





Clear Form

# FOI 4447 Decision Maker checklist

The Office of the Australian Information Commissioner may request access to this checklist if they undertake a review of this decision.

The time noted below will be included in the annual FOI statistics for the Office of the Australian Information Commissioner as legislatively required.

Yes	N/A	I confirm that:
<input type="radio"/>	<input checked="" type="radio"/>	there is no reason why I should not be the decision-maker on this FOI request
<input checked="" type="radio"/>	<input type="radio"/>	I have a clear understanding of the scope of the request using a common-sense interpretation
<input checked="" type="radio"/>	<input type="radio"/>	I considered whether the documents could be released administratively (outside the FOI Act)
<input checked="" type="radio"/>	<input type="radio"/>	I reviewed the search checklist, and I am satisfied adequate and reasonable searches were conducted
<input checked="" type="radio"/>	<input type="radio"/>	all relevant documents in scope of this request were captured, considered for release, and provided to the FOI Section
<input type="radio"/>	<input checked="" type="radio"/>	I considered all third-party submissions
<input type="radio"/>	<input checked="" type="radio"/>	I considered comments from other areas of the Department and/or other agencies
<input checked="" type="radio"/>	<input type="radio"/>	I had regard to the objects of the <u>FOI Act</u> and the Information Commissioner <u>guidelines</u> when making this decision
<input type="radio"/>	<input checked="" type="radio"/>	any necessary talking points and/or briefing has been prepared
<input checked="" type="radio"/>	<input type="radio"/>	any schedule included with the notice of decision clearly identifies the documents and accurately reflects my decision
<input checked="" type="radio"/>	<input type="radio"/>	the attached document/s reflect my final decision and redactions are applied (if any)
<input checked="" type="radio"/>	<input type="radio"/>	the attached signed disclosure log form outlines my decision on the suitability of released documents being published on the department's disclosure log <i>(only applicable if documents are being released to the applicant)</i>

**Time taken to make this access decision (hh:mm)**  
  
**1.00**

*DLH*  
*16.6.23*



**Clear Form**

FOI 4447 Document search for work area **Private Health Strategy Branch**

The details in this checklist may be used for estimating the charge for an applicant and is provided to the Office of the Australian Information Commissioner for inclusion in the annual FOI statistics.

**Search task**

I have searched all the below locations as they are likely to hold the documents relevant to this request:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Office files and other records held by me | <input checked="" type="checkbox"/> My computer (emails, documents etc) |
| <input checked="" type="checkbox"/> TRIM (Record Management System)           | <input type="checkbox"/> Parliamentary Document Management System       |
| <input type="checkbox"/> Protected network                                    | <input type="checkbox"/> Filing cabinets / Safe / Bookshelves           |
| <input type="checkbox"/> Physical files (including archived physical files)   | <input type="checkbox"/> Personal notebooks and diaries                 |
| <input checked="" type="checkbox"/> Software / databases                      | <input type="checkbox"/> Other (please specify)                         |
| <input type="checkbox"/> Floppy disks, CDs and other devices                  |   |

Search terms used (if relevant): **St Lukes fund rules**

I have located relevant document/s to this request and provided them to the FOI Section

- Number of documents
- Number of pages
- Number of pages that have NO SENSITIVITIES
- Number of pages that require redaction
- Number of third parties requiring consultation

OR

I have not located relevant documents to this request despite a diligent search evidenced in the above table.

I am satisfied that:  relevant documents do not exist; or  relevant documents exist but cannot be located.

**Time recording**

The time recorded below is as accurate as possible for each individual who worked on the request.

Date	Name	APS/EL/SES	Time (hh:mm)
30-May-2023	Kate Jarvis	EL2	01:00

**I certify that:**

- I considered the request, identified and understand the information within the documents is what the applicant is seeking.
- A thorough search for documents was undertaken using all reasonable steps.
- I completed a schedule of documents (if relevant) and provided it to the FOI Section and Decision Maker.

Additional comments if any:

*(interpretation of scope, explanation why documents not found, etc)*

*SLHh  
16.6.23*