



AS

Via email to: foi+request-11329-1b1084da@righttoknow.org.au

Dear AS,

Freedom of Information Request LEX 50201 – Decision on access

I refer to the *Freedom of Information Act 1982 (FOI Act)* request made to the Department of Social Services (**Department**) on 13th April 2024. The request seeks access to:

“Copy of ALL templates used by your FOI and PIA teams including but not limited to:

*Allocation of Matter template to DM
ALL Decision Letter Templates used.
Refusal template
Acknowledgement Letter Template
Internal Line area request for documentation
Email Search template.
Statement of reasons template
Deemed decision template.
Consult with other agencies template.”*

I am authorised to make decisions in respect of FOI requests under subsection 23(1) of the FOI Act.

Decision

I have decided to grant partial access to the documents sought by the request as they contain material that is irrelevant to the request and deleted under section 22 of the FOI Act.

The documents and my decision in relation to each are set out in the Schedule of Documents at **Attachment A (Schedule)**.

The reasons for my decision are set out in the Statement of Reasons at **Attachment B**.

Review rights and complaints.

Information concerning how you may seek a review of this decision or make a complaint about the handling of this request is at **Attachment C**.

Publication

Section 11C of the FOI Act requires agencies to publish details on how to access documents released in response to FOI requests on their website within 10 days of release unless except where that publication would be unreasonable.

The documents released in response to this request do not contain any information that would be unreasonable to publish. As a result, details on how to access them will be published on the Department's disclosure log within 10 days of this decision.

Contact

If you would like to discuss any aspect of my decision, please contact me at foi@dss.gov.au.

Yours sincerely



Sarah B

Authorised FOI Decision Maker

8 May 2024

Attachments

A – Schedule of Documents

B – Statement of Reasons

C – Review rights

SCHEDULE OF DOCUMENTS

Doc No	Description of document	Decision
1.	<i>Template:</i> Acknowledgement email to applicant (non-represented)	<i>Release in full</i>
2.	<i>Template:</i> Acknowledgement email to applicant (represented)	<i>Release in full</i>
3.	<i>Template:</i> Document Search Minute template	<i>Release in full</i>
4.	<i>Template:</i> Tasking email to line area(s)	<i>Release in full</i>
5.	<i>Template:</i> Decision to undertake third party consultation	<i>Release in full</i>
6.	<i>Template:</i> Third party consultation email to applicant	<i>Release in full</i>
7.	<i>Template:</i> Third party consultation email to third parties	<i>Release in full</i>
8.	<i>Template:</i> Courtesy consult email to external agency (from Department of Social Services)	<i>Release in full</i>
9.	<i>Template:</i> Courtesy consult email to DSS line area (within Department of Social Services)	<i>Release in full</i>
10.	<i>Template:</i> Email to FOI Applicants – Requests seeking Redress protected information	<i>Release in full</i>
11.	<i>Template:</i> Section 16 transfer request email	<i>Release in full</i>
12.	<i>Template:</i> Acceptance of section 16 transfer email	<i>Release in full</i>
13.	<i>Template:</i> Section 16 transfer, notification email to the applicant	<i>Release in full</i>
14.	<i>Template:</i> Section 16 transfer - Handover email following acceptance	<i>Release in full</i>
15.	<i>Template:</i> Rejection of section 16 transfer	<i>Release in full</i>
16.	<i>Template:</i> Decision email to applicant	<i>Release in full</i>
17.	<i>Template:</i> Notification of Potential Decision to Line Areas	<i>Release in full</i>
18.	<i>Template:</i> Notice of decision - release in full	<i>Release in full</i>
19.	<i>Template:</i> Notice of decision - refuse in full or release in part	<i>Release in full</i>
20.	<i>Template:</i> Notice of decision - no docs exist	<i>Release in full</i>

Doc No	Description of document	Decision
21.	<i>Template:</i> Notice of decision - internal review template	<i>Release in full</i>
22.	<i>Template:</i> Decision to undertake third party consultation	<i>Release in full</i>
23.	<i>Template:</i> FOI alert – New Request Received	<i>Release in part</i> Section 22 – email addresses of Ministerial personnel; Department and Ministerial group email addresses
24.	<i>Template:</i> FOI alert – Position on disclosure reached	<i>Release in part</i> Section 22 – email addresses of Ministerial personnel; Department and Ministerial group email addresses
25.	<i>Template:</i> FOI alert – Decision pending	<i>Release in part</i> Section 22 – email addresses of Ministerial personnel; Department and Ministerial group email addresses
26.	<i>Template:</i> FOI alert – Extension to timeframe	<i>Release in part</i> Section 22 – email addresses of Ministerial personnel; Department and Ministerial group email addresses
27.	<i>Template:</i> FOI alert – Request consultation process ended	<i>Release in part</i> Section 22 – email addresses of Ministerial personnel; Department and Ministerial group email addresses
28.	<i>Template:</i> FOI alert – Scope amended	<i>Release in part</i> Section 22 – email addresses of Ministerial personnel; Department and Ministerial group email addresses
29.	<i>Template:</i> FOI alert – Notification of Information Commissioner review	<i>Release in part</i> Section 22 – email addresses of Ministerial personnel; Department and Ministerial group email addresses
30.	<i>Template:</i> FOI alert – Media Reporting	<i>Release in part</i> Section 22 – email addresses of Ministerial personnel; Department and Ministerial group email addresses
31.	<i>Template:</i> FOI Portfolio Weekly FOI Reports (email)	<i>Release in part</i> Section 22 –Department group email addresses

Doc No	Description of document	Decision
32.	<i>Template:</i> Fortnightly FOI Update to the Minister's Offices (email)	<i>Release in part</i> Section 22 – names and contact details of Department personnel; email addresses of Ministerial personnel; Ministerial group email addresses.
33.	<i>Template:</i> FOI Weekly Report	<i>Release in part</i> Section 22- Contact details of Department personnel
34.	<i>Template:</i> Privacy Threshold Assessment – General Project	<i>Release in part</i> Section 22 –Department group email address
35.	<i>Template:</i> Privacy Threshold Assessment – Legislation Project	<i>Release in part</i> Section 22 –Department group email address
36.	<i>Template:</i> Privacy Threshold Assessment – Data Project	<i>Release in part</i> Section 22 –Department group email address

STATEMENT OF REASONS**Material on which the decision is based.**

1. I relied on the following material in coming to this decision:
 - the terms of the FOI request;
 - the documents subject to the FOI request;
 - advice from subject matter experts within the Department regarding the nature and sensitivity of the documents subject to the request;
 - the FOI Act; and
 - the Guidelines issued by the Office of the Australian Information Commissioner under section 93A of the FOI Act (**FOI Guidelines**).

Section 22 – Irrelevant material

2. Under section 22 of the FOI Act, the Department may delete material from documents that it considers irrelevant to the scope of your request.
3. At the outset of this request, you agreed to exclude the following information from its scope:
 - a) group email addresses used for internal departmental purposes;
 - b) all personal information of members of the public;
 - c) all personal information of non-Senior Executive Service (SES) government staff; and
 - d) all personal information of SES level government staff with the exception of the names of the Department's SES staff.
4. Where present in the documents, this information has been deleted under section 22 of the FOI Act.

INFORMATION ON REVIEW RIGHTS

You may seek review of this decision via:

- (a) an internal review; or
- (b) the Australian Information Commissioner (**Information Commissioner**).

Internal review

If you apply for internal review, a fresh decision will be made by a different decision-maker within the Department. An application for internal review must be:

- (a) made in writing;
- (b) made within 30 days of receiving this letter; and
- (c) sent to foi@dss.gov.au.

The application should also include the reasons why you think this decision should be reviewed.

If the internal review decision results in you not being provided access to all of the documents to which you have requested access, you have the right to seek a further review by the Information Commissioner.

Information Commissioner review

You can apply for the Information Commissioner to review this decision either immediately or following an internal review decision. You must apply to the Information Commissioner within 60 days of the receipt of this decision letter.

Further details on this process can be found on the Information Commissioner's website at <https://www.oaic.gov.au/>.

COMPLAINTS TO THE INFORMATION COMMISSIONER

You may also make a complaint to the Information Commissioner concerning actions taken by the Department while exercising its powers or performing its functions under the FOI Act.

Further details on this process can be found on the Information Commissioner's website at <https://www.oaic.gov.au/>.