
From: FOI
Sent: Friday, 17 May 2019 9:44 AM
Subject: FOR ACTION: FOI request xxxx - *words about request*
Attachments: PROCEDURE - FOI processing flow chart.DOCX; TEMPLATE - Schedule of Documents.rtf; TEMPLATE - Search & Retrieval Form.DOCX; CBR 25 May 2019.docx; Exemptions and conditional exemptions fact sheet.pdf

CURRENT TEMPLATE – PLEASE DON'T SAVE OVER

Dear xxxxx

The department has received a Freedom of Information (FOI) request (see attached) from xxxxx on xxxxxx for:

“scope.”

You have been nominated as the Action Officer, by xxxxx, the Decision Maker for this matter.

FOI Case Officer

xxxxx will assist you with the processing of this FOI request. xxxxx's contact details are:

Phone: (02) 6289 xxxx

Email: foi@health.gov.au

Processing time period

The period for processing and finalising FOI requests is 30 calendar days. However, a decision needs to be made by no later than 3 days before the due date in accordance with department's FOI Corporate Business Rules (CBR 10). The current due date for this matter is **xxxxxx**. In some instances, an extension may be required to process an FOI request. The FOI Case Officer will be able to advise if or when an extension may be required.

Action Required

Within 5 business days of this email (by xxxxx):

1. **Scope** - familiarise yourself with the scope of the request and determine whether you can clearly identify what the Applicant is seeking.
2. **Initial Meeting** – the FOI Case Officer will contact you to arrange an initial meeting with you and the decision maker to discuss the outcome of the progress of the FOI and next steps. This will be within the first week of receiving this request.
3. **Search and retrieval** – undertake a search for all relevant documents in accordance with the attached Search and Retrieval instructions.
4. **Schedule of documents** – complete the schedule of documents (attached), including notes on material you wish to exempt, and add to the “Decision and Checklist” folder in in the FOI xxx TRIM container (placeholder attached).
5. **PDF Documents** - convert all documents to PDF format, add to the “Not for release Documents” in the FOI xxx TRIM container
6. **Mark up Documents** – create a second copy of the documents, highlight material you believe is exempt, and add to the “Marked up Documents” in the FOI xxx TRIM container.

Further Information

To assist you we have provided a number of resources and attachments as follows:

- [Freedom of Information Act 1982](#)
- A summary of exemptions and conditional exemptions (attached)
- FOI Processing flow chart (attached)

Please don't hesitate to contact your FOI Case Officer if you have any questions about processing this FOI request. The documents referred to in this email are also available on the [FOI intranet page](#).

Kind regards
s22

FOI and Legislation Section

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The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

If you receive this email in error, please delete it and contact the sender immediately.

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the Freedom of Information Act 1982
by the Department of Health