

From: § 47F  
To: EALK,Angelene  
Subject: Senate reference committee [AGSDMS-DMS.FID4864503]  
Date: Friday, 4 August 2023 6:14:10 PM  
Attachments: 4  
?

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Hi Angelene

§42  
[Redacted]

On the admin side, we currently have an approved estimate of \$40,000 against Leg23/00096 (your reference) (our reference is 23002319) that included work on some §42 and §42. Emma Liddle is our current billing contact for this matter.

As at a few days ago we were at over 90% of this estimate. Apologies for late notice.

I am not sure how much more work will be required but suggest you allow for a further \$10,000. Are you content to approve an increase to the estimate?

Regards, § 47F

§ 47F

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**From:** [FALK, Angelene](#)  
**To:** s 47F  
**Subject:** RE: LSDs Appendix E issue re Parliamentary inquiry [AGSDMS-DMS.FID4864503]  
**Date:** Monday, 11 September 2023 3:55:00 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)

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Thank you s 47F for your advice. We will continue to retain AGS to provide legal services to the Oaic in relation to the inquiry.

s42

Regards  
Angelene



**Angelene Falk** (she/her)  
Australian Information Commissioner and Privacy Commissioner  
Office of the Australian Information Commissioner  
Sydney | GPO Box 5288 Sydney NSW 2001  
P +61 2 9942 4213 E [executiveassistant@oaic.gov.au](mailto:executiveassistant@oaic.gov.au)

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s42



**From:** [FALK,Angelene](#)  
**To:** s 47F  
**Subject:** RE: Advice to OAIC - estimate - OAIC ref: LEG23/00096 (AGS ref: 23002319) [AGSDMS-DMS.FID4984527]  
**Date:** Thursday, 2 November 2023 9:04:00 PM

---

s 47F thank you for the update

s47F

Please send the request for increase to Caren Whip.

Regards  
Angelene

---

**From:** s 47F  
**Sent:** Thursday, November 2, 2023 2:02 PM  
**To:** FALK,Angelene <Angelene.Falk@oaic.gov.au>  
**Subject:** Advice to OAIC - estimate - OAIC ref: LEG23/00096 (AGS ref: 23002319) [AGSDMS-DMS.FID4984527]

Hi Anglene

The currently approved estimate for AGS work on this matter (LEG23/00096) is \$50,000 – as per PO\_4500167506.

s42

Worked billed to date and the value of work in progress is currently \$47,517.50, about 95% of the approved estimate.

s42

Could I suggest that OAIC allow an additional \$10,000 (a total of \$60,000), to be kept under review as the matter progresses?

Annamie Hale and Emma Liddle were our last contacts in August in dealing with estimates but I thought I should email you in the first instance.

S 47F

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**From:** [WHIP,Caren](#)  
**To:** [OAIC - Commissioner](#); [GIBSON,Isla](#)  
**Cc:** [HAMPTON,Elizabeth](#)  
**Subject:** RE: Advice to OAIC - LEG23/00096 | AGS Invoice 3311705 | For October 2023 work [AGSDMS-DMS.FID4915180] [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege]  
**Date:** Thursday, 9 November 2023 4:14:10 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image004.jpg](#)

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Thanks Angelene.



**Caren Whip** (she/her)  
General Counsel  
Office of the Australian Information Commissioner  
Sydney | GPO Box 5288 Sydney NSW 2001  
**P** +61 2 9942 4172 **E** [caren.whip@oaic.gov.au](mailto:caren.whip@oaic.gov.au)

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**From:** OAIC - Commissioner <commissioner@oaic.gov.au>  
**Sent:** Thursday, November 9, 2023 2:56 PM  
**To:** WHIP,Caren <Caren.Whip@oaic.gov.au>; GIBSON,Isla <Isla.Gibson@oaic.gov.au>  
**Cc:** HAMPTON,Elizabeth <Elizabeth.Hampton@oaic.gov.au>  
**Subject:** RE: Advice to OAIC - LEG23/00096 | AGS Invoice 3311705 | For October 2023 work [AGSDMS-DMS.FID4915180] [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege]

**OFFICIAL: Sensitive//Legal Privilege**

Caren

I certify the services in the AGS Invoice 3311705 were satisfactorily received.

Regards  
Angelene

---

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**From:** WHIP,Caren <[Caren.Whip@oaic.gov.au](mailto:Caren.Whip@oaic.gov.au)>  
**Sent:** Thursday, November 9, 2023 1:28 PM  
**To:** GIBSON,Isla <[Isla.Gibson@oaic.gov.au](mailto:Isla.Gibson@oaic.gov.au)>  
**Cc:** OAIC - Commissioner <[commissioner@oaic.gov.au](mailto:commissioner@oaic.gov.au)>; HAMPTON,Elizabeth <[Elizabeth.Hampton@oaic.gov.au](mailto:Elizabeth.Hampton@oaic.gov.au)>  
**Subject:** FW: Advice to OAIC - LEG23/00096 | AGS Invoice 3311705 | For October 2023 work [AGSDMS-DMS.FID4915180] [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege]

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Hi Isla

Can you please seek certification of this invoice from the Commissioner?

I have no oversight of the legal advice the Commissioner seeks directly from AGS, and am accordingly unable to certify the attached invoice in respect of whether the services were satisfactorily received.

Many thanks  
Caren



**Caren Whip** (she/her)  
General Counsel  
Office of the Australian Information Commissioner  
Sydney | GPO Box 5288 Sydney NSW 2001  
**P** +61 2 9942 4172 **E** [caren.whip@oaic.gov.au](mailto:caren.whip@oaic.gov.au)

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**From:** OAIC - Finance <[Finance@oaic.gov.au](mailto:Finance@oaic.gov.au)>  
**Sent:** Thursday, November 9, 2023 12:57 PM  
**To:** WHIP,Caren <[Caren.Whip@oaic.gov.au](mailto:Caren.Whip@oaic.gov.au)>  
**Cc:** OAIC - Legal <[legal@oaic.gov.au](mailto:legal@oaic.gov.au)>  
**Subject:** FW: Advice to OAIC - LEG23/00096 | AGS Invoice 3311705 | For October 2023 work [SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege] [AGSDMS-DMS.FID4915180]

**OFFICIAL: Sensitive//Legal Privilege**

Hi Caren,

Please provide certification by return email to [Finance@oaic.gov.au](mailto:Finance@oaic.gov.au) that:

- the services/goods in the attached invoice (LEG23/00096) have been received satisfactorily;
- the pricing details are correct, and
- the invoice is allocated to the correct purchase order.

If there are any issues with the attached invoice, please advise as soon as possible.

We would appreciate, in the absence of any issues, that invoices will be certified within 48 hours of this email.

Kind Regards,



**Prachi Patki** (she/her)  
Finance Officer  
Office of the Australian Information Commissioner  
Melbourne  
P +61 2 9246 0609 E [Prachi.Patki@oaic.gov.au](mailto:Prachi.Patki@oaic.gov.au)

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**From:** s 47F

**Sent:** Thursday, November 9, 2023 11:52 AM

**To:** SAP Invoice Only <[InvoiceOnly@sdo.gov.au](mailto:InvoiceOnly@sdo.gov.au)>; OAIC - Finance <[Finance@oaic.gov.au](mailto:Finance@oaic.gov.au)>

**Cc:** [Emma.Liddle@oaic.gov.au](mailto:Emma.Liddle@oaic.gov.au); s 47F

**Subject:** Advice to OAIC - LEG23/00096 | AGS Invoice 3311705 | For October 2023 work  
[SEC=OFFICIAL:Sensitive, ACCESS=Legal-Privilege] [AGSDMS-DMS.FID4915180]

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Dear Emma

We **attach** our tax invoice for professional fees for the period 5 October to 25 October 2023 for your attention.

If you have any queries in relation to the invoice, or any other aspect of the matter, please contact





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NORTON ROSE FULBRIGHT  
LEVEL 18, GROSVENOR PLACE  
SYDNEY NSW 2000

**Purchase Order**

**Purchase Order No.** 4500166735  
**Vendor No.** 850098  
**Contract No.**  
**Order Enquiries** LORRAINE NURNEY  
**Payment Terms** 20 days

Deliver Goods/Services to:  
Office of the Australian Info Commission  
GPO Box 5218  
SYDNEY NSW 2001

**Send Invoice to:** [invoiceonly@sdo.gov.au](mailto:invoiceonly@sdo.gov.au)  
**Attention:** Accounts Payable

**Important:** Invoices must be sent as a PDF by email or as an e-invoice using the PEPPOL online framework. Purchase Order No. **4500166735** must be quoted on your invoice.

Line No	Description	Delivery Date	Qty	Unit Price (GST Inc)	GST	Amount (GST Inc)
10	LEG23/00187 Quote 2/8	30/09/2023	1.00	4,525.73	411.43	4,525.73
	Total Price (including GST if applicable)				\$ 411.43	\$ 4,525.73

Office of the Australian Information Commissioner (OAIC) is e-invoicing enabled and can receive invoices via this channel. Please email the Procurement Team at [finance@oaic.gov.au](mailto:finance@oaic.gov.au) to make arrangements.

**Special Conditions**

A 'correctly rendered invoice' is one that quotes the purchase order number and is sent as a PDF by email to [invoiceonly@sdo.gov.au](mailto:invoiceonly@sdo.gov.au), or as an e-invoice via a certified PEPPOL Access Point. Invoices rendered incorrectly will be returned unpaid to the supplier for correction. Maximum payment terms only apply to correctly rendered invoices where satisfactory delivery of goods or services are acknowledged.

Goods and services purchased under this Purchase order will be required to meet the WHS legislative requirements. In particular, Material Safety Data Sheets (MSDS) must be provided for all hazardous substances being purchased, as required under the WHS legislation.

**From:** [OAIC - Finance](#)  
**To:** [OAIC - Legal](#)  
**Cc:** [LIDDLE, Emma](#)  
**Subject:** Invoice 1657101  
**Date:** Thursday, 7 September 2023 5:10:11 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[1657101.pdf](#)  
[image004.jpg](#)

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Hi Emma,

Please provide certification by return email to [Finance@oaic.gov.au](mailto:Finance@oaic.gov.au) that:

- the services/goods in the attached invoice have been received satisfactorily;
- the pricing details are correct, and
- the invoice is allocated to the correct purchase order.

If there are any issues with the attached invoice, please advise as soon as possible.

We would appreciate, in the absence of any issues, that invoices will be certified within 48 hours of this email.

Kind Regards,



**Prachi Patki** (she/her)  
Finance Officer  
Office of the Australian Information Commissioner  
Melbourne  
**P** +61 2 9246 0609 **E** [Prachi.Patki@oaic.gov.au](mailto:Prachi.Patki@oaic.gov.au)

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**From:** [WHIP,Caren](#)  
**To:** [Guru Kugananthan](#)  
**Cc:** [Andrew Riordan](#)  
**Subject:** RE: Legal assistance **s42** [SEC=OFFICIAL] (4045403)[NRF-APAC.FID2997534]  
**Date:** Wednesday, 2 August 2023 2:12:00 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)  
[image005.jpg](#)

Thanks Guru

I can approve that cost. Please proceed to progress.

Regards  
Caren



**Caren Whip** (she/her)  
 General Counsel  
 Office of the Australian Information Commissioner  
 Sydney | GPO Box 5288 Sydney NSW 2001  
 P +61 2 9942 4172 E [caren.whip@oaic.gov.au](mailto:caren.whip@oaic.gov.au)

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**From:** Guru Kugananthan <[guru.kugananthan@nortonrosefulbright.com](mailto:guru.kugananthan@nortonrosefulbright.com)>  
**Sent:** Wednesday, August 2, 2023 2:10 PM  
**To:** WHIP,Caren <[Caren.Whip@oaic.gov.au](mailto:Caren.Whip@oaic.gov.au)>  
**Cc:** Andrew Riordan <[andrew.riordan@nortonrosefulbright.com](mailto:andrew.riordan@nortonrosefulbright.com)>  
**Subject:** RE: Legal assistance **s42** [SEC=OFFICIAL] (4045403)[NRF-APAC.FID2997534]

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Dear Caren,

Further to the below, we estimate that we will require funding in the amount of \$4,525.73 inc. GST for this matter. Please see below a breakdown of our proposed funding and proposed hourly rates used.

	Hours	Hourly rate	TOTAL GST excl.	TOTAL GST incl.
Senior Associate	<b>s 47G</b>			
Associate				
Partner				
			\$4,114.30	\$4,525.73

**s42**

Kind regards, Guru

**Guru Kugananthan** | Senior Associate  
 Norton Rose Fulbright Australia  
 Level 38, Olderfleet, 477 Collins Street, Melbourne, Australia

Tel +61 3 8686 6449 | Mob **s 47f** | Fax +61 3 8686 6505  
[guru.kugananthan@nortonrosefulbright.com](mailto:guru.kugananthan@nortonrosefulbright.com)

**NORTON ROSE FULBRIGHT**

*Law around the world*  
[nortonrosefulbright.com](http://nortonrosefulbright.com)

---

**From:** WHIP,Caren <[Caren.Whip@oaic.gov.au](mailto:Caren.Whip@oaic.gov.au)>  
**Sent:** Monday, 31 July 2023 11:47 AM  
**To:** Guru Kugananthan <[guru.kugananthan@nortonrosefulbright.com](mailto:guru.kugananthan@nortonrosefulbright.com)>  
**Cc:** Andrew Riordan <[andrew.riordan@nortonrosefulbright.com](mailto:andrew.riordan@nortonrosefulbright.com)>  
**Subject:** RE: Legal assistance **s42**  
[SEC=OFFICIAL]

Thanks Guru.



**Caren Whip** (she/her)  
General Counsel  
Office of the Australian Information Commissioner  
Sydney | GPO Box 5288 Sydney NSW 2001  
**P** +61 2 9942 4172 **E** [caren.whip@oaic.gov.au](mailto:caren.whip@oaic.gov.au)

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**From:** Guru Kugananthan <[guru.kugananthan@nortonrosefulbright.com](mailto:guru.kugananthan@nortonrosefulbright.com)>  
**Sent:** Friday, July 28, 2023 6:51 PM  
**To:** WHIP,Caren <[Caren.Whip@oaic.gov.au](mailto:Caren.Whip@oaic.gov.au)>  
**Cc:** Andrew Riordan <[andrew.riordan@nortonrosefulbright.com](mailto:andrew.riordan@nortonrosefulbright.com)>  
**Subject:** RE: Legal assistance **s42**  
[SEC=OFFICIAL]

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Dear Caren,

Thank you for your email below. We will be in touch early next week regarding a cost estimate for undertaking this work.

**s42**

Kind regards, Guru

**Guru Kugananthan** | Senior Associate  
Norton Rose Fulbright Australia  
Level 38, Olderfleet, 477 Collins Street, Melbourne, Australia  
Tel +61 3 8686 6449 | Mob **s 47f** | Fax +61 3 8686 6505  
[guru.kugananthan@nortonrosefulbright.com](mailto:guru.kugananthan@nortonrosefulbright.com)

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**From:** WHIP, Caren <[Caren.Whip@oaic.gov.au](mailto:Caren.Whip@oaic.gov.au)>

**Sent:** Friday, 28 July 2023 12:43 PM

**To:** Andrew Riordan <[andrew.riordan@nortonrosefulbright.com](mailto:andrew.riordan@nortonrosefulbright.com)>; Guru Kugananthan <[guru.kugananthan@nortonrosefulbright.com](mailto:guru.kugananthan@nortonrosefulbright.com)>

**Subject:** s42

[SEC=OFFICIAL]

**[External Email – Use Caution]**

s42

Regards

Caren



**Caren Whip** (she/her)  
General Counsel  
Office of the Australian Information Commissioner  
Sydney | GPO Box 5288 Sydney NSW 2001  
P +61 2 9942 4172 E [caren.whip@oaic.gov.au](mailto:caren.whip@oaic.gov.au)

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**From:** [OAIC - Procurement](#)  
**To:** [Guru Kuganathan](#)  
**Cc:** [WHIP\\_Caren](#)  
**Subject:** PO\_4500166735  
**Date:** Thursday, 3 August 2023 9:30:30 AM  
**Attachments:** [PO\\_4500166735 Norton Rose Fulbright.pdf](#)  
[image001.jpg](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Please find attached purchase order 4500166735 OAIC ref: LEG23/00187 Quote 2/8

All invoices to the OAIC, with a purchase order number, need to be sent to [invoiceonly@sdo.gov.au](mailto:invoiceonly@sdo.gov.au).

To ensure your business receives prompt payment, all invoices need to be correctly rendered and include the purchase order number. Invoices must be sent as a PDF document (one PDF per invoice). Information on what is a correctly rendered invoice can be found in the Government's [Guide to Selling](#) to ensure your invoices meet these requirements.

-

Regards  
Lorraine



**Lorraine Nurney** | Governance and Procurement Manager  
Office of the Australian Information Commissioner  
GPO Box 5218 Sydney NSW 2001 | [oaic.gov.au](http://oaic.gov.au)  
+61 2 9942 4241 | **xxx** [lorraine.nurney@oaic.gov.au](mailto:lorraine.nurney@oaic.gov.au)



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## TAX INVOICE

Norton Rose Fulbright Australia  
 ABN 32 720 868 049  
 Level 38, Olderfleet  
 477 Collins Street  
 MELBOURNE VIC 3000  
 AUSTRALIA

**Invoice Number** 1657101  
**Date/Tax Point** 31 August 2023  
**Our ref** 1069807/4063557/GXK/120  
**Responsible Partner** Andrew Riordan

Tel +61 3 8686 6000  
 Fax +61 3 8686 6505  
 GPO Box 4592, Melbourne VIC 3001  
 DX445 Melbourne  
 nortonrosefulbright.com

**Office of the Australian Information Commissioner**  
**175 Pitt Street**  
**SYDNEY NSW 2000**

Your Ref: PO#4500166735 | LEG23/00187 email: caren.whip@oaic.gov.au

	<b>Charges AU \$</b>	<b>GST Rate %</b>
<b>Provision of file notes relating to Patrick matter</b>		
<b>CHARGES FOR PROFESSIONAL SERVICES RENDERED to 16 August 2023.</b>	4,067.50	10.00
Net	4,067.50	
GST	406.75	
<b>TOTAL AMOUNT NOW DUE AND PAYABLE</b>	<b>AU \$4,474.25</b>	

*Norton Rose Fulbright*

Invoices are payable upon receipt or subject to any other agreement.

Payments can be made by electronic transfer to the account of Norton Rose Fulbright Australia, ANZ Banking Group Limited, 324 Queen Street, Brisbane, BSB Number 014-002, Account Number 8349-91656, Swift Code ANZBAU3M. Alternatively, you can forward your cheque to GPO Box 407, Brisbane QLD 4001. Please advise us of your EFT payment by email to [aucredit@nortonrosefulbright.com](mailto:aucredit@nortonrosefulbright.com).

**Security Alert:** Please be alert to the risks of cyber-crime and email impersonation attempts to redirect funds inappropriately. We will not under usual circumstances change our bank account details during the course of a transaction. Any communication which you receive advising otherwise could be fraudulent and should urgently be orally verified with your known contact at our firm, or a member of our Finance department.

**Additional Information**

1. If trust funds have been applied to this invoice from money held in your trust ledger, it is intended to withdraw the amount at the expiration of 7 business days from the date the bill was given to you unless a valid objection is received.
2. The file in this matter may be destroyed 7 years from the date of our final account unless you write to us requesting a longer retention period.
3. If our costs are unpaid 30 days after giving you this bill, we may charge interest at the rate of 2% above the Cash Rate Target stated by the Reserve Bank of Australia as at the date of this bill or such other maximum rate as may be allowed by law.
4. The avenues open to you in the event of a dispute in relation to our legal costs comprised in this bill are as follows:
  - (a) First, discuss your concern with the responsible partner or with the Melbourne Head of Office.
  - (b) If you are not a commercial or government client as defined under the Legal Profession Uniform Law (Vic), you may apply for a costs assessment. An application for costs assessment should be made within 12 months after you receive this bill. In some circumstances you may be granted an extension of time to apply for costs assessment.
  - (c) If the total bill for legal costs in respect of the matter the subject of the dispute is less than \$100,000 (indexed), or the total bill for legal costs in respect of the matter is \$100,000 or more (indexed) but the amount in dispute is less than \$10,000 (indexed), you may make a complaint to the Victorian Legal Services Commissioner (LSC) in relation to the costs dispute. The complaint should be made within 60 days of the date that the legal costs in dispute become payable, or if you requested an itemised bill following the initial provision of a lump sum bill, within 30 days after the itemised bill was provided. In some circumstances you may be granted an extension of time for making a complaint in relation to a costs dispute. If the LSC is unable to deal with the dispute, it will inform you of your right to apply for a costs assessment or to apply for the costs dispute to be determined by the Victorian Civil and Administrative Tribunal (VCAT) if the amount in dispute is \$25,000 or less. An application to VCAT must be made within 60 days of the LSC informing you of your right to apply to VCAT.
  - (d) You may make a complaint to the LSC in relation to a disciplinary matter. The complaint should be made within 3 years from the time that the conduct complained of occurred.

Date.	Tkpr.	Description	Hours	Rate	Amount
04-Aug-2023	s 47f	[REDACTED]	S	47G	G
04-Aug-2023					
07-Aug-2023					
14-Aug-2023					
15-Aug-2023					

**Time Summary**

**Fee Earner**  
Andrew Riordan  
s 47f

**Position**  
Partner  
Lawyer  
Graduate

Hours	Rate	Amount
s 47G		
<b>Total</b>		<b>AU \$4,067.50</b>