

From: s47E(c), s47F
To:
Subject: FW: 47630 - Commitment Approval request - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]
Date: Wednesday, 21 February 2024 3:53:39 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
Importance: High

Hi s47E(c),
s47F

Could you please get AS endorsement and send this to practice mgmt to process and issue the PO?

Excel spreadsheet was completed wrong so I have not included it. Rates are below in the email trail. This is for \$20k GST incl.

As this is quite urgent I will be sending an email to the firm to tell them that they can start work and will send a copy of it to LPM after.

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](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 <s47E(c), s47F@health.gov.au>
Sent: Wednesday, February 21, 2024 3:46 PM
To: s47E(c), s47F <s47E(c), s47F@health.gov.au>; s47E(c), s47F <s47E(c), s47F@health.gov.au>
Cc: s47E(c), s47F <s47E(c), s47F@Health.gov.au>; s47E(c), s47F <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 <s47E(c), s47F@health.gov.au>
Sent: Wednesday, February 21, 2024 2:51 PM
To: s47E(c), s47F <s47E(c), s47F@health.gov.au>
Cc: s47E(c), s47F <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 7136 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 7136 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:health.gov.au)

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From: ^{s47E(c), s47F} [@Health.gov.au](mailto:health.gov.au)>

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

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

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

^{s47E(c), s47F} [@health.gov.au](mailto:health.gov.au)>; ^{s47E(c), s47F} [@Health.gov.au](mailto: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 7136 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

M: s47E(c), s47F

From: s47E(c), s47F @health.gov.au>
Sent: Wednesday, February 21, 2024 2:19 PM
To: s47E(c), s47F @Health.gov.au>
Cc: s47E(c), s47F @Health.gov.au>; HSOB Finance s47E(d) @Health.gov.au>; s47E(c), s47F s47E(c), s47F @health.gov.au>; 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

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 7136 for 2023-24?

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

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To: s47E(c), s47F @health.gov.au>; 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: 47630 - Commitment Approval request - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Hi s47E(c), s47F 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 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)

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

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 Division | | |
| Cost Centre: | 7136 | | |
| Delegate name: | s47E(c), s47F | | |
| Approve legal to action invoicing: | Yes | | |
| <p>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.</p> <p>Note: For variations, delegation level must be for the total value.</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 |

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

Sent: Monday, February 12, 2024 12:01 PM

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

Cc: s47F [REDACTED] [@ashurst.com](mailto:s47F@ashurst.com); s47E(c), s47F [REDACTED] [@health.gov.au](mailto:s47E(c),s47F@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] [@health.gov.au](mailto:s47E(c),s47F@health.gov.au)
Location: Sirius Building 5.N.123
GPO Box 9848, Canberra ACT 2601, Australia

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s42



s42

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From: s47E(c), s47F
To:
Subject: FW: 47630 - Commitment Approval request - Privileged and Confidential; New Matter [SEC=OFFICIAL, ACCESS=Legal-Privilege]
Date: Thursday, 22 February 2024 11:46:04 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[RE 47630 - Privileged and Confidential; New Matter SECOFFICIAL ACCES... \(78.3 KB\).msg](#)
Importance: High

Hi s47E(c),
s47F

I've now sent an email to Ashurst letting them know that they can start work (attached) – the Order issued by LPPM will need to reflect this date, so appreciate if you can include the attached email when you send the request to LPPM

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](mailto:s47E(c), s47F@health.gov.au)
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From: s47E(c), s47F
Sent: Wednesday, February 21, 2024 3:54 PM
To: 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

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Excel spreadsheet was completed wrong so I have not included it. Rates are below in the email trail. This is for \$20k GST incl.

As this is quite urgent I will be sending an email to the firm to tell them that they can start work and will send a copy of it to LPM after.

Thanks

s47E(c), s47F

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: Wednesday, February 21, 2024 3:46 PM
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Cc: s47E(c), s47F [redacted] <[redacted]@Health.gov.au>; s47E(c), s47F [redacted] <[redacted]@health.gov.au>
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Hi team

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s47E(c), s47F [redacted]

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

s47E(c), s47F [redacted]
 Hi [redacted]

Commitment Approval for Ashurst Sydney to s42 [redacted]

Recommendations

1. Approve the expenditure of up to \$20,000 GST inclusive from CHSP CC 7136 for 2023-24 to engage Ashurst Sydney to s42 [redacted]

Approved / Not Approved / Please discuss

If approved please respond to this email with:

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Background

- HSOB Business Support Section has confirmed \$20,000 available in 7136 for 2023-24
- The \$20,000 is an amount to establish the Order for Legal Services.
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s45 [redacted]

- 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

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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

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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 7136 for 2023-24?

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

| |
|----------------------|
| LEX ID: 47630 |
|----------------------|

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

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 Division | | |
| Cost Centre: | 7136 | | |
| Delegate name: | s47E(c), s47F | | |
| Approve legal to action invoicing: | Yes | | |
| <p>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.</p> <p>Note: For variations, delegation level must be for the total value.</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 |

*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 [@health.gov.au](mailto:s47E(c), 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: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
GPO Box 9848, Canberra ACT 2601, Australia

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s42

s42

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the Freedom Of Information Act 1982/2013
the Department of Health, Disability and Ageing

From: s47E(c), s47F
To: [REDACTED]
Cc: [REDACTED] [PAXINOS, Danae](#)
Subject: Request for AS Endorsement for LEX 47630 s42
 [REDACTED] Privileged and Confidential [SEC=OFFICIAL, ACCESS=Legal-Privilege]
Date: Friday, 23 February 2024 10:22:47 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image007.png](#)
 s42
 [REDACTED]
Importance: High

Hi Mel,

s42
 [REDACTED]

We propose to outsource the request to Ashurst and on that basis, a quotation was received from Ashurst for s45 [REDACTED] (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,

s47E(c), s47F
 [REDACTED]

Administration Officer
 Commercial Law Section
 Corporate, Commercial & Litigation Branch
 [REDACTED]
 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 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
 [REDACTED]

From: s47E(c), s47F [@health.gov.au](#)>
Sent: Wednesday, February 21, 2024 2:51 PM

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

Cc: s47E(c), s47F [redacted] <[redacted]@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 [redacted]

Commitment Approval for Ashurst Sydney to s42 [redacted]

Recommendations

1. Approve the expenditure of up to \$20,000 GST inclusive from CHSP CC 7136 for 2023-24 to engage Ashurst Sydney to s42 [redacted]

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 7136 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 [redacted]

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

Kind regards

s47E(c), s47F [redacted]

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

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

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

Cc: s47E(c), s47F [redacted] <[redacted]@Health.gov.au>; HSOB Finance s47E(d) [redacted] <[redacted]@Health.gov.au>; s47E(c), s47F [redacted] <[redacted]@health.gov.au>; s47E(c), s47F [redacted] <[redacted]@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 7136 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

M : s47E(c), s47F

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

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

To: s47E(c), s47F <s47E(c), s47F@Health.gov.au>

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

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

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 7136 for 2023-24?

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

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

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

s47E(c), s47F <s47E(c), s47F@Health.gov.au>; s47E(c), s47F <s47E(c), s47F@Health.gov.au>

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

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

Hi s47E(c), s47F 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 s45

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)

| | |
|--|---|
| LEX ID: | 47630 |
| LAD lawyer and extension: | s47E(c), s47F |
| Law firm lawyer name: | s47F |
| Law firm lawyer email: | To: s47F @ashurst.com Cc: s47F @ashurst.com |
| Start Date for Order of Legal Services: | Upon Delegate approval – 21 February 2024 |
| End date for Order for Legal Services: | 30 June 2024 |
| Total Order value: | \$20,000 GST inclusive |
| Area of Law (under WoAG): | s42 |
| Practice Area (refer to WoAG matrix): | |
| Contract or Consultancy: | CONSULTANCY |
| Select Contract for legal services: <ul style="list-style-type: none"> conveyancing; development of contracts or other legal documents (and any incidental advice given relating to such work); litigation services (including any drafting or advice connected with | Select Consultancy for legal services, such as: <ul style="list-style-type: none"> general legal advice (not related to litigation or potential litigation or given incidentally in connection with the development of contracts or other legal documents); advice on the application of legislation and on development of new legislation; or legal audit, probity and process advice, in relation |

| | |
|--|---|
| litigation or potential litigation); or <ul style="list-style-type: none"> • drafting of legislation and legislative instruments | to contracting out or tendering. |
| If the request has elements of both a contract and a consultancy, select Contract where the provision of the legal instrument or document is considered to be the <u>major or dominant part</u> of the request. | If the request has elements of both a contract and a consultancy, select Consultancy where the provision of legal advice is considered to be the <u>major or dominant part</u> of the request. |

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 Division | | |
| Cost Centre: | 7136 | | |
| Delegate name: | s47E(c), s47F | | |
| Approve legal to action invoicing: | 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 |

*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](mailto:[redacted]@health.gov.au)>
Sent: Monday, February 12, 2024 12:01 PM
To: s47F [redacted] <[\[redacted\]@ashurst.com](mailto:[redacted]@ashurst.com)>
Cc: s47F [redacted] <[\[redacted\]@ashurst.com](mailto:[redacted]@ashurst.com)>; s47E(c), s47F [redacted] <[\[redacted\]@health.gov.au](mailto:[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](mailto:[redacted]@health.gov.au)>
 Location: Sirius Building 5.N.123
 GPO Box 9848, Canberra ACT 2601, Australia

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the Department of Health, Disability and Ageing

From: s47E(c), s47F
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Request for AS Endorsement for LEX 47630 s42
 [REDACTED] Privileged and Confidential [SEC=OFFICIAL, ACCESS=Legal-Privilege]
Date: Friday, 23 February 2024 2:25:15 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Hi s47E(c), s47F

Thank you for the endorsement.

Regards,

s47E(c), 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:s47E(c), 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: 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; PAXINOS, Danae <Danae.Paxinos@health.gov.au>
Subject: RE: Request for AS Endorsement for LEX 47630 s42
 [REDACTED] Privileged and Confidential [SEC=OFFICIAL, ACCESS=Legal-Privilege]

Endorsed, thanks s47E(c), 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

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 | 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: s47E(c), s47F [redacted] <[redacted]@Health.gov.au>
Sent: Friday, February 23, 2024 10:23 AM
To: PURDY, Melissa <Melissa.Purdy@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>; PAXINOS, Danae <Danae.Paxinos@health.gov.au>
Subject: Request for AS Endorsement for LEX 47630 s42 [redacted]
 [redacted] Privileged and Confidential [SEC=OFFICIAL, ACCESS=Legal-Privilege]
Importance: High

Hi Mel,

s42 [redacted]

We propose to outsource the request to Ashurst and on that basis, a quotation was received from Ashurst for s45 [redacted] (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,

s47E(c), s47F [redacted]

Administration Officer
 Commercial Law Section
 Corporate, Commercial & Litigation Branch
 [redacted]
 Legal and Assurance 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 Building 5.N.312
 GPO Box 9848, Canberra ACT 2601, Australia

From: s47E(c), s47F [redacted] <[redacted]@health.gov.au>
Sent: Wednesday, February 21, 2024 3:46 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>
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 [redacted]

From: s47E(c), s47F [redacted] <[redacted]@health.gov.au>
Sent: Wednesday, February 21, 2024 2:51 PM

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

Cc: s47E(c), s47F [redacted] <[redacted]@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 [redacted]

Commitment Approval for Ashurst Sydney to s42 [redacted]

Recommendations

1. Approve the expenditure of up to \$20,000 GST inclusive from CHSP CC 7136 for 2023-24 to engage Ashurst Sydney to s42 [redacted]

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 7136 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 [redacted]

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

Kind regards

s47E(c), s47F [redacted]

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 [redacted] <[redacted]@health.gov.au>

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

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

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

Cc: s47E(c), s47F [redacted] <[redacted]@Health.gov.au>; HSOB Finance s47E(d) [redacted] <[redacted]@Health.gov.au>; s47E(c), s47F [redacted] <[redacted]@health.gov.au>; s47E(c), s47F [redacted] <[redacted]@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 7136 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

M : s47E(c), s47F

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

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

To: s47E(c), s47F <s47E(c), s47F@Health.gov.au>

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

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

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 7136 for 2023-24?

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

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

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

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

s47E(c), s47F <s47E(c), s47F@Health.gov.au>; s47E(c), s47F <s47E(c), s47F@Health.gov.au>

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

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

Hi s47E(c), s47F 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

s45

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)

| | |
|--|---|
| LEX ID: | 47630 |
| LAD lawyer and extension: | s47E(c), s47F |
| Law firm lawyer name: | s47F |
| Law firm lawyer email: | To: s47F @ashurst.com Cc: s47F @ashurst.com |
| Start Date for Order of Legal Services: | Upon Delegate approval – 21 February 2024 |
| End date for Order for Legal Services: | 30 June 2024 |
| Total Order value: | \$20,000 GST inclusive |
| Area of Law (under WoAG): | s42 |
| Practice Area (refer to WoAG matrix): | |
| Contract or Consultancy: | CONSULTANCY |
| Select Contract for legal services: <ul style="list-style-type: none"> conveyancing; development of contracts or other legal documents (and any incidental advice given relating to such work); litigation services (including any drafting or advice connected with | Select Consultancy for legal services, such as: <ul style="list-style-type: none"> general legal advice (not related to litigation or potential litigation or given incidentally in connection with the development of contracts or other legal documents); advice on the application of legislation and on development of new legislation; or legal audit, probity and process advice, in relation |

| | |
|--|---|
| litigation or potential litigation); or | to contracting out or tendering. |
| <ul style="list-style-type: none"> • drafting of legislation and legislative instruments | |
| If the request has elements of both a contract and a consultancy, select Contract where the provision of the legal instrument or document is considered to be the <u>major or dominant part</u> of the request. | If the request has elements of both a contract and a consultancy, select Consultancy where the provision of legal advice is considered to be the <u>major or dominant part</u> of the request. |

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 Division | | |
| Cost Centre: | 7136 | | |
| Delegate name: | s47E(c), s47F | | |
| Approve legal to action invoicing: | 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 |

*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](mailto:[redacted]@health.gov.au)>
Sent: Monday, February 12, 2024 12:01 PM
To: s47F [redacted] <[\[redacted\]@ashurst.com](mailto:[redacted]@ashurst.com)>
Cc: s47F [redacted] <[\[redacted\]@ashurst.com](mailto:[redacted]@ashurst.com)>; s47E(c), s47F [redacted] <[\[redacted\]@health.gov.au](mailto:[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](mailto:[redacted]@health.gov.au)>
 Location: Sirius Building 5.N.123
 GPO Box 9848, Canberra ACT 2601, Australia

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s42



s42

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