy to accept this and provide commitment approval for the **\$40,000 (GST inclusive)** increase, please complete Steps 2 to 6 of the Commitment Request embedded below (highlighted in yellow). The final email trail you forward to us in Step 6 should include:

1. Completed Commitment Request template embedded below;
2. Confirmation of funds availability from your FBP (see Step 3); and
3. Delegate Approval (note the suggested wording for delegate approval in Step 5).

Please note that the Order for Legal Services that we set up will be on a time basis (and not fixed fee). This means that the firm will charge for the time that any personnel spend in accordance with the relevant hourly rate. If the firm spends less time than anticipated (e.g. if you require less work than expected), they will charge less. Conversely, if the firm hits the total limit of the fees approved in the Order and more work is required, they will stop work and ask for an increase to the total amount approved.

#### Commitment Request for External Legal Services

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

<b>LEX ID:</b>	<b>47630</b>
<b>LAD lawyer and extension:</b>	s47E(c), s47F
<b>Commitment Type:</b>	VARIATION
<b>Law firm lawyer name:</b>	s47F
<b>Law firm lawyer email:</b>	To: s47F <a href="mailto:s47F@ashurst.com">@ashurst.com</a> Cc: s47F <a href="mailto:s47F@ashurst.com">@ashurst.com</a>
<b>Start Date for Order of Legal Services:</b>	
<b>End date for Order for Legal Services:</b>	30 June 2024
<b>Total Order value (incl any Variation):</b>	<b>\$60,000 GST incl (\$40,000 increase to original \$20,000)</b>
<b>Area of Law (under WoAG):</b>	s42



	s42
<b>Contract or Consultancy:</b>  <b>Select Contract for legal services:</b> <ul style="list-style-type: none"> <li>• conveyancing;</li> <li>• development of contracts or other legal documents (and any incidental advice given relating to such work);</li> <li>• litigation services (including any drafting or advice connected with litigation or potential litigation); or</li> <li>• drafting of legislation and legislative instruments</li> </ul>	<b>CONSULTANCY</b>  <b>Select Consultancy for legal services, such as:</b> <ul style="list-style-type: none"> <li>• general legal advice (not related to litigation or potential litigation or given incidentally in connection with the development of contracts or other legal documents);</li> <li>• advice on the application of legislation and on development of new legislation; or</li> <li>• legal audit, probity and process advice, in relation to contracting out or tendering.</li> </ul>

**Step 2 - Project Officer in line area – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)**

<b>Project Officer and extension:</b>	s47E(c), s47F		
<b>Division:</b>	<b><u>Home and Residential</u></b>		
<b>Cost Centre:</b>	s47E(d)		
<b>Delegate name:</b>	s47E(c), s47F		
<b>Note:</b> For variations, delegation level must be for the total value including the variation refer to following table for financial delegation limitations:			
<b>Department wide classification</b>	<b>Summary of power or function</b>	<b>Administered Contracts</b>	<b>Departmental Contracts</b>
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$70m	\$1m
Section Head / Director / EL2		\$10m	\$100k

**Step 3 - FBP** – to respond to the Project Officer providing a funds availability assessment, as per [FBR R2.1](#), cost centre and the relevant financial year (where it crosses financial years)

**Step 4 - Project Officer** – to forward whole email trail to the Delegate

**Step 5 - Delegate** – as per [FBR R2.1](#), provide approval for the **total value** including the variation using words such as *'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'* - **Please ensure the Delegate providing approval is an authorised Delegate in SAP.**

**Step 6 - Project Officer** – to forward whole email trail to the LAD lawyer

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal and Assurance Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia



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Freedom of Information Act 1982 by the  
Department of Health, Disability and Ageing

s47E(c), s47F

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**From:** SAPWorkflow  
**Sent:** Tuesday, 30 April 2024 12:44 PM  
**To:** s47E(c), s47F  
**Subject:** Commitment APPROVAL record for Ashurst Australia f [SEC=OFFICIAL]

The following Commitment APPROVAL record has been Approved by s47E(c), s47F .

Commitment Number: 6000139228

Vendor: Ashurst Australia

Purpose: LEX 47630 - s42 Proposal Type: Procurement Source of Funds:

Health Administered

Total Expenditure Requested (incl GST): 60,000.00

Expenditure extends to Financial Year: 2023-24

Actioned by: s47E(c), s47F

Action: Approved

Date: 30.04.2024

Time: 12:43:31

Comments:

Approved.

This is an automated message. Please do NOT respond to this email.

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Freedom of Information Act 1982 by the  
Department of Health, Disability and Ageing

s47E(c), s47F

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**From:** SAPWorkflow  
**Sent:** Wednesday, 1 May 2024 3:12 PM  
**To:** s47E(c), s47F  
**Subject:** Contract Registration record (4500154930) for Ashu [SEC=OFFICIAL]

The following Contract Registration record has been Confirmed by s47E(c), s47F .

Contract Registration Reference Number: 4500154930

Vendor: Ashurst Australia

Purpose: LEX 47630 - s42

Proposal Type: Procurement Source of Funds:

Health Administered

Total Contract Value (incl GST): 60,000.00

Contract Description:

Work Commencement Date: 21.02.2024

Contract Completion Date: 30.06.2024

Actioned by: s47E(c), s47F

Action: Confirmed

Date: 01.05.2024

Time: 15:11:47

Comments:

The details are in line with the supplied attachment.

This is an automated message. Please do NOT respond to this email.

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Thursday, 2 May 2024 11:24 AM  
**To:** Legal Procurement  
**Cc:** s47E(c), s47F  
**Subject:** LEX 47630 - Revised Order for Legal Services [SEC=OFFICIAL]  
**Attachments:** LEX47630 - revised Order for Legal Services - 1 May 2024.docx  
**Categories:** Filed to TRIM

Hi s47E(c),  
s47F

Thanks for looking into this quickly – happy for this revised order to be PDFed and issued.

Kind regards,

s47E(c), s47F  
 Senior Lawyer – Commercial Law Section  
 Corporate, Commercial and Litigation Branch

Legal Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
 Sirius Building 5.N.313  
 GPO Box 9848, Canberra ACT 2601, Australia

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**From:** Legal Procurement <s47E(d)@Health.gov.au>  
**Sent:** Thursday, May 2, 2024 9:30 AM  
**To:** s47E(c), s47F@health.gov.au; Legal Procurement s47E(d)@Health.gov.au  
**Cc:** s47E(c), s47F@health.gov.au  
**Subject:** RE: \*\*\*\*Can someone please educate s47E(c), s47F on what needs amending?\*\*\* LEX 47630 - Revised Order for Legal Services [SEC=OFFICIAL]

Good morning s47E(c), s47F

Apologies for the error. I've revised the work order for your review. Please let me know if it's ok to PDF and send to Ashurst.

Thanks

s47E(c),  
s47F

**From:** s47E(c), s47F@health.gov.au  
**Sent:** Wednesday, May 1, 2024 7:36 PM  
**To:** Legal Procurement s47E(d)@Health.gov.au  
**Cc:** s47E(c), s47F@health.gov.au  
**Subject:** \*\*\*\*Can someone please educate s47E(c), s47F on what needs amending?\*\*\* LEX 47630 - Revised Order for Legal Services [SEC=OFFICIAL]

Hi s47E(c), s47F

The attached Order that was issued to Ashurst doesn't include all of the fields that we prepared in the email attached (including the relevant rates). This is important for this particular Order as it covers two separate areas of law which have different hourly rates, and Ashurst will need to ensure that they do not exceed the applicable rate depending on the nature of the work they are doing.

Could you please reissue the order to Ashurst and ensure that it incorporates the table fields which we prepared in the attached email?

Happy to discuss if you have any questions.

Kind regards,

s47E(c), s47F

Senior Lawyer – Commercial Law Section  
Corporate, Commercial and Litigation Branch

Legal Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Sirius Building 5.N.313  
GPO Box 9848, Canberra ACT 2601, Australia

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**From:** Legal Procurement s47E(d) @Health.gov.au >  
**Sent:** Wednesday, May 1, 2024 2:58 PM  
**To:** s47F @ashurst.com  
**Cc:** Legal Procurement s47E(d) @Health.gov.au; s47E(c), s47F @health.gov.au >  
**Subject:** LEX 47630 - Revised Order for Legal Services [SEC=OFFICIAL]

Dear s47F

Attached is the Order for Legal Services regarding the above matter.

We draw your attention to the strict terms and conditions in relation to the 80% notification and variation requirements.

Please respond with your acceptance of the Order by return email.

Should you have questions in relation to the Order please contact Legal Procurement.

Kind regards,

I have recently commenced with the department and response times may take longer than expected as I learn internal processes and adjust to the team. I appreciate your patience and understanding during this period.

s47E(c), s47F

**Procurement Officer – Legal Policy and Practice Management Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au

This email comes to you from Ngunnawal and Ngambri Country

Location: Sirius Building 5.N.336

PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

This document has been released under the  
Freedom of Information Act 1982 by the  
Department of Health, Disability and Ageing

# Schedule 6 – SON3622041

This Order is made under the Deed of Agreement for the provision of legal services to eligible Health portfolio agencies under the Whole of Australian Government Legal Services Panel.

<b><u>Order for Legal Services</u></b>	
<b>Agency Order Information</b>	
<b>Matter Title:</b>	s42
<b>Agency:</b>	Department of Health and Aged Care
<b>Agency Matter ID:</b>	LEX 47630
<b>Agency Purchase Order:</b>	4500154930
<b>Order Commencement Date and Term</b>	
<b>Order Commencement Date:</b>	21 February 2024
<b>Order Term and Extensions:</b>	<p>This Order will remain in force until <b>30 June 2024</b></p> <p>The Agency may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to 12 months, on the same terms and conditions of this Order, by giving at least 1 month's prior written notice to the Legal Services Provider (or such shorter period of notice as is agreed with the Legal Services Provider), prior to end of the Initial Term of this Order.</p>
<b>Variation details:</b>	This Order increases the total from \$20,000 to \$60,000 GST inclusive. The Detailed Statement of Work has been updated to amend the scope of the Order to include Public law work.
<b>Statement of Work</b>	
<b>Area of Law:</b>	s42
<b>Detailed Statement of Work:</b>	s42



## Order for Legal Services

<b>Nominated Personnel:</b>	<p>The following Nominated Personnel will be providing Services under this Order:</p> <p>Nominated Personnel will be monitored and recorded internally, Changes to nominated personnel must be notified in writing to the Agency prior to the change occurring.</p>												
<b>Fees and Disbursements:</b>	<p>The maximum amount payable under this Order is <b>\$60,000.00</b> GST inclusive broken down as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Professional Fees</td><td>\$60,000.00</td></tr> <tr> <td>Disbursements</td><td>Not Applicable</td></tr> <tr> <td>Counsel</td><td>Not applicable</td></tr> </table>	Professional Fees	\$60,000.00	Disbursements	Not Applicable	Counsel	Not applicable						
Professional Fees	\$60,000.00												
Disbursements	Not Applicable												
Counsel	Not applicable												
<b>Additional Terms:</b>	<p>When the work completed reaches <b>80%</b> of the maximum amount payable as specified in this Order, the Legal Services Provider must:</p> <ul style="list-style-type: none"> <li>- advise the Agency in writing at s47E(d) @health.gov.au, and</li> <li>- indicate if the work will be completed within the agreed amount/ time frame.</li> </ul> <p>All variations must be approved by the Agency and a revised Order issued prior to the commencement of further work. <b>Failure to do so may result in non-payment of unapproved work.</b></p>												
<b>Confidential Information:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Agency Confidential information</th><th>Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>Agency data</td><td>Indefinitely</td></tr> <tr> <td>Any Personal Information held by the Agency</td><td>Indefinitely</td></tr> <tr> <td>Security Classified Information</td><td>Indefinitely</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Legal Services Provider Confidential information</th><th>Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>Fees, hourly rates and costing methodologies</td><td>10 years</td></tr> </tbody> </table>	Agency Confidential information	Period of Confidentiality	Agency data	Indefinitely	Any Personal Information held by the Agency	Indefinitely	Security Classified Information	Indefinitely	Legal Services Provider Confidential information	Period of Confidentiality	Fees, hourly rates and costing methodologies	10 years
Agency Confidential information	Period of Confidentiality												
Agency data	Indefinitely												
Any Personal Information held by the Agency	Indefinitely												
Security Classified Information	Indefinitely												
Legal Services Provider Confidential information	Period of Confidentiality												
Fees, hourly rates and costing methodologies	10 years												
<b>Other Requirements:</b>	Not applicable												
<b>Agency Information</b>													
<b>Agency Representative:</b>	<p>Name: s47E(c), s47F</p> <p>Email: @health.gov.au</p>												
<b>Invoices:</b>	<p>Invoices are to be submitted by the third business day of each month to s47E(d) @health.gov.au copy to s47E(d) @health.gov.au (attention s47E(c), s47F )</p> <p>Invoices must include the LEX number and the Purchase Order number to ensure prompt payment.</p>												
<b>Legal Services Provider Information</b>													
<b>Legal Services Provider Representative:</b>	<p>Name: s47F</p> <p>Email: s47F @ashurst.com</p>												
<b>Legal Services Provider Address for Notices:</b>	Postal Address: 5 Martin Place, Sydney, NSW 2000,												

# Schedule 6 – SON3622041

This Order is made under the Deed of Agreement for the provision of legal services to eligible Health portfolio agencies under the Whole of Australian Government Legal Services Panel.

Order for Legal Services	
Agency Order Information	
Matter Title:	s42
Agency:	Department of Health and Aged Care
Agency Matter ID:	LEX 47630
Agency Purchase Order:	4500154930
Order Commencement Date and Term	
Order Commencement Date:	21 February 2024
Order Term and Extensions:	<p>This Order will remain in force until <b>30 June 2024</b></p> <p>The Agency may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to 12 months, on the same terms and conditions of this Order, by giving at least 1 month's prior written notice to the Legal Services Provider (or such shorter period of notice as is agreed with the Legal Services Provider), prior to end of the Initial Term of this Order.</p>
Variation details:	This Order increases the total from \$20,000 to <b>\$60,000 GST inclusive</b> . The Detailed Statement of Work has been updated to amend the scope of the Order to include Public law work.
Statement of Work	
Area of Law:	s42
	s42
Detailed Statement of Work:	s42

## Order for Legal Services

<b>Nominated Personnel:</b>	<p>The following Nominated Personnel will be providing Services under this Order. Changes to nominated personnel must be notified to the Agency prior to the change occurring.</p> <p>s42 [REDACTED] s47F [REDACTED]</p> <p>s42 [REDACTED]</p> <p>Personnel to be approved by the Agency</p>												
<b>Fees and Disbursements:</b>	<p>This Order increases the total from \$20,000 to <b>\$60,000 GST inclusive</b>, broken down as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 60%;">Professional Fees</td><td style="width: 40%;">\$60,000.00</td></tr> <tr> <td>Disbursements</td><td>Not Applicable</td></tr> <tr> <td>Counsel</td><td>Not applicable</td></tr> </table> <p>The applicable rates for different categories of work are set out below:</p> <p>s45 [REDACTED]</p>	Professional Fees	\$60,000.00	Disbursements	Not Applicable	Counsel	Not applicable						
Professional Fees	\$60,000.00												
Disbursements	Not Applicable												
Counsel	Not applicable												
<b>Additional Terms:</b>	<p>When the work completed reaches 80% of the maximum amount payable as specified in this Order, the Legal Services Provider must:</p> <ul style="list-style-type: none"> <li>- advise the Agency in writing at s47E(d) [REDACTED] <a href="mailto:[REDACTED]@health.gov.au">@health.gov.au</a>, and</li> <li>- indicate if the work will be completed within the agreed amount/ time frame.</li> </ul> <p>All variations must be approved by the Agency and a revised Order issued prior to the commencement of further work. <b>Failure to do so may result in non-payment of unapproved work.</b></p>												
<b>Confidential Information:</b>	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 70%;">Agency Confidential information</th><th style="width: 30%;">Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>Agency data</td><td>Indefinitely</td></tr> <tr> <td>Any Personal Information held by the Agency</td><td>Indefinitely</td></tr> <tr> <td>Security Classified Information</td><td>Indefinitely</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 70%;">Legal Services Provider Confidential information</th><th style="width: 30%;">Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>Fees, hourly rates and costing methodologies</td><td>10 years</td></tr> </tbody> </table>	Agency Confidential information	Period of Confidentiality	Agency data	Indefinitely	Any Personal Information held by the Agency	Indefinitely	Security Classified Information	Indefinitely	Legal Services Provider Confidential information	Period of Confidentiality	Fees, hourly rates and costing methodologies	10 years
Agency Confidential information	Period of Confidentiality												
Agency data	Indefinitely												
Any Personal Information held by the Agency	Indefinitely												
Security Classified Information	Indefinitely												
Legal Services Provider Confidential information	Period of Confidentiality												
Fees, hourly rates and costing methodologies	10 years												
<b>Other Requirements:</b>	Not applicable												

## Order for Legal Services

### **Agency Information**

<b>Agency Representative:</b>	<b>Name:</b> s47E(c), s47F <b>Email:</b> @health.gov.au
<b>Invoices:</b>	Invoices are to be submitted by the third business day of each month to s47E(d) @health.gov.au copy to s47E(d) @health.gov.au (attention s47E(c), s47F )  Invoices must include the LEX number and the Purchase Order number to ensure prompt payment.

### **Legal Services Provider Information**

<b>Legal Services Provider Representative:</b>	<b>Name:</b> s47F <b>Email:</b> s47F @ashurst.com
<b>Legal Services Provider Address for Notices:</b>	<b>Postal Address:</b> 5 Martin Place, Sydney, NSW 2000,

This document has been released under the  
 Freedom of Information Act 1982 by the  
 Department of Health, Disability and Ageing

s47E(c), s47F

**From:** Legal Procurement  
**Sent:** Thursday, 2 May 2024 12:34 PM  
**To:** s47F @ashurst.com  
**Cc:** s47E(c), s47F; Legal Procurement  
**Subject:** LEX 47630 - Revised Order for Legal Services - corrected [SEC=OFFICIAL]  
**Attachments:** LEX47630 - revised Order for Legal Services - 1 May 2024.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Filed to TRIM

Good afternoon s47F

Apologies but we noticed that the revised work order sent to you yesterday contained some errors. Please find attached the corrected version.

Thanks

s47E(c),  
s47F

s47E(c), s47F

**Assistant Director, Legal Policy and Practice Management Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au

Location: Sirius 5.N.333  
 PO Box 9848, Canberra ACT 2601, Australia

---

**From:** Legal Procurement s47E(d) @Health.gov.au>  
**Sent:** Wednesday, May 1, 2024 2:58 PM  
**To:** s47F @ashurst.com  
**Cc:** Legal Procurement s47E(d) @Health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** LEX 47630 - Revised Order for Legal Services [SEC=OFFICIAL]

Dear s47F

Attached is the Order for Legal Services regarding the above matter.

We draw your attention to the strict terms and conditions in relation to the 80% notification and variation requirements.

Please respond with your acceptance of the Order by return email.

Should you have questions in relation to the Order please contact Legal Procurement.

Kind regards,

I have recently commenced with the department and response times may take longer than expected as I learn internal processes and adjust to the team. I appreciate your patience and understanding during this period.

s47E(c), s47F

**Procurement Officer – Legal Policy and Practice Management Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

This email comes to you from Ngunnawal and Ngambri Country  
Location: Sirius Building 5.N.336  
PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

This document has been released under the  
Freedom of Information Act 1982 by the  
Department of Health, Disability and Ageing

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Friday, 10 May 2024 12:20 PM  
**To:** s47E(c), s47F  
**Cc:**  
**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 s42

[SEC=OFFICIAL]

**Categories:** Filed to TRIM

Hey s47E(c), s47F

Looking for your recommendations on how long you would like to extend this for and for how much? I'll then seek FBP funds availability  
 Thank you!

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Friday, May 10, 2024 11:56 AM  
**To:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>;  
 s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>  
**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 s42

[SEC=OFFICIAL]

Hi s47E(c),  
s47F

Yes it looks as though the commitment value amount is not correct in the financials table which I will get updated. However the Purchase Order has the correct amount of \$60k which was approved on 30 April.

If you do need to extend the Purchase Order because the extension will go beyond this financial year (2023-2024), we will need Delegate and FBP approval that there are funds available in the next financial year (2024-2025). These are below in **steps 2-6**.

Kind regards,

s47E(c), s47F  
**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F @health.gov.au  
 Location: Sirius 5.N.312  
 PO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F <[REDACTED]@health.gov.au>  
**Sent:** Friday, May 10, 2024 11:50 AM  
**To:** s47E(c), s47F <[REDACTED]@Health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>  
**Cc:** s47E(c), s47F <[REDACTED]@health.gov.au>  
**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42 [REDACTED])

[SEC=OFFICIAL]

Hey s47E(c), s47F

Not sure if the commitment value is correct. We recently increased this to \$60k on 30 April.

I suspect we will need to extend this PO, but may need to defer to s47E(c), s47F for further advice.

Happy to discuss.

**From:** s47E(c), s47F <[REDACTED]@Health.gov.au>  
**Sent:** Monday, May 6, 2024 2:04 PM  
**To:** s47E(c), s47F <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>  
**Cc:** s47E(c), s47F <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>  
**Subject:** For Action- PO expiring 30 June 2024- LEX 47630 (s42 [REDACTED])

[SEC=OFFICIAL]

Hi s47E(c), s47F,

Please be advised the **attached** Purchase Order (PO) is due to expire on **30 June 2024**.

Financials	
Total Commitment Value	20,000.00
Invoices	2,449.10
... which is under Total Commitment Value by	17,550.90

Please let me know:

1. If this PO can expire on 30 June by return email;
2. If there is still work to be done on this matter, could you please provide confirmation this purchase order can be extended by providing the new expiry date in the table below and forward this table to me for processing; or
3. If you need to extend the expiry date and would also like an uplift of funds for this PO, please follow steps 1-6 below.

Please provide us with this information no later than **COB Monday, 13 May 2024**. Please let me know if you are not able to meet this timeframe.

**NOTE:** Commitments must be approved in SAP within two business days of approval being given in writing as required under the department's [Finance Business Rules R2.1 \(FBR R2.1\)](#).

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

<b>LEX ID:</b>	<b>47630</b>
<b>Purchase Order Number:</b>	4500154930
<b>LAD lawyer and extension:</b>	s47E(c), s47F

<b>Commitment Type:</b>	VARIATION
<b>Law firm lawyer name:</b>	s47F
<b>Law firm lawyer email:</b>	s47F@ashurst.com
<b>New Expiry date:</b>	
<b>Total Commitment value (incl. any variation):</b>	\$ (incl/excl GST)

**Step 2 - Project Officer** in line area – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)

<b>Project Officer and extension:</b>			
<b>Division:</b>			
<b>Cost Centre:</b>			
<b>Delegate name:</b>			
<b>Approve legal to action invoicing:</b>		Choose an item.	
<p><b>Note:</b> Approving LAD to action invoices on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area. The instructing lawyer will act consistent with delegated PGPA s23(1) powers provided under the department's Instrument of Delegation, Schedule 1.</p> <p><b>Note:</b> For variations, delegation level must be for the <b>total value</b>.</p>			
<b>Department wide classification</b>	<b>Summary of power or function</b>	<b>Administered Contracts</b>	<b>Departmental Contracts</b>
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$50m	\$1m
Section Head / Director / EL2		\$1m	\$100k

\*Approving LAD to act on payments on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area.

**Streamlining Procurement in relation to non-urgent matters.**

Definition: A **non-urgent** matter is a matter where the procured services are not required until at least **one week** after Step 7 occurs. In non-urgent matters the Delegate's approval will be obtained only online via SAP. It is the Project Officers responsibility to ensure the Delegate is expecting the commitment approval in SAP.

If the matter is **urgent** complete all steps.

If the matter is **non-urgent** please skip steps 5 and 6.

If you are not sure whether the matter is **non-urgent**, please complete all steps.

**Step 3 – Finance Business Partner (FBP)** – to respond to the Project Officer providing funds availability assessment, as per [FBR R2.1](#), cost centre and the relevant financial year (where it crosses financial years). Not required for date variations within the same financial year.

**Step 4 - Project Officer** – to determine if the matter is non-urgent

**Step 5 - Project Officer** – to forward whole email trail to the Delegate

**Step 6 - Delegate** – as per [FBR R2.1](#), provide approval for the **total value** including the variation in the form of the following; *'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'*

**Step 7 - Project Officer** – to forward whole email trail to the LAD lawyer

**Step 8 - LAD lawyer** – as per [FBR R2.6](#), obtain LAD AS Endorsement for new quotes \$10,000 (incl GST) or more (not applicable for variations where LAD AS Endorsement has previously been obtained)

**Step 9 - LAD lawyer** – to forward the following in one email to s47E(d) [@health.gov.au](#)

- Request For Quote
- Quotation provided by the law firm
- Funds availability assessment by the FBP
- Delegate approval
- LAD AS Endorsement (where applicable)
- Any other instructions

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group

Australian Government Department of Health and Aged Care

T: 02 6289 s47E(c), s47F [@health.gov.au](#)

Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

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### Extension of Purchase Order

We have recently uplifted the PO and the current amount is \$60K (GST incl). For now, the remaining balance should suffice and no further uplift in dollars is needed. However, we do need to extend the time and you will need to get the relevant approvals for the same amount (\$60K (GST incl)) to be carried over into the next financial year. The extension should be until **30 November 2024**.

Happy to answer any other questions you have or wish to discuss.

Regards,

s47F, s47E(c)

Principal Lawyer – Commercial Law Section

Legal Division | Corporate Operations Group  
Corporate, Commercial and Litigation Branch  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Location: Sirius Building 5.N.123  
GPO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*

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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Monday, 24 June 2024 8:14 AM  
**To:** Legal Procurement  
**Cc:** s47E(c), s47F  
**Subject:** RE: Request to vary PO expiry - LEX 47630 s42

[SEC=OFFICIAL]

**Attachments:** PO 4500154930 - LEX 47630 s42  
 [SEC=OFFICIAL]

**Categories:** Filed to TRIM

Hey s47E(c),  
 s47F

Apologies for the delay. There was some slight confusion in the amount of funds. The client area is not seeking an uplift of funds anymore.

Please find attached the email with FBP and delegate approval for the remainder of funds left on the PO. This means the total commitment value will remain the same as 23/24 FY (\$60,000).

Let me know if you need anything else.

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
 Location: Sirius 5.N.312  
 PO Box 9848, Canberra ACT 2601, Australia

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**From:** Legal Procurement s47E(d) @Health.gov.au>  
**Sent:** Monday, June 17, 2024 5:29 PM  
**To:** s47E(c), s47F @Health.gov.au>; Legal Procurement s47E(d) @Health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** RE: Request to vary PO expiry - LEX 47630 s42

[SEC=OFFICIAL]

Hi s47E(c),  
 s47F

Does your team have a copy of the quote requesting an uplift of funds from the firm?

Kind regards,

s47E(c), s47F

**Procurement Officer – Legal Policy and Practice Management Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

This email comes to you from Ngunnawal and Ngambri Country

Location: Sirius Building 5.N.336

PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

**From:** s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)>

**Sent:** Friday, June 14, 2024 12:33 PM

**To:** Legal Procurement s47E(d) [@Health.gov.au](mailto:s47E(d)@Health.gov.au)>

**Cc:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>; s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>

**Subject:** Request to vary PO expiry - LEX 47630 s42

[SEC=OFFICIAL]

Hey s47E(c), s47F

Can we please request a variation to the Purchase Order for LEX 47630.

PO to be extended to 30 November 2024

To assist you with varying the PO, we provided the following:

- Acknowledgment from law firm that further work is required (Email attached);
- FBP confirmation (email attached);
- Delegate approval (email below); and
- Completed commitment request template (email below).

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
 Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F [redacted] <[redacted]@health.gov.au>  
**Sent:** Friday, June 14, 2024 11:33 AM  
**To:** s47E(c), s47F [redacted] <[redacted]@Health.gov.au>  
**Cc:** s47E(c), s47F [redacted] <[redacted]@health.gov.au>; s47E(c), s47F [redacted] <[redacted]@health.gov.au>; s47E(c), s47F [redacted] <[redacted]@health.gov.au>  
**Subject:** FW: For Action- PO expiring 30 June 2024- LEX 47630 (s42 [redacted])

[SEC=OFFICIAL]

Hi s47E(c),  
s47F [redacted]

All done. Please let me know if you require anything else

Kind regards

s47E(c),  
s47F [redacted]  
Assistant Director – CHSP Service Reform Section

Home Support Operations Branch | Home and Residential Division | Ageing and Aged Care Group  
 Australian Government, Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F [redacted] <[redacted]@health.gov.au>

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**From:** s47E(c), s47F [redacted] <[redacted]@health.gov.au>  
**Sent:** Friday, June 14, 2024 10:06 AM  
**To:** s47E(c), s47F [redacted] <[redacted]@health.gov.au>  
**Cc:** s47E(c), s47F [redacted] <[redacted]@health.gov.au>  
**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42 [redacted])

[SEC=OFFICIAL]

Hi s47E(c),  
s47F [redacted]

I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'

Regards

s47E(c),  
s47F [redacted]

s47E(c), s47F [redacted]

A/g Director  
 CHSP Service Reform Section

Home Support Operations Branch | Home and Residential Funding Division  
 Department of Health and Aged Care  
 p: (02) 6289 s47E(c), s47F [redacted] <[redacted]@health.gov.au>



From: s47E(c), s47F <[REDACTED]@health.gov.au>  
 Sent: Thursday, June 13, 2024 9:08 PM  
 To: s47E(c), s47F <[REDACTED]@health.gov.au>  
 Cc: s47E(c), s47F <[REDACTED]@health.gov.au>  
 Subject: FW: For Action- PO expiring 30 June 2024- LEX 47630 (s42 [REDACTED])

[SEC=OFFICIAL]

Importance: High

Hi s47E(c), s47F

Can you please review and approve? If you approve please reply to this email with:

*'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'*

#### Recommendations

1. Approve the variation of this PO to extend the end date to 30 November 2024
2. Approve the addition of \$60,000 (GST exclusive) in 2024-25, noting the total commitment will be \$120,000 (GST exclusive) across 2023-24 and 2024-25

#### To note

3. FBP approval for the additional \$60,000 (GST exclusive) in 2024-25 is attached. There is already \$60,000 (GST exclusive) in 2023-24 committed
4. Form copied below from the email (May 6, 2024 2:04 PM) for ease of reference – is PO is for our external legal team which has been providing legal services in relation to s42 [REDACTED]

Thanks, s47E(c), s47F

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

LEX ID:	47630
Purchase Order Number:	4500154930
LAD lawyer and extension:	s47E(c), s47F
Commitment Type:	VARIATION
Law firm lawyer name:	s47F
Law firm lawyer email:	s47F @ashurst.com
New Expiry date:	30/11/2024
Total Commitment value (incl. any variation):	\$ 120,000 excl GST; ( 2023-24 \$60,000 and 2024-25 \$60,000 excl GST)

**Step 2 - Project Officer** in line area – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)

Project Officer and extension:	s47E(c), s47F
Division:	Home and Residential
Cost Centre:	s47E(d)
Delegate name:	s47E(c), s47F
Approve legal to action invoicing:	Yes
<p><b>Note:</b> Approving LAD to action invoices on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area. The instructing lawyer will act consistent with delegated PGPA s23(1) powers provided under the department's Instrument of Delegation, Schedule 1.</p> <p><b>Note:</b> For variations, delegation level must be for the <b>total value</b>.</p>	

Department wide classification	Summary of power or function	Administered Contracts	Departmental Contracts
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$50m	\$1m
Section Head / Director / EL2		\$1m	\$100k

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Wednesday, June 12, 2024 2:22 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>  
**Subject:** FW: For Action- PO expiring 30 June 2024- LEX 47630 (s42

[SEC=OFFICIAL]

Hey s47E(c), s47F – I got Finance approval, just never completed the form.

Can you please complete below?

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Wednesday, June 12, 2024 11:22 AM  
**To:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>;  
s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** For Action- PO expiring 30 June 2024- LEX 47630 (s42

[SEC=OFFICIAL]

Hi s47E(c), s47F

I am just following up on the approvals required to extend the Purchase Order for LEX 47630. I think s47E(c), s47F was getting the approvals but I have seen she is now on Leave until July 8. The Purchase Order is due to expire June 30 so we will need to action this asap.

If you could please fill out step 2 in the table below and then get delegate and FBP approvals as explained in steps 3-6 and send all information back to me, I will then be able to progress the extension.

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F @health.gov.au  
Location: Sirius 5.N.312  
PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

*Please note that this email and attachments may contain confidential or legally privileged information. Please consult with Legal Division before disclosing any part of this email, or attachment, outside the Department. If you receive this email in error, please delete it and contact the sender immediately.*

**From:** s47E(c), s47F  
**Sent:** Wednesday, May 15, 2024 11:48 AM

To: s47E(c), s47F [REDACTED] @health.gov.au>; s47E(c), s47F [REDACTED] @health.gov.au>  
 Cc: s47E(c), s47F [REDACTED] @health.gov.au>; s47E(c), s47F [REDACTED] @health.gov.au>  
 Subject: RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42 [REDACTED])

[SEC=OFFICIAL]

Hi s47E(c),  
 s47F [REDACTED]

So far we have got invoices up to \$15,545.50 which does not include current WIP or next month. However with the \$40k uplift that was approved on 17<sup>th</sup> April that leaves \$44,454.50 funds remaining. To get the purchase order extended you will need to get this amount approved by FBP for the next financial year (2024-2025).

Let me know if this does not make sense or if you have any other questions.

Kind regards,

s47E(c), s47F [REDACTED]  
**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
 Australian Government Department of Health and Aged Care  
 T: 02 6289 s47E(c), s47F [REDACTED] @health.gov.au  
 Location: Sirius 5.N.312  
 PO Box 9848, Canberra ACT 2601, Australia

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---

**From:** s47E(c), s47F [REDACTED] @health.gov.au>  
**Sent:** Wednesday, May 15, 2024 11:05 AM  
**To:** s47E(c), s47F [REDACTED] @health.gov.au>; s47E(c), s47F [REDACTED] @Health.gov.au>;  
 s47E(c), s47F [REDACTED] @health.gov.au>  
**Cc:** s47E(c), s47F [REDACTED] @health.gov.au>  
**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42 [REDACTED])

[SEC=OFFICIAL]

Hi s47E(c),  
 s47F [REDACTED] to seek FBP approval, I'll need to know how much money will be expended in 2024-25. I currently have confirmed funds availability for \$60k in 2023-24 .

Are you able to let me know/

---

**From:** s47E(c), s47F [REDACTED] @health.gov.au>  
**Sent:** Monday, May 13, 2024 2:10 PM  
**To:** s47E(c), s47F [REDACTED] @Health.gov.au>; s47E(c), s47F [REDACTED] @health.gov.au>;  
 s47E(c), s47F [REDACTED] @health.gov.au>  
**Cc:** s47E(c), s47F [REDACTED] @health.gov.au>  
**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42 [REDACTED])

[SEC=OFFICIAL]

Hi s47E(c),  
 s47F [REDACTED]

No worries. I have been talking to [REDACTED] about this and she would not have included you.

[REDACTED] – can you now progress the extension as per [REDACTED] steps.

Thanks

[REDACTED]

**From:** [REDACTED] <[REDACTED]@Health.gov.au>

**Sent:** Monday, May 13, 2024 1:57 PM

**To:** [REDACTED] <[REDACTED]@health.gov.au>; [REDACTED] <[REDACTED]@health.gov.au>; [REDACTED] <[REDACTED]@health.gov.au>

**Cc:** [REDACTED] <[REDACTED]@health.gov.au>

**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 [REDACTED]

[REDACTED] ) [SEC=OFFICIAL]

Hey [REDACTED]

Thank you for that, apologies for the follow-up email I must've missed the previous reply. [REDACTED] just needs to complete steps 2-6 in the table below and send the completed table, FBP approval, and delegate approval back to me for the extension to go ahead.

Kind regards,

[REDACTED]

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group

Australian Government Department of Health and Aged Care

T: 02 6289 [REDACTED] <[REDACTED]@health.gov.au>

Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

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**From:** [REDACTED] <[REDACTED]@health.gov.au>

**Sent:** Monday, May 13, 2024 1:53 PM

**To:** [REDACTED] <[REDACTED]@Health.gov.au>; [REDACTED] <[REDACTED]@health.gov.au>; [REDACTED] <[REDACTED]@health.gov.au>

**Cc:** [REDACTED] <[REDACTED]@health.gov.au>

**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 [REDACTED]

[REDACTED] ) [SEC=OFFICIAL]

Hi [REDACTED]

This will need to be extended until 30 November 2024. I have asked [REDACTED] to seek the approval for the extension, but could you please send through the relevant extension/approval forms [REDACTED] can use.

The current amount (\$60K GST incl) will be unchanged.

Much appreciated.

s47E(c),  
s47F

**From:** s47E(c), s47F <[REDACTED]@Health.gov.au>

**Sent:** Monday, May 13, 2024 12:13 PM

**To:** s47E(c), s47F <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>

**Cc:** s47E(c), s47F <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>

**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42

[REDACTED] ) [SEC=OFFICIAL]

Hi s47E(c), s47F ,

Following up on this request below as to whether LEX 47630 Purchase Order can expire. Please let me know if it can expire or if it needs to be extended as outlined below.

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group

Australian Government Department of Health and Aged Care

T: 02 6289 s47E(c), s47F <[REDACTED]@health.gov.au>

Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F

**Sent:** Monday, May 6, 2024 2:04 PM

**To:** s47E(c), s47F <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>

**Cc:** s47E(c), s47F <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>

**Subject:** For Action- PO expiring 30 June 2024- LEX 47630 (s42

[REDACTED] [SEC=OFFICIAL]

Hi s47E(c), s47F ,

Please be advised the **attached** Purchase Order (PO) is due to expire on **30 June 2024**.

Financials	
Total Commitment Value	20,000.00
Invoices	2,449.10
... which is under Total Commitment Value by	17,550.90

Please let me know:

1. If this PO can expire on 30 June by return email; or



2. If there is still work to be done on this matter, and you need to extend the expiry date, provide the new expiry date in the table below and complete steps 1-6
3. If you need to extend the expiry date and would also like an uplift of funds for this PO, please follow steps 1-6 below.

Please provide us with this information no later than **COB Monday, 13 May 2024**. Please let me know if you are not able to meet this timeframe.

**NOTE:** Commitments must be approved in SAP within two business days of approval being given in writing as required under the department's [Finance Business Rules R2.1 \(FBR R2.1\)](#).

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

<b>LEX ID:</b>	47630
<b>Purchase Order Number:</b>	4500154930
<b>LAD lawyer and extension:</b>	s47E(c), s47F
<b>Commitment Type:</b>	VARIATION
<b>Law firm lawyer name:</b>	s47F
<b>Law firm lawyer email:</b>	s47F@ashurst.com
<b>New Expiry date:</b>	30/11/2024
<b>Total Commitment value (incl. any variation):</b>	\$ 120,000 excl GST; ( 2023-24 \$60,000 and 2024-25 \$60,000 excl GST)

**Step 2 - Project Officer** in line area – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)

<b>Project Officer and extension:</b>	s47E(c), s47F		
<b>Division:</b>	<u>Home and Residential</u>		
<b>Cost Centre:</b>	s47E(d)		
<b>Delegate name:</b>	s47E(c), s47F		
<b>Approve legal to action invoicing:</b>	Yes		
<b>Note:</b> Approving LAD to action invoices on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area. The instructing lawyer will act consistent with delegated PGPA s23(1) powers provided under the department’s Instrument of Delegation, Schedule 1.			
<b>Note:</b> For variations, delegation level must be for the <b>total value</b> .			
<b>Department wide classification</b>	<b>Summary of power or function</b>	<b>Administered Contracts</b>	<b>Departmental Contracts</b>
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$50m	\$1m
Section Head / Director / EL2		\$1m	\$100k

\*Approving LAD to act on payments on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area.

**Streamlining Procurement in relation to non-urgent matters.**

Definition: A **non-urgent** matter is a matter where the procured services are not required until at least **one week** after Step 7 occurs. In non-urgent matters the Delegate's approval will be obtained only online via SAP. It is the Project Officers responsibility to ensure the Delegate is expecting the commitment approval in SAP.

If the matter is **urgent** complete all steps.

If the matter is **non-urgent** please skip steps 5 and 6.

If you are not sure whether the matter is **non-urgent**, please complete all steps.

**Step 3 – Finance Business Partner (FBP)** – to respond to the Project Officer providing funds availability assessment, as per [FBR R2.1](#), cost centre and the relevant financial year (where it crosses financial years). Not required for date variations within the same financial year.

**Step 4 - Project Officer** – to determine if the matter is non-urgent

**Step 5 - Project Officer** – to forward whole email trail to the Delegate

**Step 6 - Delegate** – as per [FBR R2.1](#), provide approval for the **total value** including the variation in the form of the following; *'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'*

**Step 7 - Project Officer** – to forward whole email trail to the LAD lawyer

**Step 8 - LAD lawyer** – as per [FBR R2.6](#), obtain LAD AS Endorsement for new quotes \$10,000 (incl GST) or more (not applicable for variations where LAD AS Endorsement has previously been obtained)

**Step 9 - LAD lawyer** – to forward the following in one email to s47E(d) [@health.gov.au](#)

- Request For Quote
- Quotation provided by the law firm
- Funds availability assessment by the FBP
- Delegate approval
- LAD AS Endorsement (where applicable)
- Any other instructions

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group

Australian Government Department of Health and Aged Care

T: 02 6289 s47E(c), s47F [@health.gov.au](#)

Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Friday, 21 June 2024 4:19 PM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** PO 4500154930 - LEX 47630 (s42  
 [SEC=OFFICIAL]

**Importance:** High

Good afternoon s47E(c),  
 s47F

Please find confirmation from our FBP to accrue (carryover) remaining funds this financial year to the next for the work still needed for LEX47630.

Can you extend the PO as discussed to 30 November 2024. As we discussed, should additional funds be needed then we can increase the PO as necessary.

I hope this is sufficient but let me know if you need anything further from me.

Regards

s47E(c),  
 s47F

s47E(c), s47F

A/g Director  
 CHSP Service Reform Section

Home Support Operations Branch | Home and Residential Funding Division  
 Department of Health and Aged Care  
 p: (02) 6289 s47E(c), s47F @health.gov.au


---

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Friday, June 21, 2024 2:51 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>; HSOB Finance s47E(d) @Health.gov.au>  
**Subject:** FW: PO 4500154930 - LEX 47630 (s42 ) [SEC=OFFICIAL]  
**Importance:** High

Hi s47E(c), s47F

Thanks for your email.

As advised, the remaining funds (PO 4500154930) of \$23,295.43 (GST exclusive) will be accrued in FY23-24. Noted, 2024-25 funding, totalling \$60,000 (GST exclusive), is no longer required.

Services 		Additional lines	Clear Line	Copy Line	Invoice Planning	Item History		
Item	Del.	Category	Material	Service		Short Text	Cost Center	GL Ac
00010		01	CO-120-GST			Consultancy Legal Services - GST	s47E(d)	52000
00020		01	CO-120-GST			Consultancy Legal Services - GST		52000

Have a nice weekend 😊

Kind regards

s47E(c), s47F

Finance Team

Home Support Operations Branch

Home and Residential Division | Ageing and Aged Care Group

Department of Health and Aged Care

Home Support Operations Branch | Home and Residential Division | Ageing and Aged Care Group

E : s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)

From: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

Sent: Friday, June 21, 2024 10:14 AM

To: HSOB Finance s47E(d) [@Health.gov.au](mailto:s47E(d)@Health.gov.au)

Subject: PO 4500154930 - LEX 47630 (s42) [SEC=OFFICIAL]

Importance: High

Good morning team

I come to you to advise of some changes to PO 4500154930 and to seek your confirmation of the changes.

You have previously provided confirmation of funds for this PO as follows (refer to emails below):

- 2023-24 \$60,000 (GST inclusive)
- 2024-25 \$60,000 (GST exclusive)

At this stage we will not require the additional \$60k for 2024-25. What we plan to do is this:

- Extend the PO to 30 November 2024.
- Remaining funds, approx. \$25k will be accrued to 2024-25.

### Actions

That you:

- Accrue remaining funds from PO 4500154930 to 2024-25.
- Note 2024-25 funding, totalling \$60,000 (GST exclusive), is no longer required.
- Note PO 4500154930 delivery date will be amended from 30 June 2024 to 30 November 2024.

I would really appreciate if you can respond to this change today so that I can inform Legals. Legals are responsible for the purchase order and will make the necessary changes in SAP.

Thanks

s47E(c),  
s47F

s47E(c), s47F

A/g Director  
CHSP Service Reform Section

Home Support Operations Branch | Home and Residential Funding Division  
Department of Health and Aged Care  
p: (02) 6289 s47E(c), s47F @health.gov.au

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Friday, June 14, 2024 10:06 AM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>  
**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42

[SEC=OFFICIAL]

Hi s47E(c),  
s47F

I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'

Regards  
s47E(c), s47F

A/g Director  
CHSP Service Reform Section

Home Support Operations Branch | Home and Residential Funding Division  
Department of Health and Aged Care  
p: (02) 6289 s47E(c), s47F @health.gov.au

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Thursday, June 13, 2024 9:08 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au>  
**Subject:** FW: For Action- PO expiring 30 June 2024- LEX 47630 (s42

) [SEC=OFFICIAL]

**Importance:** High

Hi s47E(c),  
s47F

Can you please review and approve? If you approve please reply to this email with:

*'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'*

#### Recommendations

1. Approve the variation of this PO to extend the end date to 30 November 2024

2. Approve the addition of \$60,000 (GST exclusive) in 2024-25, noting the total commitment will be \$120,000 (GST exclusive) across 2023-24 and 2024-25

**To note**

3. FBP approval for the additional \$60,000 (GST exclusive) in 2024-25 is attached. There is already \$60,000 (GST exclusive) in 2023-24 committed
4. Form copied below from the email (May 6, 2024 2:04 PM) for ease of reference – is PO is for our external legal team which has been providing legal services in relation to s42

Thanks, s47E(c), s47F

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

<b>LEX ID:</b>	47630
<b>Purchase Order Number:</b>	4500154930
<b>LAD lawyer and extension:</b>	s47E(c), s47F
<b>Commitment Type:</b>	VARIATION
<b>Law firm lawyer name:</b>	s47F
<b>Law firm lawyer email:</b>	s47F@ashurst.com
<b>New Expiry date:</b>	30/11/2024
<b>Total Commitment value (incl. any variation):</b>	\$ 120,000 excl GST: ( 2023-24 \$60,000 and 2024-25 \$60,000 excl GST)

**Step 2 - Project Officer** in line area – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)

<b>Project Officer and extension:</b>	s47E(c), s47F
<b>Division:</b>	Home and Residential
<b>Cost Centre:</b>	s47E(d)
<b>Delegate name:</b>	s47E(c), s47F
<b>Approve legal to action invoicing:</b>	Yes

**Note:** Approving LAD to action invoices on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area. The instructing lawyer will act consistent with delegated PGPA s23(1) powers provided under the department's Instrument of Delegation, Schedule 1.

**Note:** For variations, delegation level must be for the **total value**.

Department wide classification	Summary of power or function	Administered Contracts	Departmental Contracts
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$50m	\$1m
Section Head / Director / EL2		\$1m	\$100k

From: s47E(c), s47F@health.gov.au>  
 Sent: Wednesday, June 12, 2024 2:22 PM  
 To: s47E(c), s47F@health.gov.au>  
 Cc: s47E(c), s47F@health.gov.au>  
 Subject: FW: For Action- PO expiring 30 June 2024- LEX 47630 s42

) [SEC=OFFICIAL]

Hey s47E(c), s47F – I got Finance approval, just never completed the form.

Can you please complete below?

**From:** s47E(c), s47F [REDACTED] <[REDACTED]@Health.gov.au>  
**Sent:** Wednesday, June 12, 2024 11:22 AM  
**To:** s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>; s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>;  
s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>  
**Cc:** s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>; s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>  
**Subject:** For Action- PO expiring 30 June 2024- LEX 47630 (s42 [REDACTED]) [SEC=OFFICIAL]

Hi s47E(c), s47F [REDACTED],

I am just following up on the approvals required to extend the Purchase Order for LEX 47630. I think s47E(c), s47F [REDACTED] was getting the approvals but I have seen she is now on Leave until July 8. The Purchase Order is due to expire June 30 so we will need to action this asap.

If you could please fill out step 2 in the table below and then get delegate and FBP approvals as explained in steps 3-6 and send all information back to me, I will then be able to progress the extension.

Kind regards,

s47E(c), s47F [REDACTED]  
**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>  
Location: Sirius 5.N.312  
PO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F [REDACTED]  
**Sent:** Wednesday, May 15, 2024 11:48 AM  
**To:** s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>; s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>  
**Cc:** s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>; s47E(c), s47F [REDACTED] <[REDACTED]@health.gov.au>  
**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42 [REDACTED]) [SEC=OFFICIAL]

Hi s47E(c), s47F [REDACTED]

So far we have got invoices up to \$15,545.50 which does not include current WIP or next month. However with the \$40k uplift that was approved on 17<sup>th</sup> April that leaves \$44,454.50 funds remaining. To get the purchase order extended you will need to get this amount approved by FBP for the next financial year (2024-2025).

Let me know if this does not make sense or if you have any other questions.

Kind regards,

s47E(c), s47F [REDACTED]  
**Administration Officer – Commercial Law Section**

**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group

Australian Government Department of Health and Aged Care

T: 02 6289 s47E(c), s47F @health.gov.au

Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

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**From:** s47E(c), s47F @health.gov.au>

**Sent:** Wednesday, May 15, 2024 11:05 AM

**To:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @Health.gov.au>;

s47E(c), s47F @health.gov.au>

**Cc:** s47E(c), s47F @health.gov.au>

**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42

[SEC=OFFICIAL]

Hi s47E(c), s47F to seek FBP approval, I'll need to know how much money will be expended in 2024-25. I currently have confirmed funds availability for \$60k in 2023-24 .

Are you able to let me know/

**From:** s47E(c), s47F @health.gov.au>

**Sent:** Monday, May 13, 2024 2:10 PM

**To:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>;

s47E(c), s47F @health.gov.au>

**Cc:** s47E(c), s47F @health.gov.au>

**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 s42

) [SEC=OFFICIAL]

Hi s47E(c), s47F

No worries. I have been talking to s47E(c), s47F about this and she would not have included you.

s47E(c), s47F – can you now progress the extension as per s47E(c), s47F steps.

Thanks

s47E(c), s47F

**From:** s47E(c), s47F @Health.gov.au>

**Sent:** Monday, May 13, 2024 1:57 PM

**To:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F

s47E(c), s47F @health.gov.au>

**Cc:** s47E(c), s47F @health.gov.au>

**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42

) [SEC=OFFICIAL]



Hey s47E(c),  
s47F

Thank you for that, apologies for the follow-up email I must've missed the previous reply. s47E(c),  
s47F just needs to complete steps 2-6 in the table below and send the completed table, FBP approval, and delegate approval back to me for the extension to go ahead.

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group

Australian Government Department of Health and Aged Care

T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>

**Sent:** Monday, May 13, 2024 1:53 PM

**To:** s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@health.gov.au)>; s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>;

s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>

**Cc:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>

**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42

) [SEC=OFFICIAL]

Hi s47E(c),  
s47F

This will need to be extended until 30 November 2024. I have asked s47E(c),  
s47F to seek the approval for the extension, but could you please send through the relevant extension/approval forms s47E(c),  
s47F can use.

The current amount (\$60K GST incl) will be unchanged.

Much appreciated.

s47E(c),  
s47F

**From:** s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)>

**Sent:** Monday, May 13, 2024 12:13 PM

**To:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>; s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>

**Cc:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>; s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>

**Subject:** RE: For Action- PO expiring 30 June 2024- LEX 47630 (s42

[SEC=OFFICIAL]

Hi s47E(c), s47F,



Following up on this request below as to whether LEX 47630 Purchase Order can expire. Please let me know if it can expire or if it needs to be extended as outlined below.

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group

Australian Government Department of Health and Aged Care

T: 02 6289 s47E(c), s47F @health.gov.au

Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

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**From:** s47E(c), s47F

**Sent:** Monday, May 6, 2024 2:04 PM

**To:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>

**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>

**Subject:** For Action- PO expiring 30 June 2024- LEX 47630 (s42

) [SEC=OFFICIAL]

Hi s47E(c), s47F,

Please be advised the **attached** Purchase Order (PO) is due to expire on **30 June 2024**.

Financials	
Total Commitment Value	20,000.00
Invoices	2,449.10
... which is under Total Commitment Value by	17,550.90

Please let me know:

1. If this PO can expire on 30 June by return email; or
2. If there is still work to be done on this matter, and you need to extend the expiry date, provide the new expiry date in the table below and complete steps 1-6
3. If you need to extend the expiry date and would also like an uplift of funds for this PO, please follow steps 1-6 below.

Please provide us with this information no later than **COB Monday, 13 May 2024**. Please let me know if you are not able to meet this timeframe.

**NOTE:** Commitments must be approved in SAP within two business days of approval being given in writing as required under the department's [Finance Business Rules R2.1 \(FBR R2.1\)](#).

**Step 1 - LAD lawyer** – to complete the table below and forward to the Project Officer along with the law firm quotation and Request for Quote (please include quotation in email trail, not as an attachment)

<b>LEX ID:</b>	<b>47630</b>
<b>Purchase Order Number:</b>	4500154930

<b>LAD lawyer and extension:</b>	s47E(c), s47F
<b>Commitment Type:</b>	VARIATION
<b>Law firm lawyer name:</b>	s47F
<b>Law firm lawyer email:</b>	s47F@ashurst.com
<b>New Expiry date:</b>	30/11/2024
<b>Total Commitment value (incl. any variation):</b>	\$ 120,000 excl GST; ( 2023-24 \$60,000 and 2024-25 \$60,000 excl GST)

**Step 2 - Project Officer** in line area – to complete the table below and then forward email to the relevant Finance Business Partner (FBP)

<b>Project Officer and extension:</b>	s47E(c), s47F		
<b>Division:</b>	Home and Residential		
<b>Cost Centre:</b>	s47E(d)		
<b>Delegate name:</b>	s47E(c), s47F		
<b>Approve legal to action invoicing:</b>	Yes		
<p><b>Note:</b> Approving LAD to action invoices on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area. The instructing lawyer will act consistent with delegated PGPA s23(1) powers provided under the department's Instrument of Delegation, Schedule 1.</p> <p><b>Note:</b> For variations, delegation level must be for the <b>total value</b>.</p>			
<b>Department wide classification</b>	<b>Summary of power or function</b>	<b>Administered Contracts</b>	<b>Departmental Contracts</b>
Division Head / FAS / SES B2	PGPA Act s23 (3) To approve proposals to commit relevant money	\$100m	\$10m
Branch Head / AS / SES B1		\$50m	\$1m
Section Head / Director / EL2		\$1m	\$100k

\*Approving LAD to act on payments on your behalf grants the instructing lawyer the authority to approve payment without the need to consult the line area.

**Streamlining Procurement in relation to non-urgent matters.**

Definition: A **non-urgent** matter is a matter where the procured services are not required until at least **one week** after Step 7 occurs. In non-urgent matters the Delegate's approval will be obtained only online via SAP. It is the Project Officers responsibility to ensure the Delegate is expecting the commitment approval in SAP.

If the matter is **urgent** complete all steps.

If the matter is **non-urgent** please skip steps 5 and 6.

If you are not sure whether the matter is **non-urgent**, please complete all steps.

**Step 3 – Finance Business Partner (FBP)** – to respond to the Project Officer providing funds availability assessment, as per [FBR R2.1](#), cost centre and the relevant financial year (where it crosses financial years). Not required for date variations within the same financial year.

**Step 4 - Project Officer** – to determine if the matter is non-urgent

**Step 5 - Project Officer** – to forward whole email trail to the Delegate

**Step 6 - Delegate** – as per [FBR R2.1](#), provide approval for the **total value** including the variation in the form of the following; *'I approve this commitment and confirm I am an authorised delegate under s23 (3) of the PGPA Act for this commitment proposal. The commitment approval is within the limits of my delegation as specified in the Financial Delegations.'*

**Step 7 - Project Officer** – to forward whole email trail to the LAD lawyer

**Step 8 - LAD lawyer** – as per [FBR R2.6](#), obtain LAD AS Endorsement for new quotes \$10,000 (incl GST) or more (not applicable for variations where LAD AS Endorsement has previously been obtained)

**Step 9 - LAD lawyer** – to forward the following in one email to s47E(d) [@health.gov.au](#)

- Request For Quote
- Quotation provided by the law firm
- Funds availability assessment by the FBP
- Delegate approval
- LAD AS Endorsement (where applicable)
- Any other instructions

Kind regards,

s47E(c), s47F

**Administration Officer – Commercial Law Section**  
**Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group

Australian Government Department of Health and Aged Care

T: 02 6289 s47E(c), s47F [@health.gov.au](#)

Location: Sirius 5.N.312

PO Box 9848, Canberra ACT 2601, Australia

*The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

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s47E(c), s47F

---

**From:** SAPWorkflow  
**Sent:** Monday, 24 June 2024 1:59 PM  
**To:** s47E(c), s47F  
**Subject:** Contract Registration record (4500154930) for Ashu [SEC=OFFICIAL]

The following Contract Registration record has been Confirmed by s47E(c), s47F .

Contract Registration Reference Number: 4500154930

Vendor: Ashurst Australia

Purpose: LEX 47630 - s42

Proposal Type: Procurement Source of Funds:

Health Administered

Total Contract Value (incl GST): 60,000.00

Contract Description:

Work Commencement Date: 21.02.2024

Contract Completion Date: 30.11.2024

Actioned by: s47E(c), s47F

Action: Confirmed

Date: 24.06.2024

Time: 13:59:02

Comments:

The details are in line with the supplied attachment.

This is an automated message. Please do NOT respond to this email.

s47E(c), s47F

**From:** s47F @ashurst.com  
**Sent:** Monday, 24 June 2024 3:24 PM  
**To:** Legal Procurement  
**Cc:** s47E(c), s47F ; s47F @ashurst.com  
**Subject:** RE: LEX 47630 - Revised Order for Legal Services [SEC=OFFICIAL]

**Categories:** Filed to TRIM

Dear s47E(c),  
s47F

Thank you for your email.

We accept the Order.

Kind regards

s47F

Ashurst Australia, 5 Martin Place, Sydney, NSW 2000, Australia  
[www.ashurst.com](http://www.ashurst.com)

**Ashurst** is outpacing change with clients. [Find out how.](#)

---

**From:** Legal Procurement s47E(d) @Health.gov.au>  
**Sent:** Monday, June 24, 2024 1:00 PM  
**To:** s47F @ashurst.com>  
**Cc:** s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; Legal Procurement s47E(d) @Health.gov.au>  
**Subject:** LEX 47630 - Revised Order for Legal Services [SEC=OFFICIAL]

**Caution: External email.**

Good afternoon s47F

Attached is the Order for Legal Services regarding LEX 47630 -s42.

This Order has been extended to **30 November 2024**.

We draw your attention to the strict terms and conditions in relation to the 80% notification and variation requirements.

Please respond with your acceptance of the Order by return email.

Should you have questions in relation to the Order please contact Legal Procurement.

Kind regards,

s47E(c), s47F

**Procurement Officer – Legal Policy and Practice Management Section  
Corporate, Commercial and Litigation Branch**

Legal Division | Corporate Operations Group  
Australian Government Department of Health and Aged Care  
T: 02 6289 s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

This email comes to you from Ngunnawal and Ngambri Country

Location: Sirius Building 5.N.336

PO Box 9848, Canberra ACT 2601, Australia

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# Schedule 6 – SON3622041

This Order is made under the Deed of Agreement for the provision of legal services to eligible Health portfolio agencies under the Whole of Australian Government Legal Services Panel.

Order for Legal Services	
Agency Order Information	
Matter Title:	s42
Agency:	Department of Health and Aged Care
Agency Matter ID:	LEX 47630
Agency Purchase Order:	4500154930
Order Commencement Date and Term	
Order Commencement Date:	21 February 2024
Order Term and Extensions:	<p>This Order will remain in force until <b>30 November 2024</b></p> <p>The Agency may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to 12 months, on the same terms and conditions of this Order, by giving at least 1 month's prior written notice to the Legal Services Provider (or such shorter period of notice as is agreed with the Legal Services Provider), prior to end of the Initial Term of this Order.</p>
Variation details:	This Order has been extended to 30 November 2024.
Statement of Work	
Area of Law:	s42
	s42
Detailed Statement of Work:	s42



## Order for Legal Services

<b>Nominated Personnel:</b>	<p>The following Nominated Personnel will be providing Services under this Order. Changes to nominated personnel must be notified to the Agency prior to the change occurring.</p> <p>s42 [REDACTED]</p> <p>s47F [REDACTED]</p> <p>[REDACTED]</p> <p>Personnel to be approved by the Agency</p>												
<b>Fees and Disbursements:</b>	<p>The maximum amount payable under this Order is <b>\$60,000 GST inclusive</b>, broken down as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 60%;">Professional Fees</td><td style="text-align: right;">\$60,000.00</td></tr> <tr> <td>Disbursements</td><td style="text-align: right;">Not Applicable</td></tr> <tr> <td>Counsel</td><td style="text-align: right;">Not applicable</td></tr> </table> <p>The applicable rates for different categories of work are set out below.</p> <p>s45 [REDACTED]</p>	Professional Fees	\$60,000.00	Disbursements	Not Applicable	Counsel	Not applicable						
Professional Fees	\$60,000.00												
Disbursements	Not Applicable												
Counsel	Not applicable												
<b>Additional Terms:</b>	<p>When the work completed reaches 80% of the maximum amount payable as specified in this Order, the Legal Services Provider must:</p> <ul style="list-style-type: none"> <li>- advise the Agency in writing at s47E(d) [REDACTED] <a href="mailto:[REDACTED]@health.gov.au">@health.gov.au</a>, and</li> <li>- indicate if the work will be completed within the agreed amount/ time frame.</li> </ul> <p>All variations must be approved by the Agency and a revised Order issued prior to the commencement of further work. <b>Failure to do so may result in non-payment of unapproved work.</b></p>												
<b>Confidential Information:</b>	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 70%;">Agency Confidential information</th><th style="width: 30%;">Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>Agency data</td><td style="text-align: center;">Indefinitely</td></tr> <tr> <td>Any Personal Information held by the Agency</td><td style="text-align: center;">Indefinitely</td></tr> <tr> <td>Security Classified Information</td><td style="text-align: center;">Indefinitely</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 70%;">Legal Services Provider Confidential information</th><th style="width: 30%;">Period of Confidentiality</th></tr> </thead> <tbody> <tr> <td>Fees, hourly rates and costing methodologies</td><td style="text-align: center;">10 years</td></tr> </tbody> </table>	Agency Confidential information	Period of Confidentiality	Agency data	Indefinitely	Any Personal Information held by the Agency	Indefinitely	Security Classified Information	Indefinitely	Legal Services Provider Confidential information	Period of Confidentiality	Fees, hourly rates and costing methodologies	10 years
Agency Confidential information	Period of Confidentiality												
Agency data	Indefinitely												
Any Personal Information held by the Agency	Indefinitely												
Security Classified Information	Indefinitely												
Legal Services Provider Confidential information	Period of Confidentiality												
Fees, hourly rates and costing methodologies	10 years												
<b>Other Requirements:</b>	Not applicable												

## Order for Legal Services

### *Agency Information*

<b>Agency Representative:</b>	<b>Name:</b> s47E(c), s47F <b>Email:</b> s47E(c), s47F <a href="mailto:s47E(c), s47F@health.gov.au">@health.gov.au</a>
<b>Invoices:</b>	<p>Invoices are to be submitted by the third business day of each month to s47E(d) <a href="mailto:s47E(d)@health.gov.au">@health.gov.au</a> copy to s47E(d) <a href="mailto:s47E(d)@health.gov.au">@health.gov.au</a> (attention s47E(c), s47F )</p> <p>Invoices must include the LEX number and the Purchase Order number to ensure prompt payment.</p>

### *Legal Services Provider Information*

<b>Legal Services Provider Representative:</b>	<b>Name:</b> s47F <b>Email:</b> s47F <a href="mailto:s47F@ashurst.com">@ashurst.com</a>
<b>Legal Services Provider Address for Notices:</b>	<b>Postal Address:</b> 5 Martin Place, Sydney, NSW 2000,

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Freedom of Information Act 1982 by the  
Department of Health, Disability and Ageing

s47E(c), s47F

**From:** SAPWorkflow  
**Sent:** Thursday, 29 August 2024 5:00 PM  
**To:** s47E(c), s47F  
**Subject:** Contract Registration record (4500154930) for Ashu [SEC=OFFICIAL]

The following Contract Registration record has been Confirmed by s47E(c), s47F .

Contract Registration Reference Number: 4500154930

Vendor: Ashurst Australia

Purpose: LEX 47630 - s42

Proposal Type: Procurement Source of Funds:

Health Administered

Total Contract Value (incl GST): 60,000.00

Contract Description:

Work Commencement Date: 21.02.2024

Contract Completion Date: 30.11.2024

Actioned by: s47E(c), s47F

Action: Confirmed

Date: 29.08.2024

Time: 16:59:29

Comments:

Total dollar amount not changed

This is an automated message. Please do NOT respond to this email.

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Department of Health, Disability and Ageing