



**Australian Government**  
**Attorney-General's Department**  
**Office of Corporate Counsel**

File No: 13/1185  
Date: 29 January 2013

Mr / Mrs G. King

Sent via email only: [foi+request-40-89a5c3cb@righttoknow.org.au](mailto:foi+request-40-89a5c3cb@righttoknow.org.au)

Dear Mr / Mrs King

**Re: Freedom of Information Request**

I refer to your request under the *Freedom of Information Act 1982* (the Act) received by this Department on 9 January 2013. You have sought access to:

*'copies of all non-public training, procedure and policy materials relating to the handling of FOI requests by the Department's staff or representatives at the time of this letter'.*

**Decision**

Pursuant to arrangements approved by the Secretary of this Department under section 23 of the Act, I am authorised to make decisions in relation to this matter on behalf of the Department.

The material referred to by FOI decision makers in the Department in making their decisions is all publically available. That material, which you are welcome to peruse, is as follows:

- *Freedom of Information Act 1982* (<<http://www.comlaw.gov.au/Details/C2012C00904>>);
- *Guidelines issued under section 93A of the Freedom of Information Act 1982 by the Office of the Australian Information Commissioner* (<<http://www.oaic.gov.au/publications/guidelines.html>>); and
- *Freedom of Information – Agency Resource Series* (<[http://www.oaic.gov.au/publications/agency\\_resources.html](http://www.oaic.gov.au/publications/agency_resources.html)>).

**Right of Review**

Should you wish to have my decision in this matter reviewed, you have two options. Firstly, you are entitled to request an internal review of my decision by a senior officer of this Department. Should you wish to pursue this option, you should write to me within 30 days of receiving this letter.

Alternatively, you are entitled to request a review of my decision by the Office of the Australian Information Commissioner (OAIC). Should you wish to pursue that course and action you should write to the OAIC, within 60 days of receiving this letter, at GPO Box 2999, Canberra, ACT, 2601. You are also entitled to make a complaint to the OAIC about the way the Department handled your

request.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Logan Tudor', is written over a light blue rectangular background.

Logan Tudor  
Legal Officer  
FOI & Privacy Section  
Telephone: (02) 6141 3715  
Email: [logan.tudor@ag.gov.au](mailto:logan.tudor@ag.gov.au)