



3 March 2022

Francis Unmeopa

By email: [foi+request-8492-b47175bb@righttoknow.org.au](mailto:foi+request-8492-b47175bb@righttoknow.org.au)

Dear Applicant

This letter provides a decision on access to documents you requested under the *Freedom of Information Act 1982* (the FOI Act).

Your FOI request was received by the Department of Foreign Affairs and Trade (the department) on 21 February 2022.

Following a thorough search of the department's records, no documents relevant to the scope of your FOI request have been found.

#### Request

In your FOI request, you sought access to:

*"On the 11th of January 2022, I submitted a request for information under the Freedom of Information (FOI) act. I received a reply on the 4th of February stating no documents could be found or exist. I realise now that I provided the incorrect date/ time period for the search parameter in my initial request.*

*Therefore, I would like to respectfully request the following in accordance with the FOI act.*

*"In 2020, a colleague of mine submitted a document to the Foreign Minister in which he requested her personal support and endorsement regarding the Humanitarian Overseas Service Medal. My colleague submitted the document and supporting letters to the Minister via email on the 15th of May 2020. I would like to request a copy of that document and any following correspondence related to that same document."*

#### Decision

I am authorised under section 23 of the FOI Act to make decisions in relation to FOI requests, and have been appointed to be the decision-maker on your FOI request.

Thorough searches have been conducted by the department. No documents relevant to your FOI request have been located.

Accordingly, I therefore refuse your request for access to documents under section 24A(1)(b)(ii) of the FOI Act, because all reasonable steps have been taken to find the documents, and I am satisfied that the documents do not exist.

## Notice of review rights

### Internal review

Under the provisions of section 54 of the FOI Act, you may apply in writing for an internal review of this decision.

Your application for review must be made within 30 days after you receive this decision and set out the reasons for requesting an internal review. There is no fee for requesting a review.

The request for review should be sent by email to [foi@dfat.gov.au](mailto:foi@dfat.gov.au) or by post addressed to:

Freedom of Information and Privacy Law Section  
Department of Foreign Affairs and Trade  
R G Casey Building  
John McEwen Crescent  
Barton ACT 0221  
Australia

### Australian Information Commissioner

You can also request that the Australian Information Commissioner review this decision in accordance with section 54L of the FOI Act. This is called an 'Information Commissioner review' (IC review).

You must apply for IC review in writing and in most cases within 60 days of being notified of this decision. There is no fee for requesting a review.

Further information on applying for IC review (including the online review application form) is available on the website of the Office of the Australian Information Commissioner (OAIC) and can be accessed using the following link: <https://www.oaic.gov.au/freedom-of-information/foi-review-process>

You can also make a complaint to the Australian Information Commissioner about the department's performance of its function or the exercise of power under the FOI Act. You can contact the OAIC by email to [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or call the enquiries line on 1300 363 992.

Yours sincerely



Tom van Kints  
A/g Director  
Freedom of Information and Privacy Law Section