

FOI DECISION PACK CHECKLIST

(FOI Ref: xxx) (Due Date: xx xxxx 2019)

I confirm that the following actions have been undertaken during the processing of this request:

	Required Action	YES	N/A	Supporting Documentation*
1.	MO & Executive Notification – Request Received The Secretary, relevant Deputy, relevant FAS and Minister’s Office were notified about the request. <i>(Sent by FOI Unit)</i>	X		
2.	Search and Retrieval checklist The document/s listed in the Schedule are those documents relevant to this request and were located after thorough and extensive searches of all relevant areas within the Department.	X		
3.	Internal Consultation All relevant department Executive, Minister’s office and internal areas have been contacted and consulted in relation to the document/s identified and known sensitivity/risk.	X		
4.	Courtesy (Informal) All relevant Commonwealth departments/agencies have been consulted in relation to the document/s identified and/or known sensitivity or linkage to responsibilities.	X		
5.	Third Party Consultation & Submissions All third party stakeholders have been identified and where relevant consulted in accordance with the FOI Act and I have considered all third party comments and/or submissions received in making my decision about access to third party information.	X		
6.	Formal Legal Advice (External or non-FOI) Before I came to my decision I sought external and/or non-FOI specific legal advice. (eg. AGS, Health Law Advice section)	X		
7.	Deputy Secretary Advised I advised the relevant Deputy Secretary of this FOI due to the sensitive nature of it.	X		
8.	Decision I have come to my own decision in an independent manner: (a) where material is exempt my decision includes review rights and is supported by a Statement Of Reasons for each applicable exemption; and (b) the schedule has been finalized in line with my decision.	X		
9.	Media Talking Points If media interest is anticipated, I have prepared media talking points and/or a brief for the relevant Executive and/or Minister’s office.	X		
10.	Executive & MO Notification – Decision Made The Secretary, relevant Deputy, relevant FAS and Minister’s Office were notified about the request and any sensitivity (where identified). <i>(Sent by FOI Unit)</i>	X		
11.	Disclosure Log recommendation I have completed and signed the Disclosure Log Recommendations Checklist regarding publication of the documents to be released.	X		

Decision Maker Declaration:

I am satisfied that this FOI request has been processed in accordance with:	
<input type="checkbox"/>	the <i>Freedom of Information Act 1982</i> ; and
<input type="checkbox"/>	the department’s Corporate Business Rules; and that
<input type="checkbox"/>	where applicable, the decision letter, statement of reasons and relevant documents have been provided to the FOI Unit for provision to the request applicant.
Name:	Signature:
Date:	

***Supporting Documentation**

Where confirmation is being provided that an action has been undertaken the following should be provided as attachments to the FOI Procedures Checklist prior to the Decision maker providing their declaration.

	Required Action	Supporting Documentation to be provided
1.	Executive & MO Notification – Request Received The Secretary, relevant Deputy, relevant FAS and Minister’s Office were notified about the request (<i>Sent by FOI Unit</i>)	<ul style="list-style-type: none"> • A copy of the sent email notification.
2.	Search and Retrieval checklist The document/s listed in the Schedule are those documents relevant to this request and were located after thorough and extensive searches of all relevant areas within the Department.	<ul style="list-style-type: none"> • The completed Search and Retrieval Checklist/s and or signed file notes
3.	Internal Consultation All relevant department Executive, Minister’s office and internal areas have been contacted and consulted in relation to the document/s identified and known sensitivity/risk.	<ul style="list-style-type: none"> • A copy of any correspondence evidencing consultation was undertaken.
4.	Courtesy (Informal) All relevant Commonwealth departments/agencies have been consulted in relation to the document/s identified and/or known sensitivity or linkage to responsibilities.	<ul style="list-style-type: none"> • A copy of any correspondence evidencing consultation was undertaken.
5.	Third Party Consultation & Submissions All third party stakeholders have been identified and where relevant consulted in accordance with the FOI Act and I have considered all third party comments and/or submissions received in making my decision about access to third party information.	<ul style="list-style-type: none"> • A copy of the consultation letters issued to third parties and any responses received.
6.	Formal Legal Advice (External or non-FOI) Before I came to my decision I sought external and/or non-FOI specific legal advice (eg. AGS)	<ul style="list-style-type: none"> • A copy of the advice/opinion received by either the FOI Unit or the decision maker.
7.	Deputy Secretary Advised The relevant Deputy Secretary was advised of this FOI due to the sensitive nature of it.	<ul style="list-style-type: none"> • A copy of any correspondence evidencing this action occurred.
8.	Decision I have come to my own decision in an independent manner: (a) where material is exempt my decision includes review rights and is supported by a Statement Of Reasons for each applicable exemption; and (b) the schedule has been finalized in line with my decision	<ul style="list-style-type: none"> • A copy of the Notice of Decision.
9.	Media Talking Points If media interest is anticipated, I have prepared media talking points and/or a brief for the relevant Executive and/or Minister’s office	<ul style="list-style-type: none"> • A copy of the talking points and/or brief.
10.	Executive & MO Notification – Decision Made The Secretary, relevant Deputy, relevant FAS and Minister’s Office were notified about the request and any sensitivity (where identified). (<i>Sent by FOI Unit</i>)	<ul style="list-style-type: none"> • A copy of the email notification to be sent.
11.	Information Publication Scheme (Disclosure Log) I have completed and signed the Publication Scheme – Program Recommendations Checklist regarding publication of the documents to be released.	<ul style="list-style-type: none"> • The completed and signed Publication Scheme – Program Recommendations Checklist