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**From:** FOI  
**Sent:** Friday, 17 May 2019 9:22 AM  
**Subject:** FOR DECISION: FOI request xxxx - \*words describing the request\*  
**Attachments:** CBR 25 May 2019.docx

**CURRENT TEMPLATE – PLEASE DON'T SAVE OVER**

Dear xxxx

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

“scope.”

Thank you for agreeing to be the FOI decision maker for this request.

**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](mailto:foi@health.gov.au)

**Action Officer**

xxxxxx has been nominated as the action officer for this FOI request. The FOI Case Officer will contact the Action Officer to discuss how to proceed with processing this request and arrange an initial meeting in the next week with yourself and them.

**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.

**Ministers' Office notifications and media interest**

The FOI Case Officer will notify the relevant Ministers' Office that this FOI has been received and that you are the Decision Maker. Once the decision is made, the FOI Case Officer will notify the relevant Ministers' Office of your decision. This notification must be done 3 days prior to the decision being sent to the Applicant.

Media talking points and/or Deputy Secretary briefing may be required if the decision and the release of documents are anticipated to generate media interest. The department must also notify other Commonwealth agencies if the release of a document may result in questions being directed at those agencies.

**Further information**

FOI is a crucial part of the department's legal requirements and there are a number of legislative and corporate business requirements that need to be met between now and the time a decision is made. All FOI requests received by the department must be processed in accordance with CBR 10 and the Freedom of Information Act 1982. I have attached a copy of CBR 10 to this email for your information.

If you would like any further information about processing FOI requests, please refer to the [FOI intranet page](#).

Kind regards  
s22

#### FOI and Legislation Section

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Legal & Assurance Division | Corporate Operations Group  
Australian Government Department of Health  
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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.*

This document was released under  
the Freedom of Information Act 1982  
by the Department of Health