

Schedule of documents – Freedom of information request no. [FOIREQ23/00156](#)

Doc no.	Page no.	Date	No. of pages	Description	Decision on access	Exemption
1.	1	16/03/23	2	Internal OAIC email	Access in Full	
2.	3	27/07/23	6	FOIDR inbox guide	Access in Full	
3.	9	Undated	3	FOIDR inbox guide	Access in Full	
4.	12	May 2020	7	New IC review: Triage Process worksheet	Access in Full	
5.	19	17/06/22	2	Internal OAIC email	Access in Full	
6.	21	24/06/22	2	Internal OAIC email	Access in Full	
7.	23	7/09/22	2	Internal OAIC email	Access in Full	
8.	25	17/11/22	7	Internal OAIC email	Access in Part	s 47E(d)
9.	32	June 2023	5	Conducting IC review: Assessments worksheet	Access in Full	
10.	37	June 2023	4	IC review case categories worksheet	Access in Full	
11.	41	June 2023	2	Conducting an IC review: Identification of systemic and significant issues worksheet	Access in Full	

12.	43	April 2020	16	Conducting IC reviews of access grant decisions in S&S queue - Checklists worksheet	Access in Part	s47F & s47G
13.	59	15/02/2023	2	Internal OAIC email	Access in Full	
14.	61	24/03/23	8	Internal OAIC email	Access in Part	s 47E(d)
15.	69	Undated	2	Instructions re progressing deemed refusal matters	Access in Full	
16.	71	Undated	2	Applying to the Administrative Appeals Tribunal after receiving a section 54W(b) decision	Access in Full	
17.	73	June 2020	11	Draft making and assessing FOI Complaints worksheet	Access in Full	
18.	84	Undated	5	D2019 014474 - draft worksheet on deemed access refusal matters	Access in Full	
19.	89	June 2023	13	D2023 013104 - draft worksheet on registration and triage	Access in Full	
20.	102	June 2023	12	D2020 005201 - draft worksheet on extension of time matters	Access in Full	
21.	114	Undated	6	D2022 016514 EOT triage and assessment guide - step by step	Access in Full	
22.	120	Undated	1	D2023 004379 EOT queue management - updated July 2023	Access in Full	

23.	121	27/02/23	1	Internal OAIC email	Access in Full	
24.	122	17/03/23	2	Internal OAIC email	Access in Full	
25.	124	01/03/23	1	Internal OAIC email	Access in Full	
26.	125	Undated	16	D2020 005095 EOT Training 2020 powerpoint slides	Access in Full	
27.	141	25/05/23	23	Internal email about EOT	Access in Full	
28.	143	June 2023	4	FOI Complaint recommendation cases: Overview of process	Access in Full	
29.	147	June 2023	10	FOI complaints overview of process	Access in Full	
30.	157	June 2023	2	FOI complaints transfer to the Commonwealth Ombudsman	Access in Full	
31.	159	June 2023	8	Conducting an IC review: Review Adviser preliminary steps checklist	Access in Full	
32.	167	June 2023	5	Conducting an IC review: Submissions	Access in Full	
33.	172	August 2023	19	Conducting an IC review: Preliminary view checklist	Access in Full	
34.	191	June 2023	3	Conducting an IC review: Intention to decline (s 54W) checklist	Access in Full	

35.	194	June 2023	2	Conducting an IC review: Closure letter (s 54W) checklist	Access in Full	
36.	196	June 2023	2	Conducting an IC review: Review of preliminary views/s 54W letters	Access in Full	
37.	198	June 2023	34	Decision writing checklist	Access in Full	
38.	232	June 2023	2	Decisions review checklist	Access in Full	
39.	234	February 2020	6	Information Commissioner reviews: Key cases	Access in Full	
40.	240	June 2023	5	Conducting IC review: Assessments	Access in Full	
41.	245	June 2023	6	General information about case management	Access in Full	
42.	251	3 February 2023	5	Delegation of FOI powers by the Australian Information Commissioner	Access in Full	
43.	256	June 2019	10	Guidance for staff: Referring conduct to the AFP	Access in Full	
44.	266	Undated	12	Direction as to certain procedures to be followed in IC reviews: for agencies/ministers	Access in Full	
45.	278	1 July 2023	9	Direction as to certain procedures to be followed in IC reviews: for applicants	Access in Full	
46.	287	October 2011	3	FOI Guidelines – Part 12 - issued by the Australian Information Commissioner under	Access in Full	

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47.	290	February 2022	25	FOI Guidelines – Part 10	Access in Full	
48.	324	September 2013	10	FOI Guidelines – Part 9	Access in Full	
49.	334	March 2014	17	FOI Guidelines – Part 7	Access in Full	
50.	351	March 2013	40	FOI Guidelines – Part 6	Access in Full	
51.	391	June 2019	43	FOI Guidelines – Part 5	Access in Full	
52.	434	February 2021	18	FOI Guidelines – Part 4	Access in Full	
53.	459	December 2021	20	Part 3 - FOI Guidelines	Access in Full	
54.	507	February 2018	8	Part 11 – FOI Guidelines	Access in Full	
55.	515	17 July 2013	39	Part 13 – FOI Guidelines	Access in Full	
56.	554	March 2022	22	Part 14 – FOI Guidelines	Access in Full	
57.	576	Undated	3	IC review process	Access in Full	
58.	579	February 2023	3	IC review process flowchart	Access in Full	
59.	582	June 2023	2	Conducting an IC review: Identification of systemic and significant issues	Access in Full	
60.	584	June 2023	4	IC review case categories	Access in Full	