

**From:** s 22  
**To:** [Assurance Reviews](#)  
**Cc:** s 22  
**Subject:** RE: National Firearms Register Program – GovTEAMS Community 24-36 [SEC=OFFICIAL]  
**Date:** Wednesday, 4 September 2024 5:26:48 PM  
**Attachments:** [image001.jpg](#)  
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**OFFICIAL**

That's very helpful – thanks s 22 .

s 22

Director | National Firearms Register Program | Capability Support Branch

s 22 @acic.gov.au | s 22

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**From:** Assurance Reviews  
**Sent:** Wednesday, 4 September 2024 4:10 PM  
**To:** s 22  
**Cc:** s 22 Reviews  
**Subject:** RE: National Firearms Register Program – GovTEAMS Community 24-36 [SEC=OFFICIAL]

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Good afternoon s 22

Thank you for your time over the phone this afternoon.

As discussed, I can confirm for the planning meeting there will be two Department of Finance Assurance Reviews Unit attendees and four independent reviewers engaged by Finance under consultancy fees.

For review week, it will just be the four independent reviewers who were also at the planning meeting.

In regards to catering and parking, I have attached the *Entity Responsibilities* document, which also outlines meeting room requirements. I have also attached the *SRO Q&A Information Sheet* that provides some further context on the Gateway Review process.

For the planning meeting, only light refreshments will be needed (eg. tea/coffee making facilities and some biscuits). There will be a 10-minute break during the meeting.

For the review week, morning tea, lunch and afternoon tea including tea/coffee will need to be provided to the Review Team.

If you have any concerns on the above or would like some further reassurance, I am happy to get my Director to give you a call to discuss further.

Kind regards,



s 22 | **Coordination Officer**

Assurance Reviews Unit

Data Policy and Assurance Branch

Digital ID and Data Policy Division

Department of Finance

T: s 22 (Direct) | T: 02 6215 2144 (ARU)

E: s 22 @finance.gov.au

E s 22 @finance.gov.au  
A: One Canberra Avenue, FORREST ACT 2603



**From:** s 22 @acic.gov.au>  
**Sent:** Wednesday, September 4, 2024 2:16 PM  
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**Subject:** FW: National Firearms Register Program – GovTEAMS Community 24-36 [SEC=OFFICIAL]  
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Hi s 22 – sorry, can we put a hold on catering and car parks until I confirm what ACIC can and can’t supply to external visitors where there’s a fringe benefit like food and parking?  
How many attendees are we hosting/supporting on site from DoF, and how many are Australian Gov’t officials vs individuals engaged under a fee for service?  
Thanks very much

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**From:** s 22 @acic.gov.au>  
**Sent:** Wednesday, 4 September 2024 1:54 PM  
**To:** Assurance Reviews <AssuranceReviews@finance.gov.au>; s 22 @acic.gov.au>  
**Cc:** s 22 @acic.gov.au>; s 22 @acic.gov.au>; NFR <NFR@acic.gov.au>; s 22 @finance.gov.au>; s 22 @finance.gov.au>; s 22 @finance.gov.au>; s 22 @finance.gov.au>  
**Subject:** RE: National Firearms Register Program – GovTEAMS Community 24-36 [SEC=OFFICIAL]

OFFICIAL

Good afternoon s 22  
Thank you for setting up GovTEAMS.  
I do have a question regarding catering for the Review Team, I just wanted to find out if they have any special dietary requirements?  
There was a request for car parking on site, once DoF have finalised the Review team. I will need to get each person’s name and their licence plates to organise a car park for the week.  
Kind Regards



s 22  
Project Support Officer  
Project Delivery  
Systems Design and Delivery  
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M T W T H F  
?  
?

First Nation artwork

**From:** Assurance Reviews <[AssuranceReviews@finance.gov.au](mailto:AssuranceReviews@finance.gov.au)>

**Sent:** Wednesday, 4 September 2024 1:05 PM

**To:** s 22 <[REDACTED]@acic.gov.au>

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**Subject:** National Firearms Register Program – GovTEAMS Community 24-36 [SEC=OFFICIAL]

**OFFICIAL**

Good afternoon s 22 ,

As requested, we have created the GovTEAMS community for the upcoming Gateway Review of the National Firearms Register Program.

**GovTEAMS community name:** [ACIC National Firearms Register Program Gateway Review](#)

The following people from ACIC have been added to the community:

- s 22 <[REDACTED]@acic.gov.au>
- s 22 <[REDACTED]@acic.gov.au>
- s 22 <[REDACTED]@acic.gov.au>
- s 22 <[REDACTED]@acic.gov.au>

It usually takes a couple of hours before new members can access the community, however you should receive an email directly from GovTEAMS as soon as access has been granted. If you have any issues logging in to GovTEAMS, please contact the [GovTEAMS Help Centre](#).

Please ensure pre-reading material is made available prior to the planning meeting and review week so that the Review Team can prepare.

Please don't hesitate to contact us if you have any questions.

Kind regards,



s 22 | **Coordination Officer**

Assurance Reviews Unit

Data Policy and Assurance Branch

Digital ID and Data Policy Division

Department of Finance

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