

Schedule of Documents – Defence FOI 820/23/24

Document	Document description or title	Pages	Decision	Reason for decision under the FOI Act
1	Template Email: [To applicant] s15 Acknowledgement due date and disclaimer	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
2	Template Email: [To applicant] Defence FOI xxx_23_24 - Consultation notice of practical refusal substantial and unreasonable diversion of resources	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
3	Template Email: [To applicant] Defence FOI XXX_23_24 - section 24AB - insufficient information to identify documents consultation notice	2	Full release	
4	Template Email: [To applicant] Defence FOI xxx_yy_yy - Acknowledgement of request for annotation amendment	1	Full release	
5	Template Email: [To applicant] Administrative release	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
6	Template Email: Defence FOI request XXX_22_23 - Access to be sought administratively s15A	2	Full release	
7	Template Email: [To applicant] - Notify of extension for third party consultation & seek consent to disclose name	1	Full release	
8	Template Email: inq 02 [To applicant] - Proof of Identity alias - 'from' must be changed to case management	1	Full release	
9	Template Email: [To third party - PERS] - Consultation for personal information - s27A	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
10	Template Email: [To third party - BUSINESS] - Consultation for business information - s27	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
11	Template Email: [To external agency] - Consultation for Commonwealth-State relations - s26A	2	Full release	
12	Template Email: [To applicant] - Notification of extension for foreign government consultation - s15(7)	1	Full release	
13	Template Email: [To applicant] Cover email - FOI Decision & documents for deemed decisions	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
14	Template Email: [To applicant] Cover email - FOI Decision & documents when taking a trauma informed approach	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.

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15	Template Statement of Reasons	17	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
16	Template Schedule of Documents	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
17	Template Email: [To Enterprise Web] - FOI XXX_23_24 - Documents for publication on FOI Disclosure Log	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
18	Template Email: [To applicant] Notification of extension for third party consultation	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
19	Template Email: [To applicant] - Request for s15AA extension.	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
20	Template Email: [To applicant] - Request for s15AA extension - Christmas period wording	1	Full release	
21	Template Email: FOI Heads Up Media_Sensitive, Applicant name Media Outlet Activist - DB Title	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
22	Template Email: FOI Decision Alert (sent 5 days prior to decision) - FOI xxx-xx-xx - Applicant Name - DB Title	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
23	Template Email: (to Applicant) FOI XXX_XX_XX - Third party has not sought review	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
24	Template Email: (to Applicant) FOI XXX_XX_XX - Third party has requested internal review	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
25	Template Email: (to Applicant) FOI XXX_XX_XX - Third party has external review options	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
26	Template Email: (to Applicant) FOI XXX_XX_XX - Third party has requested external review	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
27	Template Email: [To Action Area] - FOI Tasking - MEDIA SENSITIVE	2	Full release	

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28	Template Email: [To Action Area] - FOI Tasking - ROUTINE	2	Full release	
29	Template Email: Template 03 [To Action Area] - FOI Tasking - ROUTINE s48	2	Full release	
30	Template Email: For Action_ FOI Inquiry XXX - Advice on Scope - Due Midday_COB DAY XXX MONTH 20XX	1	Full release	
31	Template Email: [To Action Area] - Defence FOI XXX 23 24 - possible s24AA Practical Refusal	1	Full release	
32	Template Email: IAU - PMKeyS SURNAME - Personnel Records Request	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
33	Template Authorised Releasers Email Templates	17	Full release	
34	Template Email Templates	29	Full release	
35	Template Letter for provision of requested records by hardcopy	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
36	Template Letter to customer to accompany USB	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
37	Template Letter to release password by mail	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
38	Template POI Met - Acknowledgement Printed Letter	1	Full release	
39	Template Printed Letter For USB	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
40	Template Reverse FOI - acknowledgement email to reverse FOI applicant	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.

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41	Template Reverse FOI - notification to applicant of internal review from TP	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
42	Template Reverse FOI - ADM Ack email	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
43	Template Reverse FOI - Outcome of Internal review Third party email	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
44	Template Reverse FOI - Outcome of Internal Review - notification to applicant of Third party rights on Internal review	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
45	Template Reverse FOI - internal review team - reverse FOI to applicant - regarding release of documents	2	Full release	
46	Template Decision template for complaints	1	Full release	
47	Template 55G SOR template	4	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
48	Template Submissions template	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
49	Template Email response to OAIC - IC cases	4	Full release	
50	Template OAIC 54P template	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
51	Template s24A Nil Documents - Submission	2	Full release	
52	Template Submission to IC not to refer matter to AAT	1	Full release	

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53	Template FOR FINAL COMMENT BY COB XXXX_ FOI XXX_XX_XX (name) External Review	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
54	Template ACTION OFFICER ASSESSMENT - FOI XXX_23_24	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
55	Template 54V response template - deemed decisions	1	Full release	
56	Template Outcome of Internal Review - FOI 000_19_20	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
57	Template FOI [number] request for fresh searches for an internal review	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
58	Template SOR - template	4	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
59	Template Notice of Decision - template - personal	4	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
60	Template Fresh searches no new documents SOR Template	3	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
61	Template Third party SOR Template	4	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
62	Template 24AA- unclear or too voluminous - SOR	3	Full release	

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63	Template Email - Outcome of review decision	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
64	Template FOI XXX XX XX- Extension of time	1	Full release	
65	Template Email template - Section 54D extension of time internal review after deemed	1	Full release	
66	Template DECISION ALERT Template	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is irrelevant.
67	Template Acknowledgement of Internal review	1	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
68	Template Section 48 amendment - Statement of reasons Template - agree to amend	3	Full release	
69	Template Schedule	1	Full release	
70	Template Tasking for additional information- Template	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
71	Template New Internal_External Review - FOI XXX_22_23	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
72	Template New Sensitive Internal Review - FOI XXX_22_23	2	Partial release	Deletions made in accordance with section 22 of the FOI Act on the grounds that the deleted material is exempt under section 47E(d) of the FOI Act.
73	Template Section 48 amendment - Statement of reasons - Refuse amendment	2	Full release	