



17 September 2020

Our reference: LEX 57875

James

By email: foi+request-6603-ee39c566@righttoknow.org.au

Dear James

Decision on your Freedom of Information Request

I refer to your request to Services Australia dated 18 August 2020, for access under the *Freedom of Information Act 1982 (FOI Act)* to the following documents:

'I request a copy of all documents which confirm the administrative procedures undertaken as part of the process of verifying the identity of the applicant before sending information to a postal or email address, if identity of the FOI applicant is relevant to decision whether to release the documents.'

Administrative access

On 21 August 2020, I acknowledged your request and advised that Services Australia has administrative access arrangements (**arrangements**) for the release of certain documents without the need for a formal FOI request. We advised that, unless you told us otherwise, we would provide you with access to documents through the arrangements (outside the FOI Act).

Services Australia has identified one document (totalling 8 pages) relevant to your request. This document has been provided to you through the arrangements and your formal FOI request has been taken to be finalised.

Please find **attached** a copy of the document. Please note, information that is irrelevant to the scope of your request has been removed.

Further assistance

If you have any questions please email FOI.LEGAL.TEAM@servicesaustralia.gov.au.

Yours sincerely

Colette
Authorised FOI Decision Maker
Freedom of Information Team
Employment Law and FOI Branch | Legal Services Division
Services Australia