



Verity Pane

By email: foi+request-8243-7ffcb972@righttoknow.org.au

Your Freedom of Information Request – FOIREQ22/00008

Dear Verity Pane

I refer to your request for access to documents made under the *Freedom of Information Act 1982* (Cth) (the FOI Act) and received by the Office of the Australian Information Commissioner (OAIC) on 4 January 2022.

Your initial request was on the following terms:

"Dear Office of the Australian Information Commissioner,

I seek copy of all s 86 Freedom of Information Act notice on completion documents (excluding duplicates) sent by the OAIC to any federal agency between 2020 and 2021 inclusive.

Any personal information within such documents is irrelevant, as are contact details, signatures, and the names of persons other than SES employees.."

Decision

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

I have identified 38 documents within the scope of your request. To locate documents within the scope of your request, searches were conducted by the OAIC staff in the FOI Regulatory Group.

I have decided to grant you access to all documents in full.

Access to edited copies with irrelevant matter deleted (s 22)

The documents within the scope of your request contain material which is irrelevant for your request. The material relates to personal information of complainants and agencies' staff members.

This material removed in accordance with your request explicitly stated that '*...Any personal information within such documents is irrelevant.*'

I found it was reasonably practicable to prepare an edited copy of the documents with the irrelevant material removed, and prepared the edited copy of the documents.

A schedule describing the documents and the access decision I have made is provided as a separate document to this decision.

Please see the following page for information about your review rights and information about the OAIC's disclosure log.

Yours sincerely

Elena Elagina

Lawyer

A handwritten signature in black ink, appearing to read 'Elena Elagina', with a stylized flourish at the end.

3 February 2022

If you disagree with my decision

Internal review

You have the right to apply for an internal review of my decision under Part VI of the FOI Act. An internal review will be conducted, to the extent possible, by an officer of the OAIC who was not involved in or consulted in the making of my decision. If you wish to apply for an internal review, you must do so in writing within 30 days. There is no application fee for internal review.

If you wish to apply for an internal review, please mark your application for the attention of the FOI Coordinator and state the grounds on which you consider that my decision should be reviewed.

Applications for internal reviews can be submitted to:

Office of the Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Alternatively, you can submit your application by email to foi@oaic.gov.au, or by fax on 02 9284 9666.

Further Review

You have the right to seek review of this decision by the Information Commissioner and the Administrative Appeals Tribunal (AAT).

You may apply to the Information Commissioner for a review of my decision (IC review). If you wish to apply for IC review, you must do so in writing within 60 days. Your application must provide an address (which can be an email address or fax number) that we can send notices to, and include a copy of this letter. A request for IC review can be made in relation to my decision, or an internal review decision.

It is the Information Commissioner's view that it will usually not be in the interests of the administration of the FOI Act to conduct an IC review of a decision, or an internal review decision, made by the agency that the Information Commissioner heads: the OAIC. For this reason, if you make an application for IC review of my decision, and the Information Commissioner is satisfied that in the interests of administration of the Act it is desirable that my decision be considered by the AAT, the Information Commissioner may decide not to undertake an IC review.

Section 57A of the FOI Act provides that, before you can apply to the AAT for review of an FOI decision, you must first have applied for IC review.

Applications for IC review can be submitted online at:

https://forms.business.gov.au/smartforms/servlet/SmartForm.html?formCode=ICR_10

Alternatively, you can submit your application to:

Office of the Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

Or by email to foidr@oaic.gov.au, or by fax on 02 9284 9666.

Accessing your information

If you would like access to the information that we hold about you, please contact FOI@oaic.gov.au. More information is available on the [Access our information](#) page on our website.

Disclosure log

Section 11C of the FOI Act requires agencies to publish online documents released to members of the public within 10 days of release, except if they contain personal or business information that would be unreasonable to publish.

An edited version of the documents with the irrelevant material removed, will be published on our disclosure log.