



20 January 2020

Our reference: LEX 50177

Mr Ben Fairless

Only by email: [foi+request-6032-5e4c9591@righttoknow.org.au](mailto:foi+request-6032-5e4c9591@righttoknow.org.au)

Dear Mr Fairless

### **Request - administrative access**

I refer to your request received by the Department of Human Services (**department**) on 20 December 2019 for access under the *Freedom of Information Act 1982 (FOI Act)* to the following:

'a copy of the "FOI Manual"'.

#### **Administrative access**

On 3 January 2020, the department acknowledged your request and advised that where appropriate, it may be able to release documents to you through the department's administrative access arrangements, without the need for a formal FOI request. We did not receive any contrary response from you in relation to this.

The department has identified one document (totalling 67 pages) which will be released to you through the department's administrative process, outside of the FOI Act. Please find **attached** a copy of the requested document.

#### **Further assistance**

If you have any FOI questions please email [FOI.LEGAL.TEAM@humanservices.gov.au](mailto:FOI.LEGAL.TEAM@humanservices.gov.au).

Yours sincerely

#### **Robert**

Authorised FOI Decision Maker  
Freedom of Information Team  
FOI and Litigation Branch | Legal Services Division  
Department of Human Services