
From: FOI
Sent: Thursday, 3 October 2019 3:49 PM
Subject: FOR REVIEW & SIGNATURE: Decision Pack for FOI XXXX

CURRENT TEMPLATE – PLEASE DON'T SAVE OVER

Hi XXX

I have attached the supporting documents for the Decision pack for FOI XXXX.

Once the Notice of Decision is reviewed, the attached documents can be printed and provided to the Decision Maker for sign off by xxxx.

Included in the decision pack is:

- FOI Decision Pack Checklist **REQUIRES SIGNATURE**
- MO & Executive Notification (Request Received) (Attachment A)
- Search and Retrieval Checklist (Attachment B) **REQUIRES SIGNATURE**
- Third Party Consultation Email & submission (Attachment C) – <remove if not required>
- Notice of Decision (Attachment D) **REQUIRES SIGNATURE**
- MO & Executive Notification (Notice of Decision) ('Attachment E')
- Disclosure Log Form (Attachment F) **REQUIRES SIGNATURE**

I have also included the document/s for release.

Could you also please provide some talking points via email response to me if you'd like to add any – these will be included in the final MO & Executive notification of decision (at Attachment E – draft email), noting there are a number of standard ones I have already included.

Please let me know if you or the Decision Maker have any questions or would like to discuss the Decision pack before signing the documents. If no questions are required, please can a scanned copy of the documents that require signatures be sent to the FOI inbox.

Please feel free to give me a call if you have any questions.

Kind regards

FOI Unit – 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.