



Our reference: FOIREQ17/00026

Ms Verity Pane

By email to: foi+request-3435-b8d7bd08@righttoknow.org.au

Dear Ms Pane

Your Freedom of Information request

I refer to your request for access to documents under the *Freedom of Information Act 1982* (Cth) (the FOI Act), received by the Office of the Australian Information Commissioner (OAIC) on 22 April 2017.

You sought access as follows:

I understand the OAIC runs regularly scheduled statistical reports, from the data held by its electronic case management system, for routine internal reporting and briefing to senior OAIC management (I understand this is a monthly report).

I therefore request copy of all these reports, that were produced in 2016 calendar year, including any commentary and analysis included in said routine reports.

Decision

I am an officer authorised under s 23(1) of the FOI Act to make decisions in relation to FOI requests.

I have decided to you grant access to the monthly reports for 2016 prepared for the OAIC Executive.

The documents provided

You sought access (in summary) to monthly reports regularly 'run' by the OAIC for senior management. There are no monthly reports that automatically 'run' from our case management system. The reports attached to my covering email are manually collated from available case management system reports and other sources across the OAIC.

These reports are generally made available to an Executive meeting each month for the purpose of viewing trends in activity. They are not accompanied by any written commentary or analysis.

The reports are provided to the Executive by way of an electronic link in the Executive meeting agenda document and in hardcopy. I am advised that the hardcopies are not retained.

The Excel spreadsheet containing the financial year monthly reports from which the hardcopies are generated are dynamic documents and from time to time the statistics are revised when quality assurance indicates any errors in the data (for example, the OAIC conducts quality assurance on data when preparing statistics for the annual report). As a result, there may be slight differences between the reports released to you and the report as it appeared when provided to the Executive in a particular month, however these differences would not be substantive and not make any material difference to the trends evident from viewing the reports.

If you disagree with my decision

Internal review

You have the right to apply for an internal review of my decision under Part VI of the FOI Act. An internal review will be conducted, to the extent possible, by an officer of the OAIC who was not involved in or consulted in the making of my decision. If you wish to apply for an internal review, you must do so in writing within 30 days. There is no application fee for internal review.

If you wish to apply for an internal review, please mark your application for the attention of the FOI Coordinator and state the grounds on which you consider that my decision should be reviewed.

Further Review

You have the right to seek review of this decision by the Information Commissioner and the Administrative Appeals Tribunal (AAT).

You may apply to the Information Commissioner for a review of my decision (IC review). If you wish to apply for IC review, you must do so in writing within 60 days. Your application must provide an address (which can be an email address or fax number) that we can send notices to, and include a copy of this letter. A request for IC review can be made in relation to my decision, or an internal review decision.

It is the Information Commissioner's view that it will usually not be in the interests of the administration of the FOI Act to conduct an IC review of a decision, or an internal review decision, made by the agency that the Information Commissioner heads: the OAIC. For this reason, if you make an application for IC review of my decision, it is likely that the Information Commissioner will decide (under s 54W(b) of the FOI Act) not to undertake an IC review on the basis that it is desirable that my decision be considered by the AAT.

Section 57A of the FOI Act provides that, before you can apply to the AAT for review of an FOI decision, you must first have applied for IC review.

Applications for internal review or IC review can be submitted to:

Office of the Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Alternatively, you may submit your application by email to foi@oaic.gov.au, or by fax on 02 9284 9666.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Raewyn Harlock', with a long horizontal flourish extending to the right.

Raewyn Harlock
Assistant Director
Dispute Resolution Branch

18 May 2017