



**Australian Government**  
**Office of Parliamentary Counsel**

Trav S  
foi+request-7677-f7a6fc28@righttoknow.org.au

Dear Trav S

**Freedom of information request no. 1-2122**

I refer to your request dated 12 August 2021 for access to documents relating to file 12/5946— HOSM Amendment Regulation: Iraq clasp under the *Freedom of Information Act 1982 (FOI Act)*.

I am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

I am writing to tell you that I believe that part 2 of your request does not provide such information concerning the documents as is reasonably necessary to enable us to identify them. This is called a ‘practical refusal reason’ (section 24AA).

On this basis, I intend to refuse access to the documents you requested in part 2 of your request. However, before I make a final decision to do this, you have an opportunity to revise your request. This is called a ‘request consultation process’ as set out under section 24AB of the FOI Act. You have 14 days to respond to this notice in one of the ways set out below.

***Why I intend to refuse your request***

In your request you sought documents relating to the metadata for each of the emails contained within the 29 documents in the file.

I have decided that a practical refusal reason exists because:

- It is not clear what the request means by “metadata”. For example, does it mean information in our IT system about the emails, but that is not itself part of the emails? Alternatively, were you intending to request a particular set of information that can be more specifically identified, such as information available in the document properties for the emails?
- It is not clear what types of metadata are sought. For example, if you are seeking access to particular data fields, such as date.

***Request consultation process***

You now have an opportunity to revise your request to enable it to proceed.

Revising your request can mean narrowing the scope of the request to make it more manageable or explaining in more detail the documents you wish to access. For example, by providing more specific information about exactly what documents you are interested in, our agency will be able to pinpoint the documents more quickly and avoid using excessive resources to process documents you are not interested in.

Before the end of the consultation period, you must do one of the following, in writing:

- withdraw your request;
- make a revised request;
- tell us that you do not wish to revise your request.

The consultation period runs for 14 days and starts on the day after you receive this notice.

During this period, you are welcome to seek assistance from the contact person I have listed below to revise your request. If you revise your request in a way that adequately addresses the practical refusal grounds outlined above, we will recommence processing it. (Please note that the time taken to consult you regarding the scope of your request is not taken into account for the purposes of the 30 day time limit for processing your request.)

If you do not do one of the three things listed above during the consultation period or you do not consult the contact person during this period, your request will be taken to have been withdrawn.

### **Contact officer**

If you would like to revise your request or have any questions, the contact officer for your request is:

Gretel Burmester  
Senior Assistant Parliamentary Counsel  
FOI@opc.gov.au

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Campbell', written in a cursive style.

Stephen Campbell  
General Manager Corporate  
19 August 2021