



Mr Keith Wolverton
C/- Right to know

Reply to: GPO Box 4889
SYDNEY NSW 2001

Our reference: 1-830UEHG
Contact officer: Chad Reich
Phone: (08) 8208 1794

By email:
foi+request-1913-d6a6a5b8@righttoknow.org.au

27 May 2016

Decision regarding your Freedom of Information request

Dear Mr Wolverton,

The purpose of this letter is to provide you with a decision regarding your request for access to documents, under the *Freedom of Information Act (the FOI Act)* dated 3 May 2016. I am an officer authorised under section 23 of the FOI Act to make decisions regarding access to documents.

Your request was for access to "all emails/memos/newsletters sent to all staff in the agency in the last month". Pursuant to your request I contacted the appropriate area of the ATO to search for relevant documents.

Decision

As a result of the searches conducted, I have identified 20 documents as within the scope of your request. I have decided to release the following:

- 19 documents released in full; and
- 1 document released in part.

Material taken into consideration

In reaching my decision I have considered and relied upon the following:

- content of the identified documents;
- terms and scope of your request;
- relevant provisions of the FOI Act;
- ATO CEI 2014/07/03 Information Disclosure Policy; and
- Guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act.

Reasons for Decision

In assessing the material above, I have decided that 1 of the documents identified as within the scope of your request is to be released in part pursuant to section 22 of the FOI Act. Section 22 allows for a document to be edited prior to release, if access to the document would disclose

information that would reasonably be regarded as irrelevant to the request. I have edited the document concerned by making one minor redaction, on the basis that the information as redacted is irrelevant to your request.

The irrelevant information is a staff access password, capable of providing access to information beyond the scope of your request. Pursuant to section 22 I have therefore redacted this information and provided an edited copy of the document. The remaining 19 documents, identified as within the scope of your request have not been edited and have been released in full.

Fees and Charges

I am an officer authorised under section 23 of the FOI Act to make decisions regarding access to documents. As per Guideline 4.6 of the Office of the Australian Information Commissioner guidelines, I have made no charge for this application.

Your review rights

If you are dissatisfied with my decision, you may apply for internal review or Information Commissioner review of the decision. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

Internal review

Under section 54 of the FOI Act, you may apply in writing to the ATO for an internal review of my decision. The internal review application must be made within 30 days of the date of this letter, quoting our reference number at the top of this letter, and lodged in one of the following ways:

email: **FOI@ato.gov.au**
post: Australian Taxation Office, General Counsel, GPO Box 4889, Sydney
NSW 2001.

Where possible please attach reasons why you believe review of the decision is necessary.

The internal review will be carried out by another officer within 30 days. If you have not been informed of the outcome of the review within that time, you may apply to the Australian Information Commissioner under section 54L of the FOI Act.

Information Commissioner review

Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter, and be lodged in one of the following ways:

online: **<https://forms.business.gov.au/aba/oaic/foi-review/>**
email: **enquiries@oaic.gov.au**
post: GPO Box 5218, Sydney NSW 2001
in person: Level 3, 175 Pitt Street, Sydney NSW

Your application must include a copy of this letter (and any attachments), an address where notices can be sent to you (e.g. your email address) and particulars of the basis on which you dispute the decision.

Visit the Australian Information Commissioner website, **www.oaic.gov.au/freedom-of-information/foi-reviews**, for more information about Information Commissioner review.

Complaints

Any complaint about the processing of your FOI request can be directed to the Commonwealth Ombudsman. The complaint should set out the action you consider should be investigated. Complaints may be lodged in one of the following ways:

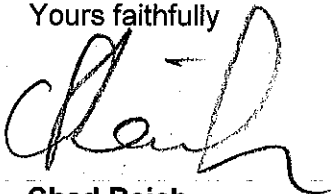
| | |
|-------------------------------|--|
| Phone: | 1300 362 072* |
| Indigenous Line phone number: | 1800 060 789* |
| In writing: | GPO Box 442 Canberra ACT 2601 or by fax (02) 6276 0123 |
| Online: | www.ombudsman.gov.au/pages/making-a-complaint/ |

Visit www.ombudsman.gov.au for further details.

For more information

If you have any questions, or would like to discuss this decision, please contact me directly on the number provided above.

Yours faithfully



Chad Reich
Senior Lawyer
General Counsel