

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)

Sent: Tuesday, 7 July 2020 12:16 PM

To: s 22(1)(a)(ii)

Subject: FW: LEX66388: s 22(1)(a)(ii)

- Information brief prepared for Legal [DLM=Sensitive:Legal]

Sensitive: Legal

From: s 22(1)

Sent: Tuesday, 7 July 2020 11:20 AM

To: s 22(1)(a)(ii)

Cc: s 22(1)(a)(ii)

Subject: LEX66388: s 22(1)(a)(ii)

- Information brief prepared for Legal [DLM=Sensitive:Legal]

s 42

s 22(1)(a)(ii)

Senior Legal Counsel

Legal, Audit and Assurance Branch

Corporate and Digital

s 22(1)(a)(ii) s 22(1)(a)(ii) [@industry.gov.au](mailto:s 22(1)(a)(ii)@industry.gov.au)

Department of Industry, Science, Energy and Resources | www.industry.gov.au

Supporting economic growth and job creation for all Australians

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Sensitive: Legal

s 47G

s 22(1)(a)(ii)
s 22(1)(a)(ii)

OFFICIAL: Sensitive

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 7:56 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) ; s 22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes [DLM=For-Official-Use-Only]

s 22(1)(a)(ii) – relevant emails including HOD response attached. (I'll send to you the full minute that was considered by the HOD in a separate email).

I don't believe we have missed something from s 22(1)(a)(ii) – I have checked our inbox. It is difficult to ascertain the nature of s 22(1)(a)(ii) email, though I note he has broadened his complaint in some ways (with regard to conflicts). s 22(1)(a)(ii) may be suggesting that his email to you of 24 February was not addressed by the HOD's response to his complaint. It quite clearly was, and in a timely fashion: s 22(1)(a)(ii) responded to his complaint on 4 March. (She did not of course respond to his email to you, in which he merely continued to question the department's decision that his projects do not constitute an ISI incubator).

In his 24 Feb correspondence to you

- s 22(1)(a)(ii) s 47G addressed in paragraph three of the HOD response.
- s 22(1)(a)(ii) s 47G

. This was specifically

In his most recent email to you s 22(1)(a)(ii) broadens his previously made statements about s 22(1)(a)(ii) being conflicted to now includes s 22(1)(a)(ii) and the former RIFs. We have previously determined that s 22(1)(a)(ii) is not conflicted with s 22(1)(a)(ii) applications, and none of the other three RIFs he is now citing have been involved in his applications.

Happy to discuss of course.

Kind regards

s 22(1)(a)(ii)

Project Officer

Support for Business | Entrepreneurs' Programme | Incubator Support Initiative

T s 22(1)(a)(ii) | Es 22(1)(a)(ii) @industry.gov.au

business.gov.au/EP

For Official Use Only

From: s 22(1)(a)(ii)

Sent: Saturday, 20 June 2020 12:08 PM

To: s 22(1)(a)(ii)

Cc: s 22(1)(a)(ii)

Subject: FW: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes [DLM=For-Official-Use-Only]

s 22(1)(a)(ii) another Monday morning job! This is becoming a habit.

Can you find me all of the s 22(1)(a)(ii) correspondence (the brief we sent to s 22(1)(a)(ii), which included s 47C the response we sent to s 22(1)(a)(ii), and the timeline of interactions).

I'll be in the office, so links to docs for me to print would be good.

Can you also please scour the ISI inbox – have we missed something from him, or is he suggesting that the response from s 22(1)(a)(ii) did not address his question? I seem to recall, either legal or s 22(1)(a)(ii), chose not to address the specific reason why we had determined the applications to be ineligible.

Thanks

s 22(1)(a)

For Official Use Only

From: s 22(1)(a)(ii)

Sent: Friday, 19 June 2020 6:16 PM

To: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>

Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>

s 22(1)(a)(ii) @industry.gov.au>

Subject: RE: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes [DLM=For-Official-Use-Only]

Yes, lets ...

For Official Use Only

From: s 22(1)(a)(ii)

Sent: Friday, 19 June 2020 6:02 PM

To: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>

Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>

s 22(1)(a)(ii) [@industry.gov.au](mailto:industry.gov.au)>

Subject: Fwd: Incubator Support Initiative s 22(1)(a)(ii) - application outcomes [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s 22(1)(a)(ii)

Could we discuss on Monday.

Thanks

s 22(1)(a)(ii)

UNCLASSIFIED

s 47G

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: "Freedom of Information" <FOI@industry.gov.au>
Date: Thursday, 30 July 2020 at 5:39:55 pm
To: s 22(1)(a)(ii) @industry.gov.au>
Cc: "s 22(1)(a)(ii)" @industry.gov.au>
Subject: FW: FOI - Release of documents - LEX 66440 [SEC=UNCLASSIFIED]

Hi s 22(1)(a)(ii)

I took this matter over from s 22(1)(a)(ii), I am not sure what happened about item 1 and 2 of his request? (see his email below), are you able to advise and I will go back to him. Item 3 and 4 went out today to the applicant after he paid the remaining balance yesterday (\$193).

- 1) the notification sent by s 22(1)(a)(ii) (or a Department official with delegated authority) to the Minister pursuant to section 19(1) of the Public Governance, Performance and Accountability (PGPA) Act that pertains to the complaint made by s 22(1)(a)(ii) to s 22(1)(a)(ii) industry.gov.au on 10 December 2019;
- 2) the notification sent by s 22(1)(a)(ii) (or a Department official with delegated authority) to the Minister pursuant to section 19(1) of the PGPA Act that pertains to the complaint made by s 22(1)(a)(ii) s 22(1)(a)(ii) industry.gov.au on 19 June 2020;
- 3) the Minister's approval of the Incubator Support Initiative (ISI) grant guidelines published in November 2017; and
- 4) the Minister's approval of the ISI grant guidelines published in February 2020.

Cheers

s 22(1)(a)(ii)

Senior FOI Officer

Legal, Audit & Assurance Branch

s 22(1)(a)(ii) [@industry.gov.au](mailto:industry.gov.au)

Department of Industry, Science, Energy and Resources

Level 11, Industry House, Canberra City ACT 2600

GPO Box 2013, Canberra ACT 2601

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ABN 74 599 608 295

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s 47G

From: s 22(1)(a)(ii)
Sent: Tuesday, 21 July 2020 10:12 AM
To: s 22(1)(a)(ii)
Subject: RE: REMINDER: Feedback and Complaints Register reminder [SEC=UNCLASSIFIED]

Categories: Blue Category
Security Classification: UNCLASSIFIED

I've had a look again, you might need to do a separate entry for the most recent communication.

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Tuesday, 21 July 2020 9:40 AM
To: s 22(1)(a)(ii)
Subject: RE: REMINDER: Feedback and Complaints Register reminder [SEC=UNCLASSIFIED]

Hi I had not yet. I'll do the ^{s22(1)(a)(ii)} now.

UNCLASSIFIED

From: **s 22(1)(a)(ii)**
Sent: Tuesday, 21 July 2020 9:34 AM
To: **s 22(1)(a)(ii)** [@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>
Subject: FW: REMINDER: Feedback and Complaints Register reminder [SEC=UNCLASSIFIED]

Hi ^{s22(1)(a)}, have you added the 2 to the register that ^{s22(1)(a)(i)} mentioned below?

Thanks
s 22(1)(a)(ii)

UNCLASSIFIED

[illegible]

Timely reminder to keep our feedback and complaints register up to date.

s 22(1)(a)(ii) could you add s 22(1)(a)(ii) , to the spreadsheet.
 s 22(1)(a)(ii) a complaint, or just a query?
 s 22(1)(a)(i) can you add some words (update) to the s 22(1)(a)(ii) story.
 s 22(1)(a)(i) can you add s 22(1)(a)(ii) to Growth.

Any others?

Thanks

s 22(1)(a)(ii)

From: Freedom of Information
Sent: Tuesday, 14 July 2020 4:41 PM
To: s 22(1)(a)(ii) Freedom of Information
Cc: s 22(1)(a)(ii)
Subject: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Categories: Blue Category
Security Classification: For Official Use Only

Thanks s 22(1)(a)(ii). I tried returning your call a few moments ago. If you still wish to discuss, please call me on s 22(1)(a)(ii)

s 22(1)(a)(ii), I will send you an email detailing next steps shortly.

Kind regards
s 22(1)(a)(ii)

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Tuesday, 14 July 2020 4:33 PM
To: Freedom of Information
Cc: s 22(1)(a)(ii)
Subject: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Thanks s 22(1)(a)(ii)

While the request is broader than EP, s 22(1)(a)(ii) is the most appropriate decision maker.

s 22(1)(a)(ii)

For Official Use Only

From: Freedom of Information
Sent: Tuesday, 14 July 2020 1:23 PM
To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>
Cc: Freedom of Information <FOI@industry.gov.au>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>
Subject: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Dear s 22(1)(a)(ii)

New FOI request

The department has received the attached email correspondence from s 22(1)(a)(ii) of s 22(1)(a)(ii)

s 22(1)(a)(ii) has requested access under the *Freedom of Information Act 1982* (FOI Act) to all documents relating to s 22(1)(a)(ii).

Please find the attached correspondence for details.

I understand you are the Head of the Division most likely to hold the majority of the documents the subject of the FOI request (please let us know as soon as possible if this is not the case).

I anticipate s 22(1)(a)(ii) may be the relevant decision maker for this FOI request. It would be appreciated if you could please confirm whether s 22(1)(a)(ii) is the appropriate decision maker or advise an alternative decision maker at the General Manager level, or above, at your earliest convenience but no later than **Thursday 16 July 2020**.

Once the decision maker for this request is established, the FOI team will coordinate with the nominated Branch to begin the FOI process.

Should you have any queries or wish to discuss this matter please do not hesitate to contact me. My extension is s 22(1)(a)(ii)

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

FOI Officer

Legal, Audit & Assurance | Corporate & Digital

s 22(1)(a)(ii) @industry.gov.au

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s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 7 July 2020 10:22 AM
To: s 22(1)(a)(ii)
Cc: Freedom of Information
Subject: RE: CM: Freedom of Information Request No. 3 [SEC=UNCLASSIFIED]
Attachments: CM: New FOI Request - s 22(1)(a)(ii) LEX 66441 [DLM=For-Official-Use-Only]

Categories: Blue Category

Hi s 22(1)(a)(ii),

I refer to your email below.

I assume that you are looking for a search minute for this request as well?

If so, please refer to the attached for details.

Many thanks
s 22(1)(a)(ii)

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Tuesday, 7 July 2020 10:04 AM
To: s 22(1)(a)(ii)
Subject: FW: CM: Freedom of Information Request No. 3 [SEC=UNCLASSIFIED]

And this one too s 22(1)(a)(ii)

The only one of the three requests from this customer I have is s 22(1)(a)(ii) – LEX 66441

Cheers, s 22(1)(a)(ii)

UNCLASSIFIED

s 47G

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 1 July 2020 3:17 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: FW: New FOI request - s 22(1)(a)(ii) - LEX 66440 [DLM=For-Official-Use-Only]
Attachments: Freedom of Information Request No. 2
Categories: Blue Category
Security Classification: For Official Use Only

#2.

We will need to consult with Legal on this one as well.

s 22(1)(a)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 1 July 2020 3:17 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: FW: New FOI Request -s 22(1)(a)(ii)) - LEX 66441 [DLM=For-Official-Use-Only]
Attachments: Freedom of Information Request No. 1; 66441 Search minute.docx
Categories: Blue Category
Security Classification: For Official Use Only

For discussion tomorrow. See attached, which is more detailed than below.

s 22(1)(a)

For Official Use Only

s 22(1)(a)(ii)

For Official Use Only

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 23 June 2020 4:02 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes
[DLM=Sensitive:Legal]
Attachments: RE: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes
[SEC=UNCLASSIFIED]
Categories: Blue Category
Security Classification: Sensitive: Legal

Thank you^{s 22(1)(a)(ii)}
I have sent a response (attached).
s 22(1)(a)(ii)

Sensitive: Legal

From: s 22(1)(a)(ii)
Sent: Tuesday, 23 June 2020 12:18 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes [DLM=Sensitive:Legal]

s 42

s 22(1)(a)(ii)

s 22(1)(a)(ii)

A/g Principal Legal Counsel
Legal, Audit and Assurance Branch
Corporate and Digital

s 22(1)(a)(ii)

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-----Original Message-----

From: s 22(1)(a)(ii)

Sent: Monday, 22 June 2020 3:48 PM

To: s 22(1)(a)(ii) @industry.gov.au>

Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>

Subject: FW: LEX 64169 and further contact from s 22(1)(a)(ii) [DLM=Sensitive:Legal]

Hi s 22(1)(a)(ii)

Hope this finds you well.

We are hoping for your or your teams assistance, we have received further correspondence from s 22(1)(a)(ii) from s 22(1)(a)(ii) - see below email trail.

s 22(1)(a)(ii) has asked in the first instance a holding email she could send tomorrow (if possible) and advice on how we address the 7 day demand for a response.

We would then greatly appreciate your advice on how to proceed.

We have previously received and responded to a complaint from s 22(1)(a)(ii) . The team have provided for your reference

- Attachment F s 47C
- Attachment A (the original complaint)
- Attachment E (interaction timeline)
- Attachment H (Program Management notes)

Please let me know if you have any questions, alternatively s 22(1)(a)(ii) can provide additional information if required

Thanks

s 22(1)(a)(ii)

AusIndustry – Support for Business

s 22(1)(a)(ii)

@industry.gov.au

Sensitive: Legal

-----Original Message-----

From: s 22(1)(a)(ii)

Sent: Monday, 22 June 2020 2:35 PM

To: s 22(1)(a)(ii) @industry.gov.au>

Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii)

Subject: FW: LEX 64169 and further contact from s 22(1)(a)(ii) [SEC=UNCLASSIFIED]

s 22(1)(a)(ii) - as discussed, I think this is more than you need to start a conversation with Legal.

Most recent complaint is at the bottom of this email trail, to me dated 19/6 - the first question we would like s 47C on is how we treat the 7 day demand.

Beyond that, we would like s 47C on next steps - past steps are all documented in s 22(1)(a)(ii) summary below, and in the attachments.

Happy to chat later today or tomorrow morning, s 22(1)(a)(ii) will be able to help if I'm not available.

s 22(1)(a)

UNCLASSIFIED

-----Original Message-----

From: s 22(1)(a)(ii) gement

Sent: Monday, 22 June 2020 12:14 PM

To: s 22(1)(a)(ii) @industry.gov.au>

Cc: s 22(1)(a)(ii) @industry.gov.au>

Subject: LEX 64169 and further contact from s 22(1)(a)(ii) [SEC=UNCLASSIFIED]

Re: LEX 64169 and further contact from the customer (see trail below of recent contact).

s 22(1)(a) et al, all relevant documents that the legal team and others will need are contained here as attachments. I've left them all in, but perhaps of most relevance are

- Attachment F s 47C
- Attachment A (the original complaint)
- Attachment E (interaction timeline)
- Attachment H (Program Management notes)

With regard to ISI Program Management view on the latest correspondence, I don't believe the department has missed something from s 22(1)(a)(ii) – I have checked our inbox. It is difficult to ascertain the nature of s 22(1)(a)(ii) email, though I note he has broadened his complaint in some ways (with regard to conflicts). s 22(1)(a)(ii) may be suggesting that his email to you of 24 February was not addressed by the HOD's response to his complaint. It quite clearly was, and in a timely fashion: s 22(1)(a)(ii) responded to his complaint on 4 March. (She did not of course respond to his email to you, in which he merely continued to question the department's decision that his projects do not constitute an ISI incubator).

In his 24 Feb correspondence to you

-s 22(1)(a)(ii) asked why s 47G

paragraph three of the HOD response.

-s 22(1)(a)(ii) went on to provide examples of s 47G

. This was specifically addressed in

In his most recent email to you s 22(1)(a)(ii) broadens his previously made statements about s 22(1)(a)(ii) being conflicted to now include s 22(1)(a)(ii) and the former RIFs. We have previously determined that s 22(1)(a)(ii) is not conflicted with s 22(1)(a)(ii) applications, and none of the other three RIFs he is now citing have been involved in his applications.

s 22(1)(a)(

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 23 June 2020 12:53 PM
To:
Subject: s 22(1)(a)(ii) [SEC=UNCLASSIFIED]
Attachments: _ HOD Minute - s 22(1)(a)(ii).docx; A Complaint email from s 22(1)(a)(ii) DLM For-Official-Use-Only.msg; B OriginalSubmission - s 22(1)(a)(ii) - s 47G .pdf; B OriginalSubmission - s 22(1)(a)(ii) - s 47G .pdf; C Eligibility Letter - s 47G - s 22(1)(a)(ii) s 47G .pdf; C Eligibility Letter - s 47G - s 22(1)(a)(ii) s 47G .pdf; D RIF Feedback on s 22(1)(a)(ii) Draft Application - 20Nov18 DLM For-Official-Use-Only.msg; F s 22(1)(a)(ii) - s 47C ; G s 47G NEI Application Eligibility Checklist - s 22(1)(a)(ii).docx; G s 47G NEI Application Eligibility Checklist - s 22(1)(a)(ii).docx; H PM notes on s 22(1)(a)(ii) complaint email.docx; I HOD response letter.docx; E Timeline of interactions with s 22(1)(a)(ii) June 2020.docx

Categories: Blue Category
Security Classification: UNCLASSIFIED

Your message is ready to be sent with the following file or link attachments:

_ HOD Minute - s 22(1)(a)(ii)
A Complaint email from s 22(1)(a)(ii) DLM For-Official-Use-Only B OriginalSubmission - s 22(1)(a)(ii) - s 47G
B OriginalSubmission - s 22(1)(a)(ii) - s 47G C Eligibility Letter s 47G - s 22(1)(a)(ii) s 47G
C Eligibility Letter - s 47G - s 22(1)(a)(ii) s 47G
D RIF Feedback on s 22(1)(a)(ii) Draft Application - 20Nov18 DLM For-Official-Use-Only F s 22(1)(a)(ii) - s 47C G
s 47G NEI Application Eligibility Checklist - s 22(1)(a)(ii) G s 47G NEI Application Eligibility Checklist - s 22(1)(a)(ii)
H PM notes on s 22(1)(a)(ii) complaint email I HOD response letter E Timeline of interactions with s 22(1)(a)(ii) June 2020

Note: To protect against computer viruses, email programs may prevent you from sending or receiving certain types of file attachments. Check your email security settings to determine how attachments are handled.
UNCLASSIFIED

s 22(1)(a)(ii)

From: s22(1)(a)
Sent: Tuesday, 23 June 2020 12:46 PM
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii)
Subject: FW: Incubator Support Initiative - s22(1)(a)(ii) - application outcomes
[DLM=Sensitive:Legal]

Categories: Blue Category
Security Classification: Sensitive: Legal

Not sure what Legal want in the 'brief of information' so maybe we just re-send them a neat package (as per the packages put together yesterday)? Can you package up again and send to me for onforwarding? With a covering email, referring to this, and asking for advice on an appropriate response (which would be further to s22(1)(ii) courtesy response).

s22
(1)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 23 June 2020 10:25 AM
To: s 22(1)(a)(ii)
Subject: FW: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes
[SEC=UNCLASSIFIED]

Categories: Blue Category
Security Classification: UNCLASSIFIED

FYI – the latest, with Legal now. Likely next steps will be s 22(1)(a)(ii) sending a holding response, then Legal actually sending a final response.

s 22(1)(a)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)
Sent: Monday, 22 June 2020 2:12 PM
To: s 22(1)
Subject: RE: draft points S [DLM=Sensitive]

Categories: Blue Category
Security Classification: Sensitive

Thanks

Sensitive

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 1:58 PM
To: s 22(1)(a)(ii)
Subject: RE: draft points s 22(1)(a)(ii) [DLM=Sensitive]

s 22(1)(a) I am revisiting this and updating the timeline to the present day.
 I realise it is important to set out this year's interactions with s 22(1)(a)(ii).

An update will follow a little later today.

Sensitive

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 12:58 PM
To: s 22(1)(a)(ii) @industry.gov.au>
Subject: draft points s 22(1)(a)(ii) [DLM=Sensitive]

1. An Incubator Support Initiative (ISI) ISI New and Existing Incubators (NEI) applicant, s 22(1)(a)(ii) lodged twin NEI applications on 4 November 2019. The department determined that the applications were ineligible, as neither met the ISI Program Guidelines s 47G s 22(1)(a)(ii) had been advised by a departmental Regional Incubator Facilitator a year earlier (in November 2018) that his draft applications were likely to be ineligible, but chose to go ahead and submit full applications regardless.)
2. On 9 December 2019 the department conducted a teleconference with s 22(1)(a)(ii) to discuss his applications with a view to advising him they were ineligible and to assist him in understanding why; the next day s 22(1)(a)(ii) lodged a complaint. s 22(1)(a)(ii) contends inter alia:
 - that the department prevented his applications from being considered by the Entrepreneurs' Programme Committee (EPC) by ruling on the merit of the applications (rather than eligibility).
 - that the Regional Incubator Facilitator (RIF) who assisted him had a conflict of interest—and that the department did not respond to his concerns about this situation allegedly raised in February 2019.
3. On 24 February s 22(1)(a)(ii) again wrote to the ISI Program Delegate seeking an update – the department did not respond to this email as it raised the same issues that were being considered in the preparation of a formal response to his complaint. The department had responded to an earlier request for an update.
4. On 14 March 2020 then HOD s 22(1)(a)(ii) wrote to s 22(1)(a)(ii) advising him that the department had reviewed the application process and conducted an independent merit assessment of both applications, and that the decisions had been affirmed.

5. On 19 June s 22(1)(a)(ii) emailed departmental staff raising new complaints:

s 47G

s 22(1)(a)(ii)

6. It is unclear what s 22(1)(a)(ii) is referring to. It would appear he is claiming that the department did not review his eligibility decision within 28 days of requesting it – in fact he had made no such request, and the department's decision to review his eligibility decisions was undertaken as best practice following internal s 47C
7. ISI Program Management is seeking further s 47C and will keep you updated.

Sensitive

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 11:14 AM
To:
Subject: RE: s 22(1)(a)(ii) Minute and attachments [SEC=UNCLASSIFIED]
Categories: Blue Category
Security Classification: UNCLASSIFIED

Ah ok, thanks, makes sense.

UNCLASSIFIED

-----Original Message-----

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 10:52 AM
To: s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: s 22(1)(a)(ii) Minute and attachments [SEC=UNCLASSIFIED]

Hi they weren't sent on 10 December, we held off as he'd lodged the complaint.

UNCLASSIFIED

-----Original Message-----

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 10:49 AM
To: s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: s 22(1)(a)(ii) Minute and attachments [SEC=UNCLASSIFIED]

Thanks - can you work out why I sent the eligibility letter on 20 Jan, but it also looks like s 22(1)(a)(ii) sent letters on 10 December?

I am confused, because I remember part of the discussion being around the fact that we hadn't sent formal advice to him?

s 22(1)(a)

UNCLASSIFIED

-----Original Message-----

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 10:14 AM
To: s 22(1)(a)(ii) @industry.gov.au>
Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
Subject: s 22(1)(a)(ii) Minute and attachments [SEC=UNCLASSIFIED]

Hi s 22(1)(a), resent, the order changed in the final minute I see.

B s 22(1)(a)(ii) 2020 (main attachment)

B OriginalSubmission - s 22(1)(a)(ii) - s 47G B OriginalSubmission - s 22(1)(a)(ii) - s 47G C

Eligibility Letter - s 47G s 22(1)(a)(ii) s 47G ,

C Eligibility Letter - s 47G - s 22(1)(a)(ii) s 47G ,

D RIF Feedback on s 22(1)(a)(ii) Draft Application - 20Nov18 DLM For-Official-Use-Only E Timeline of interactions with s 22(1)(a)(ii) updated.

F s 22(1)(a)(ii) s 47C

G s 47G NEI Application Eligibility Checklist - s 22(1)(a)(ii)

G s 47G NEI Application Eligibility Checklist

- s 22(1)(a)(ii) H PM notes on s 22(1)(a)(ii) complaint email I HOD response letter _ HOD Minute - s 22(1)(a)(ii) A

Complaint email from s 22(1)(a)(ii) DLM For-Official-Use-Only

Note: To protect against computer viruses, email programs may prevent you from sending or receiving certain types of file attachments. Check your email security settings to determine how attachments are handled.

UNCLASSIFIED

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 11:21 AM
To:
Cc: s 22(1)(a)(ii)
Subject: RE s 22(1)(a)(ii) - general question about the complaint process [DLM=Sensitive:Legal]

Categories: Blue Category
Security Classification: Sensitive: Legal

Hi s 22(1)(a)(ii)

Thanks for sending through the below request. We anticipate being able to provide you with a response by the end of the week.

Please let me know if you require the advice more urgently.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

A/g Senior Legal Counsel
Legal, Audit and Assurance Branch
Corporate and Digital
s 22(1)(a)(ii) @industry.gov.au

Department of Industry, Science, Energy and Resources | www.industry.gov.au

Supporting economic growth and job creation for all Australians

Legal In Confidence: This transmission is intended only for the use of the addressee and may contain confidential or legally privileged information. If you are not the intended recipient, you are notified that any use or dissemination of this communication is strictly prohibited. If you have received this transmission in error, please notify me immediately by telephone and delete copies of this transmission together with any attachments.

s 22(1)(a)(ii), s 42

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:30 AM
To: Legal Services Inbox s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s 22(1)(a)(ii)@industry.gov.au)>
Cc: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s 22(1)(a)(ii)@industry.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s 22(1)(a)(ii)@industry.gov.au)>
Subject: s 22(1)(a)(ii) - general question about the complaint process [SEC=UNCLASSIFIED]

Hi s 22(1)(a)(ii)

We are just about to go back to s 22(1)(a)(ii) with a letter from our HOD in response to his complaint.

I've been asked to check with you about s 22(1)(a)(ii) possible options once he receives the letter. Does he have any further recourse with the department in general, or is there anything else I might advise our HOD on in this regard?

s 22(1)(a)(ii), as you will recall advised he/ s 22(1)(a)(ii) would s 47G

I have attached the (as yet unsigned) letter just for your information.

s 22(1)(a)(ii)
Incubator Support Initiative
AusIndustry – Support for Business
s 22(1)(a)(ii)
Internet: www.business.gov.au

UNCLASSIFIED

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:05 AM
To: s 22(1)(a)(ii)
Subject: RE: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

Security Classification:
UNCLASSIFIED

Hi s 22(1)(a)

I'll go to our legal contact in the first instance, cheers.

s 22(1)(a)(

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:33 AM
To: s 22(1)(a)(ii)
Subject: RE: s 22(1)(a)(ii) priority [SEC=UNCLASSIFIED]

Security Classification:

UNCLASSIFIED

s 47F

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:20 AM
To: s 22(1)(a)(ii)
Subject: RE: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

s 47F

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:15 AM
To: s 22(1)(a)(ii) <@industry.gov.au>
Subject: RE: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

s 47F

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:11 AM
To: s 22(1)(a)(ii) <@industry.gov.au>
Subject: RE: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

s 47F

s 47F

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:06 AM
To: s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

s 47F

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:06 AM
To: s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

Yes, - thanks!

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:05 AM
To: s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

Definitely, it is a curious one though, we already know his recourse, he stated what he would do. But I'll ask of course. Cheers!

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 8:52 AM
To: s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

Hi s 22(1)(a)(ii)

Are you happy to ask the legal person you spoke to about this one earlier?

s 22(1)(a)(ii)

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Friday, 21 February 2020 5:54 PM

To: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
Subject: s 22(1)(a)(ii) - priority [SEC=UNCLASSIFIED]

Hi – we need to get advice (from Legal or s 22(1)(a)(ii)) on what s 22(1)(a)(ii) next available options are – ie. what other avenues of complaint does he have?

s 22(1)(a)

s 22(1)(a)(ii)
Manager – Innovation
Entrepreneurs' Programme Branch
AusIndustry - Support for Business

s 22(1)(a)(ii)

Internet: www.business.gov.au | [Subscribe to news updates](#)

Department of Industry, Science, Energy and Resources
Industry House, Level 9
10 Binara Street, Canberra ACT 2600
GPO Box 2013, Canberra ACT 2601
ABN 74 599 608 295



The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.

UNCLASSIFIED

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 11:49 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: Complaint - application numbers s 47G [DLM=For-Official-Use-Only]

Security Classification:

For Official Use Only

Hi s 22(1)(a)(ii)

I spoke with our legal team to clarify the complaint process.

As you know, the department has conducting its own review into both the processes behind and the validity of the s 22(1)(a)(ii) eligibility decisions, and once our HOD has written to s 22(1)(a)(ii), his further courses of action are of course up to him.

In terms of review under section 39B (and the same holds for common law), s 22(1)(a)(ii) could choose to apply to the court – likely the Federal Court – to seek review of his decision. Such a review would examine the processes the department undertook to arrive at the eligibility decisions, and would determine if there was any grounds for review.

If the reviewer determined there were grounds for review, the issue would be referred back to the department to conduct another review of the eligibility decisions. The reviewer cannot overturn the decision.

s 22(1)(a)(ii)

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Monday, 24 February 2020 9:49 AM
To: s 22(1)(a)(ii)
Subject: FW: Complaint - application number s 47G [DLM=For-Official-Use-Only]

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Saturday, 22 February 2020 7:29 PM
To: s 22(1)(a)(ii) @industry.gov.au>
Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: Complaint - application number s 47G [DLM=For-Official-Use-Only]

Thanks – I will just need the attachment to the application before I can sign off

Regards

s 22(1)(a)(ii)
Head of Division
 AusIndustry- Support for Business
 s 22(1)(a)(ii)

@industry.gov.au

Internet: www.business.gov.au | [Subscribe to news updates](#)



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For Official Use Only

From: s 22(1)(a)(ii)

Sent: Friday, 21 February 2020 5:55 PM

To: s 22(1)(a)(ii) @industry.gov.au>

Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>

Subject: Complaint - application number s 47G [DLM=For-Official-Use-Only]

Hi s 22(1)(a)(ii),

s 22(1)(a)(ii) has confirmed that she was the reviewer and assessed the complaint.

The s 47C provided does not clearly outline the process should the complainant want to pursue this further following your decision. It refers to the possibility of a review under section 39B of the *Judiciary Act 1903* or at common law they may pursue action on the basis there was a failure to afford procedural fairness.

We will seek clarification as a priority on Monday and pass to you.

The delay between their initial expression of interest and submission of the application is not unusual in ISI. Applicants are given the opportunity to work with a Regional Incubator Facilitator (RIF) and respond to feedback. I have attached the timeline.

On 29 October 2018 s 22(1)(a)(ii) lodged an application.

ISI program management went through a conflict of interest process to identify a RIF and allocated s 22(1)(a)(ii).

On 13 November 2018 the application was allocated to s 22(1)(a)(ii).

On 20 November 2018 s 22(1)(a)(ii) provided feedback on the draft application. This included preliminary feedback that the application may not be eligible.

On 4 November 2019 s 22(1)(a)(ii) lodged two applications.

Having gone through the attachments, I'm sorry but I can't identify the information you wanted. I'll also follow up on this on Monday so we can provide it.

Finally we will share the information the other branches and look at their complaint processes as well.

Thanks,

s 22(1)(a)(ii)

For Official Use Only

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 10 June 2020 8:54 AM
To: s 22(1)(a)(ii)
Subject: Attachment I - HOD response letter [SEC=UNCLASSIFIED]
Attachments: Attachment I - HOD response letter.docx

Security Classification:
UNCLASSIFIED

UNCLASSIFIED

s 22(1)(a)(ii)

From:
Sent: Wednesday, 10 June 2020 8:57 AM
To: s 22(1)(a)(ii)
Subject: RE: Escalation: Entrepreneur's Programme - Incubator Support - New and Existing Incubators - s 22(1)(a)(ii) [DLM=For-Official-Use-Only]
Attachments: Attachment I - HOD response letter.docx

Security Classification:

For Official Use Only

Hi s 22(1)(a)(ii) – we could chat about this at our meeting this morning.

Draft response to s 22(1)(a)(ii) below. (Previous correspondence to s 22(1)(a)(ii) attached, his reported enquiry is in green, and relevant parts of the Program Guidelines pasted in roughly in black.)

In response to the request you have made through the department's call centre, we cannot provide you with any further information about projects funded under the Incubator Support Initiative – New and Existing Incubators stream. In accordance with the Incubator Support Initiative Program Guidelines, applicant information is treated confidentially and cannot be disclosed publicly. All information about Incubator Support Initiative grants that can be publicly released is available online at <https://www.business.gov.au/Grants-and-Programs/Incubator-Support-New-and-Existing-Incubators/Grant-recipients>.

s 22(1)(a)(ii) has seen projects funded under the Incubator Support – New and Existing Incubators program, and was wondering if they could find out if they were funded under the Regional or Metro channel. The website shows the organisations that were funded under this program and how much was granted, but not what channel they were applying under. s 22(1)(a)(ii) was advised that we cannot give out details from previous applicant's applications but the issue can be escalated to the program area to see if they can be sent this information. s 22(1)(a)(ii) considers this a freedom of interest request. Could you please advise s 22(1)(a)(ii) if this information can be given out or if it is confidential information?

13.2 How we use your information

Unless the information you provide to us is: ☐ confidential information as per 13.2.1, or ☐ personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as: ☐ to improve the effective administration, monitoring and evaluation of Australian Government programs ☐ for research ☐ to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions: ☐ you clearly identify the information as confidential and explain why we should treat it as confidential ☐ the information is commercially sensitive ☐ disclosing the information would cause unreasonable harm to you or someone else ☐ you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information: to the committee and our Commonwealth employees and contractors, to help us manage the program effectively to the Auditor-General, Ombudsman or Privacy Commissioner

to the responsible Minister or Assistant Minister to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if we are required or authorised by law to disclose it you agree to the information being disclosed, or someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the Privacy Act 1988 (Cth). This includes letting you know: what personal information we collect why we collect your personal information to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can: manage the program research, assess, monitor and analyse our programs and activities.

We, or the Minister, may: announce the names of successful applicants to the public publish personal information on the department's websites.

You may read our Privacy Policy⁶ on the department's website for more information on: what is personal information how we collect, use, disclose and store your personal information how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the Freedom of Information Act 1982 (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

For Official Use Only

From: s 22(1)(a)(ii)

Sent: Friday, 29 May 2020 1:01 PM

To: s 22(1)(a)(ii)

Cc: s 22(1)(a)(ii)

Subject: FW: Escalation: Entrepreneur's Programme - Incubator Support - New and Existing Incubators - s 22(1)(a)(ii)
[DLM=For-Official-Use-Only]

Hi s 22(1)(a)(ii)

Can you please assist with a response to this request – thanks.

Regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Assistant Manager - Commercialisation
Entrepreneurs' Programme Branch
AusIndustry – Support for Business



For Official Use Only

From: s 22(1)(a)(ii)
Sent: Thursday, 28 May 2020 4:23 PM
To: s 22(1)(a)(ii) [@industry.gov.au](mailto:s 22(1)(a)(ii)@industry.gov.au)>
Subject: Escalation: Entrepreneur's Programme - Incubator Support - New and Existing Incubators - s 22(1)(a)(ii)

Hi Team,

Contact Centre Escalation

We have received the following query from a customer that we are not able to answer using the available Scripts/Frequently Asked Questions.

Please assist with providing a response that we can send, or if it is more appropriate, provide a direct response to the customer.

s 22(1)(a)(ii)

Comments/Call Summary: s 22(1)(a)(ii) has seen projects funded under the Incubator Support – New and Existing Incubators program, and was wondering if they could find out if they were funded under the Regional or Metro channel. The website shows the organisations that were funded under this program and how much was granted, but not what channel they were applying under. s 22(1)(a)(ii) was advised that we cannot give out details from previous applicant's applications but the issue can be escalated to the program area to see if they can be sent this information. s 22(1)(a)(ii) considers this a freedom of interest request. Could you please advise s 22(1)(a)(ii) if this information can be given out or if it is confidential information?

IMPORTANT:

Do not copy the escalation inbox s 22(1)(a)(ii) into any contact with an external stakeholder.

Do not include the emails which are the internal forwards- remove all excess text/email chit chat when responding to external stakeholders.

Yours sincerely,

s22(1)(a)(ii)

From:
Sent: Monday, 22 June 2020 7:22 AM
To: s 22(1)(a)(ii)
Subject: Incubator Support Initiative - HOD letter to s22(1)(a)(ii)
[SEC=UNCLASSIFIED]
Attachments: s22(1) - HOD letter March 2020.pdf
() (ii)
Security Classification: UNCLASSIFIED

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Wednesday, 4 March 2020 11:46 AM
To: s22(1)(a)(ii)
Subject: Incubator Support Initiative - HOD letter to s22(1)(a)(ii) [SEC=UNCLASSIFIED]

Good morning s22(1)(a)(ii)

Please find attached letter from the Head of Division, AusIndustry – Support for Business, which is in response to your correspondence of 10 December 2019.

Thank you for your interest in the Incubator Support initiative and for taking the time to submit your applications.

Kind s22(1)
s 22(1)(a)(ii)
Program Manager
Incubator Support Initiative

UNCLASSIFIED

s22(1)(a)(ii)

From:
Sent: Monday, 22 June 2020 7:32 AM
To: s 22(1)(a)(ii)
Subject: Delivery notice [SEC=UNCLASSIFIED]

Security Classification:
UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Wednesday, 4 March 2020 11:46 AM
To: s 22(1)(a)(ii)
Subject: Relayed: Incubator Support Initiative - HOD letter to s22(1)(a)(ii) [SEC=UNCLASSIFIED]

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

s22(1)(a)(ii)

Subject: Incubator Support Initiative - HOD letter to s22(1)(a)(ii) [SEC=UNCLASSIFIED]
UNCLASSIFIED

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 7:58 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) ment
Subject: s 22(1)(a)(ii) Minute and attachments [DLM=For-Official-Use-Only]
Attachments: HOD Minute - s 22(1)(a)(ii).docx; Attachment H - PM notes on s 22(1)(a)(ii) complaint email.docx; s 22(1)(a)(ii) Complaint notes.docx; B. Timeline of interactions with s 22(1)(a)(ii) updated..docx; M. ISI PM notes on s 22(1)(a)(ii) Complaint letter.docx; L (RIF) Clarification of s 47G DLM Sensitive.msg; K RIF Feedback on s 22(1)(a)(ii) Draft Application - 20Nov18 DLM For-Official-Use-Only.msg; J. s 22(1)(a)(ii) - eligibility decision notes.docx; I. ISI NEI Application Eligibility Decision letter -s 22(1)(a)(ii) L.docx; H. ISI NEI Application Eligibility Decision letter - s 22(1)(a)(ii) ._.docx; G ISI PM Approval s 22(1)(a)(ii) Eligibility Assessment SEC UNCLASSIFIED.msg; F. ISI NEI Application Eligibility Checklist - s 22(1)(a)(ii) I.docx; E. ISI NEI Application Eligibility Checklist - s 22(1)(a)(ii) I.docx; D s 22(1)(a)(ii) - Notes from Discussion with s 22(1)(a)(ii) SEC UNCLASSIFIED.msg; C Complaint email from s 22(1)(a)(ii) DLM For-Official-Use-Only.msg; A. Incubator Support Program guidelines.docx

Security Classification:

For Official Use Only

For Official Use Only

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 9:38 AM
To: s 22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes
[DLM=For-Official-Use-Only]

Security Classification:
For Official Use Only

Sorry, let me resend – the minute changed from my recollection in terms of attachments.

I'll go through it one by one and resend.

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 9:35 AM
To: s 22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes [DLM=For-Official-Use-Only]

Thanks

Do I have:

Attachment E: *Timeline of events*

Attachment F: s 47C

?

s22(1)(a)(ii)

s22(1)(a)(ii)

s22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 10:14 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) ; s 22(1)(a)(ii)
Subject: s 22(1)(a)(ii) Minute and attachments [SEC=UNCLASSIFIED]
Attachments: B s 22(1)(a)(ii) 2020 (main attachment).pdf; B OriginalSubmission - s 22(1)(a)(ii) s 47G .pdf; B OriginalSubmission - s 22(1)(a)(ii) - s 47G .pdf; C Eligibility Letter - s 47G - s 22(1)(a)(ii) s 47G .pdf; C Eligibility Letter - s 47G - s 22(1)(a)(ii) s 47G .pdf; D RIF Feedback on s 22(1)(a)(ii) Draft Application - 20Nov18 DLM For-Official-Use-Only.msg; E Timeline of interactions with s 22(1)(a)(ii) updated..docx; F s 22(1)(a)(ii) -s 47C docx; G s 47G NEI Application Eligibility Checklist - s 22(1)(a)(ii) .docx; G s 47G NEI Application Eligibility Checklist - s 22(1)(a)(ii) .docx; H PM notes on s 22(1)(a)(ii) complaint email.docx; I HOD response letter.docx; _HOD Minute - s 22(1)(a)(ii) .docx; A Complaint email from s 22(1)(a)(ii) DLM For-Official-Use-Only.msg

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 22 June 2020 2:37 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) ; s 22(1)(a)(ii)
Subject: ISI - ^{s 22(1)(a)(ii)} complaints - high level points [DLM=Sensitive]
Attachments: Timeline of interactions with s 22(1)(a)(ii) June 2020.docx

Security Classification:

Sensitive

s 47C

s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Tuesday, 23 June 2020 12:57 PM
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s22(1)(a)(ii) - application outcomes [DLM=Sensitive:Legal]
Attachments: C. Complaint email from s22(1)(a)(ii) [DLM=For-Official-Use-Only]; B OriginalSubmission -s22(1)(a)(ii) - s 47G df; B OriginalSubmission -s22(1)(a)(ii) s 47G .pdf; C Eligibility Letter - s 47G -s22(1)(a)(ii) s 47C launc....pdf; C Eligibility Letter - s 47G -s22(1)(a)(ii) s 47C developmen....pdf; K. RIF Feedback on s22(1)(a)(ii) Draft Application - 20Nov18 [DLM=For-Official-Use-Only]; s22(1)(a)(ii) - s 47C docx; G s 47G NEI Application Eligibility Checklist - s22(1)(a)(ii)docx; G s 47G NEI Application Eligibility Checklist - s22(1)(a)(ii)docx; H PM notes on s 22(1)(a)(ii) complaint email.docx; I HOD response letter.docx; E Timeline of interactions with s22(1)(a)(ii) June 2020.docx; _ HOD Minute - s 22(1)(a)(ii) docx

Security Classification:

Sensitive: Legal

Hi s22(1)(a)(i)

Further to s22(1)(a)(iii) email, I've packaged up all relevant documents (attached here), including an **updated Timeline of interactions with s22(1)(a)(ii) June 2020** (different to what we sent yesterday), for you to send to the s 47C to

s 47C

s22(1)(a)(ii)

s22(1)(a)(ii)

s 22(1)(a)(ii)

s 47G

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 2 July 2020 7:03 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: CM: Freedom of Information Request No. 3 [SEC=UNCLASSIFIED]

Security Classification:
UNCLASSIFIED

Good morning , thanks ^{s 22(1)(a)(i)} - I have the answers.

Kind regards

s 22(1)(a)(

UNCLASSIFIED

From: s 22(1)(a)(ii)
Sent: Wednesday, 1 July 2020 5:05 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: FW: CM: Freedom of Information Request No. 3 [SEC=UNCLASSIFIED]

#3.

- 1) Do these grant application numbers only apply to the actual grants that were determined to be ineligible, or also to the draft applications?
- 2) Do the RIFs 'assess' formal applications? Or just review and comment?

For discussion tomorrow.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From:
Sent: Friday, 3 July 2020 7:36 AM
To: s 22(1)(a)(ii); s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s 22(1)(a)(ii) - application outcomes
[SEC=UNCLASSIFIED]

Security Classification:
UNCLASSIFIED

Done, thankyou s 22(1)(a)(i)

s22(1)(a)(ii)

s 22(1)(a)

From: s22(1)(a)(ii)
Sent: Monday, 6 July 2020 10:13 AM
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s22(1)(a)(ii) - application outcomes
 [DLM=Sensitive:Legal]

Security Classification:

Sensitive: Legal

Thanks s22(1)(a)(ii), Minister s22(1)(a)(ii)

Kind regards

s22(1)(a)(ii)

Sensitive: Legal

From: s22(1)(a)(ii)
Sent: Monday, 6 July 2020 10:11 AM
To: s22(1)(a)(ii)
Cc: s22(1)(a)(ii)
Subject: RE: Incubator Support Initiative - s22(1)(a)(ii) - application outcomes [DLM=Sensitive:Legal]

Hi s22(1)(a)(ii)

Thank you for providing this information. Just for completeness, can I please confirm which Minister you are referring to?

Many thanks

s22(1)(a)(ii)

s22(1)(a)(ii)

A/g Senior Legal Counsel
 Legal, Audit and Assurance Branch
 Corporate and Digital
 s22(1)(a)(ii)

[@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)

Department of Industry, Science, Energy and Resources | www.industry.gov.au

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Tracked Changes: Documents attached to this email may contain 'tracked changes' or comments which have been inserted for your benefit. Please ensure that all 'tracked changes' and comments are removed from your document before these attachments are sent externally.

This advice is subject to legal professional privilege.

Sensitive: Legal

From: s22(1)(a)(ii)
Sent: Monday, 6 July 2020 8:13 AM

To: s22(1)(a)(ii) @industry.gov.au>; s22(1)(a)(ii) @industry.gov.au>
Cc: s22(1)(a)(ii) @industry.gov.au>; s22(1)(a)(ii) @industry.gov.au>
Subject: RE: Incubator Support Initiative - s22(1)(a)(ii) - application outcomes [DLM=Sensitive:Legal]

Good morning s22(1)(a)(ii)

The current guidelines were approved by the Minister on 13 December 2019. They were published on BGA on 4 February 2020 (the day ISI was relaunched with an expanded focus).

In general, EL2 approval is required to publish complementary information on BGA. The ISI fact sheet in question was approved by s22(1)(a)(ii) on 30 January 2019.

Kind regards, s22(1)(a)(ii)

s22(1)(a)(ii)

s 22(1)(a)(ii)

From:
Sent: Tuesday, 7 July 2020 10:02 AM
To: s 22(1)(a)(ii)
Subject: FW: New FOI request - s 22(1)(a)(ii) , s 22(1)(a)(ii) - LEX 66440 [DLM=For-Official-Use-Only]
Attachments: Freedom of Information Request No. 2
Security Classification: For Official Use Only

Hi s 22(1)(a)(ii) , I can't see the search minute for this request which I am working on – am I doing something silly?

Cheers, s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From:
Sent: Tuesday, 7 July 2020 10:27 AM
To: s 22(1)(a)(ii)
Subject: RE: CM: Freedom of Information Request No. 3 [SEC=UNCLASSIFIED]

Security Classification:
UNCLASSIFIED

Sorry it is not that one, I shall forward you the email I have.
Cheers!

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From:
Sent: Tuesday, 7 July 2020 10:28 AM
To: s 22(1)(a)(ii)
Subject: FW: CM: Freedom of Information Request No. 3 [SEC=UNCLASSIFIED]

Security Classification:
UNCLASSIFIED

Sorry this is all I was given on this one.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 7 July 2020 11:00 AM
To: s 22(1)(a)(ii)
Subject: PM input into current FOI requests [DLM=Sensitive:Legal]
Attachments: response notes.docx; s 22(1)(a)(ii) – LEX 66440.docx; s 22(1)(a)(ii) – LEX 66441.docx; s 22(1)(a)(ii) – LEX 66450.docx

Importance: High

Security Classification:
Sensitive: Legal

s 22(1)(a)(ii) I went to the FOI team to get minutes that were not in my trails.

Attached are drafts and notes to discuss.

Cheers, s 22(1)(a)(ii)
Sensitive: Legal

s 22(1)(a)(ii)

From:
Sent: Tuesday, 7 July 2020 11:03 AM
To: Freedom of Information; s 22(1)(a)(ii)
Subject: RE: FW: New FOI Request - s 22(1)(a)(ii) (ICI) - LEX 66450 [DLM=For-Official-Use-Only]

Security Classification:
For Official Use Only

Thanks so much 😊

For Official Use Only

From: Freedom of Information
Sent: Tuesday, 7 July 2020 10:36 AM
To: s 22(1)(a)(ii)
Cc: Freedom of Information
Subject: FW: FW: New FOI Request -s 22(1)(a)(ii) (ICI) - LEX 66450 [DLM=For-Official-Use-Only]

Hi ^{s 22(1)(a)(ii)},

As just discussed, please refer to the email below and the search minute attached.

Should you have further queries please contact the FOI team.

Many thanks
s 22(1)(a)(ii)

For Official Use Only

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 8 July 2020 10:00 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) ; s 22(1)(a)(ii)
Subject: s 22(1)(a)(ii) – FOI requestion draft responses and PM notes
[DLM=Sensitive:Legal]
Attachments: s 22(1)(a)(ii) – LEX 66440.docx; s 22(1)(a)(ii) – LEX 66441.docx; s 22(1)(a)(ii)
– LEX 66450.docx; s 22(1)(a)(ii) – LEX 66440, 441 and 450 PM
notes.docx

Security Classification:

Sensitive: Legal

Hi s 22(1)(a)(ii)

I have update the draft responses and included everything I can reasonably find. I consulted the former ISI EL1 to ensure all search terrain was covered.

All cited documents are saved and available - two are over 30mb.

Kind regards

s 22(1)(a)(ii)

Sensitive: Legal

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 14 July 2020 1:56 PM
To: s 22(1)(a)(ii)
Subject: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Security Classification:
For Official Use Only

Thanks ^{s 22(1)(a)(i)}

I will action once received. The number of documents will be very large.

Kind regards

s 22(1)(a)(

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Tuesday, 14 July 2020 1:46 PM
To: s 22(1)(a)(ii)
Subject: FW: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Heads up – formal request for search minute will come through shortly no doubt.

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Tuesday, 14 July 2020 1:28 PM
To: s 22(1)(a)(ii)
Subject: FW: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Another one in the pipeline ...

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 16 July 2020 12:04 PM
To: s 22(1)(a)(ii)
Subject: LEX 66569 notes for further discussion [DLM=Sensitive:Legal]
Attachments: 66569 notes.docx

Security Classification:
Sensitive: Legal

Hi s 22(1)(a)(ii)

For our further discussion, I have prepared some notes on a possible approach to completing the LEX 66569 search minute.

Kind regards

s 22(1)(a)(

Sensitive: Legal

s 22(1)(a)(ii)

From:
Sent: Monday, 20 July 2020 8:40 AM
To: Freedom of Information; s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: Documents for LEX 66440. [DLM=Sensitive:Legal]

Security Classification:
Sensitive: Legal

Thanks team – this table sets out where actions are at (from an ISI PM point of view). Cheers, s 22(1)(a)(ii)

s 47C

From: Freedom of Information
Sent: Monday, 20 July 2020 8:26 AM
To: s 22(1)(a)(ii)
Cc: Freedom of Information
Subject: RE: Documents for LEX 66440. [DLM=Sensitive:Legal]

Hi s 22(1)(a)(ii)

Thank you for your email below, much appreciated.

Kind regards,

Sensitive: Legal

From: s 22(1)(a)(ii)
Sent: Monday, 20 July 2020 7:42 AM
To: Freedom of Information <FOI@industry.gov.au>; s 22(1)(a)(ii)
[@industry.gov.au](mailto:FOI@industry.gov.au)>
Subject: RE: Documents for LEX 66440. [DLM=Sensitive:Legal]

His 22(1)(a)(ii)

These documents are now GM cleared - they are large – I have left them in dochub, and I have not readacted the non SES Contact Officer details in the signature blocks of either document yet.

FOI LEX 66440 document 1 of 2 s 22(1)(a)(ii)

- The only sensitivity would be the name and mobile number of the non SES Contact Officer.
- The Policy team was consulted and noted no sensitivities in this brief.

FOI LEX 66440 document 2 of 2s 22(1)(a)(ii)

- The only sensitivity would be the name and mobile number of the non SES Contact Officer.
- The Policy team was consulted and noted no sensitivities.

Kind regards,

Sensitive: Legal

From: Freedom of Information
Sent: Sunday, 19 July 2020 3:39 PM
To: s 22(1)(a)(ii) [@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>
Cc: Freedom of Information <FOI@industry.gov.au>
Subject: Documents for LEX 66440. [DLM=Sensitive:Legal]

s 22(1)(a)(ii)

I refer to the FOI request received from **s 22(1)(a)(ii)**, LEX 66440.

The current decision is due on 30 July 2020.

Grateful if you could please provide the two sets of documents ASAP.

Should you have any queries please do not hesitate to contact me on s 22(1)(a)(ii) or via Skype.

Many thanks
s 22(1)(a)(ii)

Sensitive: Legal

From: s 22(1)(a)(ii)
Sent: Tuesday, 14 July 2020 10:16 AM
To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>
Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)>; Freedom of Information <FOI@industry.gov.au>
Subject: RE: current ISI FOI requests summary [DLM=Sensitive:Legal]

Thank you so much!

Sensitive: Legal

From: s 22(1)(a)(ii)
Sent: Tuesday, 14 July 2020 10:12 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Freedom of Information
Subject: RE: current ISI FOI requests summary [DLM=Sensitive:Legal]

Hi s 22(1)(a)(ii)

I've added some information in red text. The rest of the info in the table below is correct and up to date.

For reference, I've added who the FOI contact officer is for each request. Because these matters are so entwined, the 3 of us are across all the FOI matters mentioned below. But for specific questions or advice, the contact officer will be in the best position to assist you.

Kind regards

s 22(1)(a)(ii)

Sensitive: Legal

From: s 22(1)(a)(ii)
Sent: Tuesday, 14 July 2020 9:25 AM
To: s 22(1)(a)(ii) @industry.gov.au>
Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: current ISI FOI requests summary [DLM=Sensitive:Legal]

s 22(1)(a)(ii) – forgot to copy you in.

Sensitive: Legal

From: s 22(1)(a)(ii)
Sent: Tuesday, 14 July 2020 9:22 AM
To: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
Cc: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
Subject: current ISI FOI requests summary [DLM=Sensitive:Legal]
Importance: High

Hi s 22(1)(a)(ii)

This series of requests are somewhat entwined and so I've tried to clarify where ISI PM is at. Most grateful if you check that we are on the same page!

s 47C

s 22(1)(a)(ii)

Support for Business | Entrepreneurs' Programme | Incubator Support Initiative

s 22(1)(a)(ii)

[@industry.gov.au](mailto:business.gov.au@industry.gov.au)

business.gov.au/EP

Sensitive: Legal
Sensitive: Legal

s 22(1)(a)(ii)

From:
Sent: Monday, 20 July 2020 12:34 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: For clearance New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=Sensitive:Legal]
Attachments: 66569 notes.docx; 66569 Scoping Minute - DRAFT.docx
Security Classification: Sensitive: Legal

Hi s 22(1)(a)

I've drafted the scoping minute and some notes to assist in the clearance. I've clarified with the FOI team (see below) that my approach is appropriate.

Do please of course let me know if you require anything else.

Kind regards

s 22(1)(a)(ii)

Support for Business | Entrepreneurs' Programme | Incubator Support Initiative

s 22(1)(a)(ii) @industry.gov.au

business.gov.au/EP

Sensitive: Legal

From: s 22(1)(a)(ii)
Sent: Monday, 20 July 2020 12:26 PM
To: s 22(1)(a)(ii) ; Freedom of Information
Subject: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Hi s 22(1)(a)(ii)

Based on the files and pages noted in the attached document, I would agree that the scope in its current form is too voluminous to process. More information is required from the applicant in order to reduce the scope to ensure the request is a manageable size.

Thanks for the heads up.

Kind regards

s 22(1)(a)(ii)

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Monday, 20 July 2020 12:20 PM
To: Freedom of Information <FOI@industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Hi s 22(1)(a)(ii)

I was hoping you might review the attached draft response to this FOI request ahead of me seeking clearance – in that I might be able to advise our GM that the approach I've taken appropriate.

Kind regards, ^{s 22(1)(a)}

For Official Use Only

From: Freedom of Information

Sent: Tuesday, 14 July 2020 5:21 PM

To: @industry.gov.au>

Cc: Freedom of Information <FOI@industry.gov.au>;

@industry.gov.au>; s 22(1)(a)(ii)

s 22(1)(a)(ii) @industry.gov.au>

Subject: New FOI Request -

- LEX 66569 [DLM=For-Official-Use-Only]

Dear ^{s 22(1)(a)(ii)}

New FOI request

The department has received the attached email correspondence from of

has requested access under the *Freedom of Information Act 1982* (FOI Act) to:

"...all documents the department holds (including but not limited to email correspondence and attachments) that were created from 1 November 2018 until date of the FOI search [FOI received 14 July 2020] and pertain to:

1) (regardless of the subject matter),

For avoidance of doubt, item (1) also includes but is not limited to any information pertaining to:

a) complaints lodged by (in email to s 22(1)(a)(ii) on 10 December 2019 and in emails to ^{s 22(1)(a)(ii)} in July 2020), and

b) other inquiries lodged by ^{s 22(1)(a)(ii)} (including emails to and on 7 February 2019, 24 March 2019 and 1 July 2020).

and

2) any of ^{s 22(1)(a)(ii)} Incubator Support Initiative (ISI) grant applications (draft or otherwise).

We note that item (1) is by its nature inclusive of item (2) which is noted for avoidance of doubt.

Please exclude all information that has already been shared with or by ^{s 22(1)(a)(ii)} (information already in ^{s 22(1)(a)(ii)} possession).

We are seeking absolutely all information relating to department's handling of matters pertaining to ^{s 22(1)(a)(ii)}

You have been nominated as the decision maker for this request. Could you please nominate a contact officer to liaise with the FOI team during the process. Could you also please advise which other branches may hold documents relevant to this request.

The department has 30 days from 14 July 2020 to process this request and provide a decision and any documents to the applicant. The current decision due date is 13 August 2020, however, this timeline may be affected by the notification of any charges and/or any external third party consultations.

For Your Action

Please consider this request and provide the FOI team the following at your earliest convenience but no later than **Tuesday 21 July 2020:**

- all relevant documents that fall within the scope of the request (with sensitivities marked); and
- a signed completed 'Search Minute' (attached).

If you are of the view that additional time will be required to retrieve the documents, please contact the FOI Team as soon as possible so that the processing of this request within the statutory timeframe may be managed.

Please note, if the scope of this request appears too voluminous, or this becomes apparent during the document search, please let me know so we can discuss other options (ie. the department is not required to process an FOI request if it would substantially and unreasonably divert the department's resources from its other operations).

Should you have any queries or wish to discuss this matter please do not hesitate to contact the FOI team on Ext
s 22(1)(a)(ii)

Kind regards

FOI Officer

Legal, Audit & Assurance | Corporate & Digital

[@industry.gov.au](mailto:foi@industry.gov.au)

Department of Industry, Science, Energy and Resources | www.industry.gov.au

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For Official Use Only

s 22(1)(a)(ii)

From:
Sent: Monday, 20 July 2020 12:35 PM
To: s 22(1)(a)(ii)
Subject: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Security Classification:
For Official Use Only

Thanks very much s 22(1)(a)(ii) I hope to have the minute cleared as soon as possible.

Kind regards, s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 21 July 2020 9:44 AM
To: s 22(1)(a)(ii)
Subject: RE: REMINDER: Feedback and Complaints Register reminder [SEC=UNCLASSIFIED]

Security Classification:
UNCLASSIFIED

Hi I wonder if I add to the previous? IE just one entry for s 22(1)(a)(ii)

s22(1)(a)(ii)

s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Tuesday, 21 July 2020 3:36 PM
To: s22(1)(a)(ii)
Subject: Feedback and Complaints Register Spreadsheet.xlsx [SEC=UNCLASSIFIED]
Attachments: Feedback and Complaints Register Spreadsheet.xlsx

Security Classification: UNCLASSIFIED

UNCLASSIFIED

s 22(1)(a)(ii)

From:
Sent: Wednesday, 22 July 2020 7:36 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: FW: RE: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Security Classification:
 For Official Use Only

HI s 22(1)(a)(ii), we can discuss with s 22(1)(a) at today's catch up.

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Tuesday, 21 July 2020 1:22 PM
To: Freedom of Information
Cc: s 22(1)(a)(ii); s 22(1)(a)(ii)
Subject: RE: RE: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

We will do s 22(1)(a)(ii)

Kind regards, s 22(1)(a)(ii)

For Official Use Only

From: Freedom of Information
Sent: Tuesday, 21 July 2020 1:20 PM
To: s 22(1)(a)(ii) @industry.gov.au;
 Freedom of Information <FOI@industry.gov.au>
Cc: s 22(1)(a)(ii) @industry.gov.au
Subject: RE: RE: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Thanks s 22(1)(a)(ii)

Can you please let me know by COB tomorrow?

I would like to notify the applicant ASAP so that we can pause the FOI clock. But I will wait if there are suggestions that can be provided at the same time.

Please let me know if you have any questions.

Kind regards
 s 22(1)(a)(ii)

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Tuesday, 21 July 2020 10:51 AM
To: Freedom of Information <FOI@industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au
Cc: s 22(1)(a)(ii) @industry.gov.au
Subject: CM: RE: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Hi s 22(1)(a)(ii) and I briefly discussed that, we will think about it further and get back to you soonest.

Kind regards

s 22(1)(a)(

For Official Use Only

From: Freedom of Information

Sent: Tuesday, 21 July 2020 10:30 AM

To: s 22(1)(a)(ii)

@industry.gov.au>;

Freedom of Information <FOI@industry.gov.au>

Cc: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s 22(1)(a)(ii)@industry.gov.au)>

Subject: RE: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Thanks s 22(1)(a)(

Do you have any suggestions that I can provide to the applicant regarding ways the scope may be reduced to a reasonable size?

Kind regards

s 22(1)(a)(ii)

For Official Use Only

From: s 22(1)(a)(ii)

Sent: Tuesday, 21 July 2020 7:13 AM

To: Freedom of Information <FOI@industry.gov.au>

Cc: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@industry.gov.au](mailto:s 22(1)(a)(ii)@industry.gov.au)>

Subject: CM: RE: New FOI Request s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Good morning s 22(1)(a)(ii)

Attached is the signed Search Minute for this request.

Kind regards

s 22(1)(a)(

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From:
Sent: Wednesday, 22 July 2020 2:34 PM
To: Freedom of Information
Subject: RE: Notice of intention to refuse - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Security Classification:
For Official Use Only

Great, thanks s 22(1)(a)(ii), cheers!

For Official Use Only

From: Freedom of Information
Sent: Wednesday, 22 July 2020 2:26 PM
To: s 22(1)(a)(ii); Freedom of Information
Subject: RE: Notice of intention to refuse - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Hi s 22(1)(a)(ii)

Thanks for letting me know.

It's an estimate and I've had a look at the calculator – it doesn't change the estimate a significant amount. So providing no-one has any changes that need to be made, I'll just leave it as is. But I'll keep this in mind if this FOI progresses.

Kind regards
s 22(1)(a)(ii)

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Wednesday, 22 July 2020 2:12 PM
To: Freedom of Information <FOI@industry.gov.au>
Subject: RE: Notice of intention to refuse - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Hi s 22(1)(a)(ii), thanks.

Looking at this, I notice that where I used the term file, I meant an electronic file record ie an email or a word document. So 271 electronic files. IE 271 documents. Apologies if this changes things.

Kind regards

s 22(1)(a)(ii)

For Official Use Only

From: Freedom of Information
Sent: Wednesday, 22 July 2020 1:47 PM
To: s 22(1)(a)(ii) <@industry.gov.au>
Cc: s 22(1)(a)(ii) <@industry.gov.au>; s 22(1)(a)(ii) <@industry.gov.au>; Freedom of Information <FOI@industry.gov.au>
Subject: Notice of intention to refuse - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Dear s 22(1)(a)(ii)

From the files/pages identified in the search minute (attached) (thank you s 22(1)(a)(ii) for your work on the search), the FOI calculator we use approximates it would take over 64 hours to complete based on the search completed so far. Generally, we consider anything over 40 hours may be considered too voluminous to process (FYI – currently, this would cost the applicant \$1,156.63).

I have drafted a FOI s24AB notice (attached), on the basis that the work involved in processing the request would substantially and unreasonably divert the resources of the department from its other operations. The applicant will have 14 days to revise the scope of the request, withdraw or advise they wish not to revise the scope.

The notice will be issued to the applicant COB today and the 30 days for processing a request will be placed on hold until such time a revised scope is accepted or a practical refusal is issued.

I have spoken with s 22(1)(a)(ii) regarding suggestions of ways the scope can be reduced. As the scope for this request is so broad, at this time we can only suggest to the applicant that he consider limiting the request to particular topics or particular timeframes.

Should you have any queries or wish to discuss this matter please do not hesitate to contact me via skype or on s 22(1)(a)

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

FOI Officer

Legal, Audit & Assurance | Corporate & Digital

s 22(1)(a)(ii) @industry.gov.au

Department of Industry, Science, Energy and Resources | www.industry.gov.au

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For Official Use Only

From: s 22(1)(a)(ii)

Sent: Tuesday, 21 July 2020 7:13 AM

To: Freedom of Information <FOI@industry.gov.au>

Cc: s 22(1)(a)(ii) @industry.gov.au; s 22(1)(a)(ii) @industry.gov.au>

Subject: CM: RE: New FOI Request - s 22(1)(a)(ii) - LEX 66569 [DLM=For-Official-Use-Only]

Good morning s 22(1)(a)(ii)

Attached is the signed Search Minute for this request.

Kind regards

s 22(1)(a)(

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From:
Sent: Friday, 24 July 2020 1:43 PM
To: Freedom of Information
Cc: s 22(1)(a)(ii)
Subject: RE: Revised scope received - LEX 66569 [DLM=For-Official-Use-Only]

Security Classification:
 For Official Use Only

Hi s 22(1)(a)(ii)

Just looking at this now, these subclauses (the whole of a) and part of b))

- a) complaints lodged by s 22(1)(a)(ii) (in email to s 22(1)(a)(ii) on 10 December 2019 and in emails to s 22(1)(a)(ii) in July 2020), and
 - b) other inquiries lodged by s 22(1)(a)(ii) (including emails to s 22(1)(a)(ii) and s 22(1)(a)(ii) on 7 February 2019, 24 March 2019 and 1 July 2020).
- and
- c)

are effectively excluded by virtue of the top level timeframe ie 9 December 2020?

Kind regards, s 22(1)(a)(ii)

For Official Use Only

From: Freedom of Information
Sent: Thursday, 23 July 2020 7:25 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) ; Freedom of Information
Subject: Revised scope received - LEX 66569 [DLM=For-Official-Use-Only]

Good morning s 22(1)(a)

The applicant has responded (attached) and revised the timeframe to 1 Nov 2018 until 9 Dec 2019:

"...all documents the department holds (including but not limited to email correspondence and attachments) that were created from 1 November 2018 until ~~date of the FOI search [FOI received 14 July 2020]~~ 9 December 2019 and pertain to:

- 1) s 22(1)(a)(ii) (regardless of the subject matter),
 For avoidance of doubt, item (1) also includes but is not limited to any information pertaining to:
 - a) complaints lodged by s 22(1)(a)(ii) (in email to s 22(1)(a)(ii) on 10 December 2019 and in emails to s 22(1)(a)(ii) in July 2020), and
 - b) other inquiries lodged by s 22(1)(a)(ii) (including emails to s 22(1)(a)(ii) and s 22(1)(a)(ii) on 7 February 2019, 24 March 2019 and 1 July 2020).
- and
- 2) any of s 22(1)(a)(ii) Incubator Support Initiative (ISI) grant applications (draft or otherwise).

We note that item (1) is by its nature inclusive of item (2) which is noted for avoidance of doubt.

Please exclude all information that has already been shared with or by s 22(1)(a)(ii) (information already in s 22(1)(a)(ii) possession).

We are seeking absolutely all information relating to department's handling of matters pertaining to s 22(1)(a)(ii) "

Could you please complete the attached revised search minute based on the above scope, and advise if this request is now acceptable to process at your earliest convenience but no later than **Wednesday 29 July 2020**.

If you have any questions or wish to discuss, please call me via skype or s 22(1)(a)(ii)

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

FOI Officer

Legal, Audit & Assurance | Corporate & Digital

s 22(1)(a)(ii)

[@industry.gov.au](mailto:industry.gov.au)

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Be supportive. Be informed. Be safe. Be kind. COVID-19

For Official Use Only

s 22(1)(a)

From: s 22(1)(a)(ii)
Sent: Monday, 27 July 2020 2:56 PM
To: s 22(1)(a)(ii)
Subject: RE: For your consideration & signature - draft FOI decision -s 22(1)(a)(ii) LEX 66440 [SEC=UNCLASSIFIED]
Attachments: LEX 66440 - FOI - Notice of Decision.docx
Importance: High
Security Classification: UNCLASSIFIED

s 22(1)(a)(i) **have you forwarded this on? If not I was going to send this email:**

Freedom of Information

s 22(1)(a)(ii) ; s 22(1)(a)(ii)

Hi s 22(1)(a)(ii)

Please find attached the GM signed Notice of Decision – this minute has been signed by EP GM s 22(1)(a)(ii) (s 22(1)(a) is A/g GM at the moment, and given her ISI role it is more appropriate for a different GM to be decision maker on this request).

Kind regards

s 22(1)(a)(

UNCLASSIFIED

From: Freedom of Information
Sent: Monday, 27 July 2020 8:52 AM
To: s 22(1)(a)(ii)
Cc: Freedom of Information ; s 22(1)(a)(ii)
Subject: For your consideration & signature - draft FOI decision - s 22(1)(a)(ii) LEX 66440 [SEC=UNCLASSIFIED]

Dear s 22(1)(a)

I refer to the FOI request from s 22(1)(a)(ii) received on 30 June 2020 seeking access to Incubator Support Initiative (ISI) grant guidelines.

Proposed Action

After reviewing the documents, and recommendations from s 22(1)(a)(ii), I recommend you make a decision to grant access to the documents in part. There are two sets of documents attached, MR on the end are the marked up versions showing what will be redacted, AR on the end are the applied redactions.

For Action

Please find a draft notice of decision for your consideration and signature. Please note, no documents will be released until the balance of the charges are paid by the applicant.

The decision is due to the applicant on Thursday 30 July 2020.

It is the department's protocol to notify the Minister's office of a decision 48 hours before the decision is due to be provided to the applicant.

Subject to any changes you may have, please sign and date the attached decision and return a scanned copy to FOI@industry.gov.au at your earliest convenience but no later than **Wednesday 29 July 2020**.

Please do not hesitate to contact me on **s 22(1)(a)(ii)** if you have any questions or would like to discuss this matter.

Regards

s 22(1)(a)(ii)

Senior FOI Officer

Legal, Audit & Assurance Branch

s 22(1)(a)(ii) @industry.gov.au

Department of Industry, Science, Energy and Resources

s 22(1)(a)(ii) Industry House, Canberra City ACT 2600

GPO Box 2013, Canberra ACT 2601

www.industry.gov.au

ABN 74 599 608 295

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UNCLASSIFIED

s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Tuesday, 28 July 2020 9:44 AM
To: s22(1)(a)(ii)
Subject: 66569 Scoping Minute - DRAFT [SEC=UNCLASSIFIED]
Attachments: 66569 Scoping Minute - DRAFT.docx

Security Classification:
UNCLASSIFIED

UNCLASSIFIED

s22(1)(a)(ii)

From: s22(1)(a)(ii)
Sent: Tuesday, 28 July 2020 12:27 PM
To: Freedom of Information
Cc: s22(1)(a)(ii) ; s 22(1)(a)(ii)
Subject: 66569 [RESCOPED] Scoping Minute - DRAFT [DLM=For-Official-Use-Only]
Attachments: 66569 Scoping Minute - DRAFT.docx

Security Classification:

For Official Use Only

Hi team – ahead of me seeking GM clearance at this end, I would be grateful if you could advise/comment on the search process I have followed in preparing this draft search minute.

Kind regards

s22
(1)

For Official Use Only

s 22(1)(a)(ii)

From:
Sent: Tuesday, 28 July 2020 1:06 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: For GM clearance 66569 [RESCOPED] Scoping Minute [DLM=For-Official-Use-Only]
Attachments: 66569 Scoping Minute - DRAFT.DOCX
Importance: High
Security Classification: For Official Use Only

Hi s 22(1)(a)(ii) attached is the draft search minute for this rescoped request – for your review and GM clearance – **due with the FOI team tomorrow by Wednesday 29 July**. The thread below refers to the discussion I've had with the FOI team about this request. Notably, this request is still quite large given we'd still have to consult with at least half of the departmental staff referred to in our original estimate. It would seem that the FOI applicant will need to further limit the scope of this request, and we will have the opportunity to suggest to the FOI team ways in which we can help the applicant in that regard.

s 22(1)(a)(

For Official Use Only

From: s 22(1)(a)(ii)
Sent: Tuesday, 28 July 2020 12:56 PM
To: Freedom of Information
Cc: s 22(1)(a)(ii); s 22(1)(a)(ii)
Subject: RE: 66569 [RESCOPED] Scoping Minute - DRAFT [DLM=For-Official-Use-Only]

Much appreciated s 22(1)(a)(ii) – thanks for that chat earlier and your preliminary thoughts in your email here that this request is still out of scope.

I will seek clearance of the current search minute, noting that it is likely that once we have provided that minute to you ISI PM will have the opportunity to further discuss with you how we might be able to assist the applicant in specifying a request scope that is more manageable.

Kind regards, s 22(1)(a)(ii)

For Official Use Only

From: Freedom of Information
Sent: Tuesday, 28 July 2020 12:38 PM
To: s 22(1)(a)(ii) @industry.gov.au>; Freedom of Information <FOI@industry.gov.au>
Cc: s 22(1)(a)(ii) @industry.gov.au>
Subject: RE: 66569 [RESCOPED] Scoping Minute - DRAFT [DLM=For-Official-Use-Only]

Hi s 22(1)(a)(

Based on the edited scope and the numbers in the attached search minute, this request appears to be a manageable size but only if the applicant is willing to accept the edited scope and limit the search to the main line area.

As discussed, because it appears I will need to consult further with the applicant, I will also suggest administrative processes be excluded. If the applicant does not agree to exclude this material, I will ask him to specify what he is

seeking, ie. if he is just wanting to see dates of correspondence and/or who it was assigned to, this could exclude the contents of the correspondence, thereby reducing the size of the material that requires review.

Once the search minute is signed off, I will draft correspondence to the applicant for your review prior to sending.

Happy to discuss

Kind regards

A/g Senior FOI Officer

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From: s 22(1)(a)(ii)

Sent: Tuesday, 28 July 2020 12:27 PM

To: Freedom of Information <FOI@industry.gov.au>

Cc: s 22(1)(a)(ii) @industry.gov.au; s 22(1)(a)(ii) @industry.gov.au

Subject: 66569 [RESCOPED] Scoping Minute - DRAFT [DLM=For-Official-Use-Only]

Hi team – ahead of me seeking GM clearance at this end, I would be grateful if you could advise/comment on the search process I have followed in preparing this draft search minute.

Kind regards

s 22(1)(a)(

For Official Use Only

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 29 July 2020 1:21 PM
To: s 22(1)(a)(ii) ; Freedom of Information
Cc: s 22(1)(a)(ii)
Subject: GM cleared - 66569 [RESCOPED] Scoping Minute [DLM=For-Official-Use-Only]
Attachments: 66569 Scoping Minute - s 22(1)(a)(ii) Signed.DOCX

Security Classification:

For Official Use Only

Hi s 22(1)(a)(ii)

Please see attached the GM signed scoping minute.

Should this request still be considered too large, (in addition to any thoughts your team might wish to make) we could suggest that the applicant exclude routine administrative emails that don't pertain to any decisions relating to the actual applications?

Kind regards

s 22(1)(a)(ii)

Support for Business | Entrepreneurs' Programme | Incubator Support Initiative

s 22(1)(a)(ii) [@industry.gov.au](mailto:s 22(1)(a)(ii)@industry.gov.au)

business.gov.au/EP

For Official Use Only

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 22 February 2021 3:14 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: Draft ISI PM search minute - LEX 68047 - s 22(1)(a)(ii) - [SEC=OFFICIAL]
Attachments: Freedom of Information request - Allegations of calls to department contractors;
Fwd: Notice to maintain correspondence and documents intact [DLM=For-Official-Use-Only]; Search Minute - s 22(1)(a)(ii) - LEX 68047.docx

Importance: High

Hi s 22(1)(a)(ii)

I think you are right, apologies. I got confused when the FOI team completed and submitted their search minute, I mistakenly thought there would only be one minute for each request.

Attached is a draft search minute and the identified document.

Happy to discuss of course.

Kind regards

s 22(1)(a)(

OFFICIAL

From: s 22(1)(a)(ii)
Sent: Monday, 22 February 2021 11:49 AM
To: s 22(1)(a)(ii)
Subject: FW: LEX 68047 - s 22(1)(a)(ii) - Search Minute s 22(1)(a)(ii) [SEC=OFFICIAL]

Hi, for some reason this was marked as green in our FOI table but has not been completed?

The FOI team has completed a search, but we also need to do a search for ISPM. See attached from FOI Team.

s 22(1)(a)(ii) can you please have a look, I think we need to look at the email from s 22(1)(a)(where he forwarded the email advising not to delete anything and check if that would be in scope.

This one is overdue.

Thanks

s 22(1)(a)(ii)

OFFICIAL

From: s 22(1)(a)(ii)
Sent: Friday, 5 February 2021 10:27 AM
To: s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>
Cc: Freedom of Information <FOI@industry.gov.au>; s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii)

s 22(1)(a)(ii) @industry.gov.au>; s 22(1)(a)(ii)

Subject: LEX 68047 - s 22(1)(a)(ii) - Search Minute [ME-ME.FID6006820]

Dear s 22(1)(a)(ii)

New FOI request

The department has received the **attached** email correspondence from s 22(1)(a)(ii) . This matter has now been outsourced to s 22(1)(a)(ii)

s 22(1)(a)(ii) has requested access under the *Freedom of Information Act 1982 (FOI Act)* to all documents with allegations that regional incubator facilitators were contacted on their personal phone numbers by FOI applicants.

Please see the **attached** correspondence for further details.

We understand that the decision maker for this request is s 22(1)(a)(ii) , and that you will be the contact officer during the process.

The department has 30 days from 2 February 2021 to process this request and provide a decision and any documents to the applicant. The current decision due date is 5 March 2021, however, this timeline may be affected by the notification of any charges and/or any external third party consultations.

For your action

Please consider this request and provide us with the following at your earliest convenience, but no later than **19 February 2021**:

- all relevant documents that fall within the scope of the request (preferably a clean copy, and a copy with sensitivities marked); and
- a signed completed 'Search Minute' (**attached**).

If you are of the view that additional time will be required to retrieve the documents, please let us know as soon as possible so that the processing of this request within the statutory timeframe may be managed.

Could you also please let me know if you consider that what the applicant is asking for is unclear, so we can seek clarification from the applicant.

Should you have any queries or wish to discuss this matter, please do not hesitate to contact me on the details below.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

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Official:Sensitive