

From: [redacted]
To: [AGD FOI Requests](#)
Cc: [redacted]
Subject: PID AO search result: RE FOI23/469-IC FOR ACTION - Revised FOI request for Strategy & Governance Branch - Response to OAIC due 5 April 24 [SEC=OFFICIAL]
Date: Tuesday, 2 April 2024 2:53:19 PM
Attachments: [FOI23_469-IC - Request processing template - Record of Document Search - FOI - 2024.DOCX](#)
[image001.png](#)

OFFICIAL

Good afternoon [redacted]

Attached are the results of our records search for the FOI request below.

The officers responsible for the PID procedures have reviewed the documents and confirm that no such statement exists in the department's guidance.

Please let me know if you require anything further.

Kind regards,

[redacted]

Assistant Director

Privacy | Strategy & Governance Branch

Attorney-General's Department | 3-5 National Cct | Barton ACT 2600

[redacted] | [redacted] [@ag.gov.au](mailto:[redacted]@ag.gov.au)

cid:image001.png@01D3F767.F89E1C40



OFFICIAL

From: AGD FOI Requests <foi@ag.gov.au>
Sent: Tuesday, 2 April 2024 11:47 AM
To: Walsh, Hannah [redacted] <[redacted]@ag.gov.au>
Cc: AGD FOI Requests <foi@ag.gov.au>; [redacted] <[redacted]@ag.gov.au>; [redacted] <[redacted]@ag.gov.au>
Subject: FOI23/469-IC FOR ACTION - Revised FOI request for Strategy & Governance Branch - Response to OAIC due 5 April 24

Dear Hannah

This email is to advise you an FOI request has been received for documents of your branch, and to advise FOIP are the contact are for this request. More details are below.

FOI Request FOI23/469-IC

The department has received a revised scope for a request subject to Information Commissioner Review (IC Review). The scope now indicates a decision could be made by Strategy & Governance Branch which is responsible for the department's internal PID procedures:

any policy documents stating AGD investigations into internal disclosures under the PID Act can be completed to an inadequate standard

The original request (and broader scope) was processed by Transparency and Administrative Law Branch (T&ALB). On receipt of the revised scope, T&ALB confirmed support for SGB taking primary carriage of this request (attached). The revised scope as confirmed with the OAIC is **attached** to this email.

The revised scope was received 2 February 2024 and the date for response to the OAIC is 5 April 2024.

Your branch, SGB, has been identified as likely to hold electronic and/or hard copy documents relevant to this request.

It is proposed that you will be the decision maker for this matter. The FOI Team will support you with processing the request.

Contact Officer

I have confirmed [REDACTED] as the contact officers for this request. Please let me know if you have any concerns with this.

To progress searches for this request, the nominated contact officer is requested to:

- Complete the [record of searches template \(CM\)](#) recording the number of documents identified in preliminary searches. It is particularly important that we identify early whether the scope of the request can be processed. The template provides additional information to assist with this step.
 - If the documents cannot be identified, or searches indicate there are a large number of documents, please contact the FOI Team to discuss whether consultation with the applicant on the scope of request is required.
- After identifying documents in the search step, complete the [working schedule \(CM\)](#) and **provide copies of all documents** identified within the scope of this request electronically to foi@ag.gov.au. The template provides additional information to assist with this step and asks you to:
 - identify the documents containing material you consider sensitive and describe the harm of disclosure, and
 - identify the documents containing **third party information** (a private individual, business or State/Territory government). If third party consultation is required, we must advise the applicant due date has been extended.

I will liaise with the contact officer to provide these documents to foi@ag.gov.au by COB 3 April 2024

Further information regarding the line area role in responding to FOI Requests is in the [FOI line area manual](#) (CM) on the [FOI page](#) on the Intranet.

Once the contact officer has provided the documents and record of searches to the FOI Team, I will commence review of the documents to determine whether the identified sensitive material is exempt from disclosure within the meaning in the FOI Act. In the event material is identified as sensitive, and I am unsure as to whether an exemption in the FOI Act applies, I will discuss the material with you.

The FOI case officer will work iteratively with your contact officer to draft proposed decision materials for your consideration. Your contact officer should keep you informed of the progress of the request.

I will liaise with you to ensure time is set aside so that you are able to consider any necessary documents or

correspondence relevant to the request.

Under s 93 of the *Freedom of Information Act 1982*, the department is required to report to the Office of the Australian Information Commissioner (OAIC) on freedom of information and Information Publication Scheme activity annually. We would also be grateful if your branch could also record the hours spent by staff level (APS1-5, APS6-EL2 and SES) for processing this request. The FOI case officer will request these hours from your branch once the matter is finalised.

Kind regards



Record of Document Search FOI23/469-IC

Line area to complete and return to FOI case manager at foi@ag.gov.au - seek Workflow note below

Date FOI received

02/02/2024

Date FOI Decision due

05/04/2024

Summary of request: [insert request scope]

Action officer details Date of search or assessment Name of officer, position, business unit	List locations searched (this should include systems or locations that are likely to hold relevant documents, or staff consulted) Eg CM, PDMS, shared mailbox, filing cabinet, High Side/AGSEC, third party systems, social media, contents of files related to matter, interview with staff responsible for subject/function	Description of searches conducted/action taken (include search terms) Guides for some main systems in the department Content Manager searching (CM 17#335726DOC) PDMS searching (CM 15#151165DOC) Outlook searching (Microsoft) Reasonable search may include consultations with relevant staff OAIC guidance on reasonable search (OAIC)	Result of searches This can include: Description of results A screenshot of the result window File note of conversation with relevant staff A comment about why no documents were located (if known) Tip sheet: For a large number of results in CM - How to copy a list of records from CM to Excel (CM 18#215146DOC) or to create a CM link to send FOI the results - Create a single CM reference (TR5) for multiple records (CM 18#245905DOC)
02/04/2024 FOIP Assistant Director	Content Manager	Title word search "PID policy"	52 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Content Manager	Title word search "PID procedure"	4 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Content Manager	Title word search "PID standard"	50 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Content Manager	Title word search "PID instruction"	3 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Content Manager	Title word search "PID investigation"	29 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Shared mailbox – PID@ag.gov.au	Content word search "PID"	250 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Intranet	https://intranet.agdnet.ag.gov.au/governance/planning-and-governance/public-interest-disclosure	0 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Internet	https://www.ag.gov.au/about-us/accountability-and-reporting/public-interest-disclosure	0 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Internet	https://www.ag.gov.au/integrity/national-anti-corruption-commission/mandatory-referrals-public-interest-disclosure-officers	0 Documents located in search, 0 documents were in scope of the request.
02/04/2024 FOIP Assistant Director	Internet	https://www.ag.gov.au/contactus/PID_Act	0 Documents located in search, 0 documents were in scope of the request.