

Subject: RE: Establishment of the Coalition Advisory Service (CAS) - IT equipment
[SEC=UNCLASSIFIED]

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From: Lever, Janet
Sent: Wednesday, 4 December 2013 11:17 AM
To: peter.beach@aph.gov.au
Cc: Drinkwater, Kayelle; Home Department Support; Collet, Daniel
Subject: Establishment of the Coalition Advisory Service (CAS) [SEC=UNCLASSIFIED]

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Hi Peter

Following our conversation yesterday this email is to confirm my advice that the Coalition Advisory Service is to be supported in the same manner as the former CCT.

Under these arrangements DPS will provide IT equipment and services as detailed in the existing Memorandum of Understanding (MoU). In addition, DPS will also provide the smart phone devices in accordance with the changes agreed with Ministerial and Parliamentary Services. The MoU should be amended to take account of these changes.

As specified in the MoU, DPS will invoice Finance quarterly in arrears for the services it performs.

If you have any questions please contact me to discuss.

Regards

Janet Lever

Janet Lever | Director

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