



7 January 2020

Our reference: LEX 50190

Ms Julie Middleton

Only by email: foi+request-6036-35e55618@righttoknow.org.au

Dear Ms Middleton

Acknowledgement of your Freedom of Information (FOI) request

I refer to your request for access to documents under the *Freedom of Information Act 1982* (**FOI Act**). You requested access to:

'1. The annual number - from 1992 to 2018 - of client MOD C forms provided to the Department to be reported by State or Territory. The Department's Compensation Management System ought to have this information and the date could be when the new client record was created or the MOD C form signed or similar date. The address fields would have the State or Territory.

The Centrelink Compensation and Damages form (MOD C) needs to be completed in the event that an applicant or their partner is entitled to receive compensation. This form is part of the claim for payment documentation to be provided to Centrelink when individuals apply for income support.

2. The annual number - from 1992 to 2018 - of finalised compensation records to be reported by State or Territory. This is where an insurer or law firm has paid the amount requested by the Department and the client's obligation has been finalised.

3. The annual number - from 1992 to 2018 - for all outstanding compensation recovery records to be reported by State or Territory. This is where clients have not yet had any compensation recovery payments made to the Department.

4. Any Fact Sheets or similar documents that are provided to law firms to explain how the compensation recovery calculations are made.'

Timeframe for processing your request

Your request was received by the department on 23 December 2019 and the 30 day statutory period for processing your request commenced from the day after that date.

Due to the department's reduced activity period over December and January where many business areas of the department end of year shut down or reduced staff, we are seeking your permission to extend the processing time by an extra 15 days to allow us to process your request. Can you please confirm by **10 January 2020** if you agree to an extension of time of 15 days under the FOI Act (s15AA).

Charges

The department will advise you if a charge is payable to process your request and the amount of any such charge as soon as practicable. No charge is payable for providing a person with their own personal information.

Your address

The FOI Act requires that you provide us with an address which we can send notices to. You have advised that your electronic address is foi+request-6036-5e55618@righttoknow.org.au. We will send all notices and correspondence to this address. Please advise us as soon as possible if you wish for correspondence to be sent to another address or if your address changes. If you do not advise us of changes to your address, correspondence and notices will continue to be sent to the address specified above.

Administrative release of documents

The department has administrative access arrangements (**arrangements**) for the release of certain documents without the need for a formal FOI request. Unless you advise us otherwise, in processing your request we may provide you with documents under these arrangements where appropriate. The arrangements do not extend to information or materials of third parties. You will be notified when documents are released to you under the arrangements.

Disclosure log

Please note that information released under the FOI Act may be published in a disclosure log on the department's website. Section 11C of the FOI Act requires this publication, however it is subject to certain exceptions, including where publication of personal, business, professional or commercial information would be unreasonable.

Exclusion of junior staff details

The department is working towards ensuring that all staff have a choice about whether they provide their full name, personal logon identifiers and direct contact details in response to public enquiries. Where such details are included in the scope of a request, this may add to processing time and applicable charges as it may be necessary to consider whether the details are exempt under the FOI Act. On this basis, unless you tell us otherwise, we will assume that these details are out of scope of your request and they will be redacted under section 22 of the FOI Act.

Further assistance

If you have any FOI questions please email freedomofinformation@humanservices.gov.au.

Yours sincerely

FOI Registration Officer
Freedom of Information Team
Employment Law and Freedom of Information Branch | Legal Services Division
Department of Human Services