



Australian Government
Department of Home Affairs

10 December 2018

Jay Doe

BY EMAIL: foi+request-4881-e95be502@righttoknow.org.au

In reply please quote:

FOI Request: FA 18/10/00822

File Number: ADF2018/210320

Dear Jay Doe

I refer to your email dated 13 October 2018 in which you request access to documents held by the Department of Home Affairs (Department) under the *Freedom of Information Act 1982* (the FOI Act).

You have requested access to:

'Department's guidance material on FOI Act (as mentioned in decision records).'

On 7 November 2018, Department notified you of a requirement to pay a processing charge of 15 in respect of your request.

In particular, Department notified you that, within 30 days of receipt of that letter, you must either:

- agree to pay the charge; or
- contend that the charge has been wrongly assessed, should be reduced, or should not be imposed; or
- withdraw the request.

Department notified you that if, within 30 days of receipt of that letter, you failed to notify Department of one of the above matters, your request would be considered to have been withdrawn.

The 30 day period has now expired and Department does not appear to have heard from you in response to that Notice. As such, in accordance with section 29 of the FOI Act, Department considers that your request has been withdrawn.

If you have any enquiries concerning this matter, please do not hesitate to contact me on 02 88626565.

A handwritten signature in black ink, appearing to read 'Dunce' followed by a flourish.

Freedom of Information Officer
Position number: 60007884
Authorised Decision Maker
Department of Home Affairs