



19 November 2015

E Meller

Email: foi+request-1373-d51b6e56@righttoknow.org.au

In reply please quote:

FOI Request: FA 15/11/00990

File Number: ADF2015/62503

Dear E Meller

Acknowledgement of Freedom of Information Access request

This letter refers to an access request received under the *Freedom of Information Act 1982* (the FOI Act) on 14 November 2015, seeking access to:

Incident Detail Report 1-3GBVST from the Department's Compliance, Case Management, Detention and Settlement Portal. I also request any documents attached to the detailed report.

Your request has been allocated FOI request number FA 15/11/00990. Please include your FOI request number in all correspondence with the Freedom of Information (FOI) Section.

Processing times

The statutory time allowed under the FOI Act for processing requests is 30 days. Requests are generally processed in the order in which they are received.

Contacting the FOI Section

If you wish to discuss your access request you may contact the FOI Section using the details provided below.

Contacting the Department

You can contact us with an enquiry in a number of ways including by email, through our website; by telephone, through our Service Centres or offices around the world, or in person. In Australia you can call 13 18 81 between 9 am and 4 pm Monday to Friday. Details on submitting a webform, or contacting our offices outside Australia are available on our website at www.border.gov.au.

Yours sincerely

Janelle Raineri
FOI Officer | Freedom of Information Section
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