2 September 2022

Ali Hassan
BY EMAIL: foi+request-9130-053266b7@righttoknow.org.au

In reply please quote:
FOI Request: FA 22/07/00716
File Number: OBJ2022/19176

Dear Ali Hassan

Freedom of Information (FOI) request – Access Decision

On 14 July 2022, the Department of Home Affairs (the Department) received a request for access to documents under the *Freedom of Information Act 1982* (the FOI Act).

The purpose of this letter is to provide you with a decision on your request for access under the FOI Act.

1 Scope of request

You have requested access to the following document:

> *1. I am looking for the total number of people who have got their citizenship application approved, but who have not been invited yet to the citizenship ceremonies at end of each month at The Hills Shire Council from 01/01/2022 to 01/07/2022*
>
> *2. I am also looking for the Total number of people who attended a citizenship ceremony at end of each month at The Hills Shire Council NSW from 01/01/2022 to 10/07/2022.*

2 Authority to make decision

I am an officer authorised under section 23 of the FOI Act to make decisions in respect of requests to access document or to amend or annotate records.

3 Relevant material

In reaching my decision I referred to the following:

- the terms of your request
- the document relevant to the request
- the FOI Act

- Guidelines published by the Office of the Information Commissioner under section 93A of the FOI Act (the FOI Guidelines)
- advice from Departmental officers with responsibility for matters relating to the document to which you sought access

4 Document in scope of request

In accordance with section 17 of the FOI Act, the Department has used its computer system to produce one document that contains information that falls within the scope of your request. The data produced in the document existed in the possession of the Department on 14 July 2022 when your FOI request was received.

5 Decision

The decision in relation to the document in the possession of the Department which fall within the scope of your request is as follows:

- Release one document in full

6 Legislation

A copy of the FOI Act is available at https://www.legislation.gov.au/Series/C2004A02562. If you are unable to access the legislation through this website, please contact our office for a copy.

7 Final decision on charge

On 10 August 2022 the Department issued you with a notice of the preliminary charge in the amount of **$30.00** to process your request, which includes the first five hours of decision-making at no cost.

Amount already paid

On 2 September 2022, the Department received your payment of $30.00 - the total charge indicated in the preliminary charges notice issued by the Department.

As you have paid the full amount required, the Department is now releasing the document to you. If you are dissatisfied with my decision to impose charges, your review rights are set out in the paragraph titled “Your Review Rights” below.

8 Your Review Rights

Internal Review

If you disagree with this decision, you have the right to apply for an internal review by the Department of this decision. Any request for internal review must be provided to the Department within 30 days of you being notified of the decision. Where possible please attach reasons why you believe a review of the decision is necessary. The internal review will be carried out by an officer other than the original decision maker and the Department must make a review decision within 30 days.

Applications for review should be sent to:

By email to: foi.reviews@homeaffairs.gov.au

OR

By mail to:
Freedom of Information Section
Department of Home Affairs
PO Box 25
BELCONNEN ACT 2617

Review by the Office of the Australian Information Commissioner

You may apply directly to the Office of the Australian Information Commissioner (OAIC) for a review of this decision. You must apply in writing within 60 days of this notice. For further information about review rights and how to submit a request for a review to the OAIC, please see https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/information-commissioner-review/.

9 Making a Complaint

You may complain to the Australian Information Commissioner about action taken by the Department in relation to your request.

Your enquiries to the Australian Information Commissioner can be directed to:
Phone 1300 363 992 (local call charge)
Email enquiries@oaic.gov.au

There is no particular form required to make a complaint to the Australian Information Commissioner. The request should be in writing and should set out the grounds on which it is considered that the action taken in relation to the request should be investigated and identify the Department of Home Affairs as the relevant agency.

10 Contacting the FOI Section

Should you wish to discuss this decision, please do not hesitate to contact the FOI Section at foi@homeaffairs.gov.au.

Yours sincerely,

Signed electronically

Joanne
Position Number: 60100057
Authorised Decision Maker
Department of Home Affairs