

Schedule of documents – Freedom of information request no. [FOIREQ24/00397](#)

Doc no.	Page no.	Date	No. of pages	Description	Decision on access	FOI Act Provision/Exemption
1	001 – 035	Updated August 2024	35	Conducting an IC review - Decision Writing Checklist - August 2024	RELEASE IN PART	Section 22 Section 47E(d)
2	036 – 070	16 May 2024	35	Annexure A – Master Document	RELEASE IN FULL	
3	071 – 074	August 2024	4	Decision template – s 38	RELEASE IN FULL	
4	075 – 082	August 2024	8	Decision template – s 47C	RELEASE IN FULL	
5	083 – 087	August 2024	5	Decision template – s 47E(c)	RELEASE IN FULL	
6	088 – 093	August 2024	6	Decision template – s 47E(d)	RELEASE IN FULL	
7	094 – 100	August 2024	7	Decision template – s 47F	RELEASE IN FULL	
8	101 – 110	August 2024	10	Decision template – s 47 and 47G	RELEASE IN FULL	
9	111 – 118	August 2024	8	Decision template – practical refusal	RELEASE IN FULL	
10	119 – 120	Undated	2	Conducting an IC review: identification of systemic and significant issues	RELEASE IN FULL	
11	121 – 126	Undated	6	Conducting IC Reviews: Assessments	RELEASE IN FULL	

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12	127	Undated	1	Email template to third party advising joinder: section 55A(1)(c)	RELEASE IN FULL	
13	128 – 129	Undated	2	Scope clarification template email	RELEASE IN FULL	
14	130 – 131	Undated	2	Request for Information Template Email	RELEASE IN FULL	
15	132 – 134	Undated	3	54W(a)(ii) Decision Letter to A from Resolve	RELEASE IN FULL	
16	135 – 137	Undated	3	54W(a)(iii) Decline Decision to A from Resolve	RELEASE IN FULL	
17	138 – 139	Undated	2	54W(a)(iii) ITD Letter to A from Resolve	RELEASE IN FULL	
18	140 – 146	Undated	7	54W(c) – Decision not to undertake or continue to undertake an Information Commissioner review	RELEASE IN FULL	
19	147 – 154	Undated	8	19.08.24 – 54W(a)(i) – Draft – Recommendation not to undertake OR continue to undertake an Information Commissioner review	RELEASE IN FULL	
20	155	Undated	1	Template – Request for Updated Contact Details and ITD	RELEASE IN FULL	
21	156 – 164	Undated	9	Template as at 01/07/24 – 54W(b) – Decision not to undertake OR	RELEASE IN FULL	

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				continue to undertake an Information Commissioner review		
22	165 – 167	Undated	3	Intention to recommend that an Information Commissioner review not to be undertake OR to continue to undertake an Information Commissioner review	RELEASE IN FULL	
23	168 – 170	Undated	3	Template as at 01/07/24 – 54W(c) – ITD Directions	RELEASE IN FULL	
24	171 – 172	Undated	2	Template as at 01/07/24 – Alterative Declines Proceed – Legacy or Aged Matters	RELEASE IN FULL	
25	173	Undated	1	Template as at 01/07/24 – 54W(c) Closure Email to A and R	RELEASE IN FULL	
26	174 – 179	Undated	6	54Z_55T Deemed – Notice of IC Review	RELEASE IN FULL	
27	180 – 181	Undated	2	Instructions – Drafting proceed emails	RELEASE IN FULL	
28	182 – 187	Undated	6	Instructions – Drafting s 54Z 55T notices	RELEASE IN PART	Section 22 Section 47E(d)
29	188 – 191	Undated	4	Instructions – Drafting s54W(c) Decisions	RELEASE IN FULL	

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30	192 – 194	Undated	3	Instructions SES Band 1 54Z 55T notices	RELEASE IN FULL	
31	195 – 199	Undated	5	54W(c) Deemed – Decision not to continue to undertake or continue to undertake an IC review 20231102	RELEASE IN FULL	
32	200 – 202	Undated	3	54Z + 55T notice email to R+bulk email notice	RELEASE IN FULL	
33	203	Undated	1	54Z55T to SESb1 cover email	RELEASE IN FULL	
34	204	Undated	1	54W(a) closure to applicant	RELEASE IN FULL	
35	205	Undated	1	Closure to both parties – 54W(c)	RELEASE IN FULL	
36	206	Undated	1	Instructions – Drafting Deemed Pls	RELEASE IN FULL	
37	207 – 213	Undated	7	MR – 070 54Z_55T (BULK) Deemed – Notice of IC review	RELEASE IN PART	Section 22
38	214 – 219	Undated	6	MR – 070 54Z_55T Deemed – Notice of IC review	RELEASE IN FULL	
39	220 - 221	Undated	2	OAIC ref refer attachment A	RELEASE IN FULL	
40	222 – 223	Undated	2	Pls to R	RELEASE IN FULL	
41	224 – 226	Undated	3	Proceed email template (Deemed Queue) - 10 Nov 2023	RELEASE IN FULL	

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42	227 – 232	Undated	6	Bulk SES Band 1 55T Notice Deemed – Notice of IC Review	RELEASE IN FULL	
43	233 – 241	Undated	9	TEMPLATE as at 19.01.24 – SES Band 1 – 54Z 55T Deemed – Notice of IC Review	RELEASE IN FULL	
44	242 – 245	Undated	4	Updated – Template – Closure s54W(a)(i) 31.01.2019	RELEASE IN FULL	
45	246 – 248	Undated	3	Updated – Template – Closure s 54W(a)(ii) 31.01.2019	RELEASE IN FULL	
46	249 – 251	Undated	3	Updated – Template – Closure s 54W(a)(iii) 31.01.2019	RELEASE IN FULL	
47	252 – 254	Undated	3	Updated – Template – Intention to decline s54W(a)(i) 31.01.2019	RELEASE IN FULL	
48	255 – 256	Undated	2	Updated – Template – Intention to decline s54W(a)(ii) 31.01.2019	RELEASE IN FULL	
49	257 – 258	Undated	2	Updated – Template – Intention to decline s54W(a)(iii) 31.01.2019	RELEASE IN FULL	
50	259 – 260	Undated	2	55(2)(e)(ii) direction to R to engage further	RELEASE IN FULL	
51	261 – 263	Undated	3	55U Notice Template	RELEASE IN PART	Section 22
52	264 – 269	Undated	6	Bulk 55 T Notice (follow up 54Z)	RELEASE IN FULL	

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53	270 – 273	Undated	4	Case Plan	RELEASE IN FULL	
54	274 – 276	Undated	3	Case Update Response	RELEASE IN FULL	
55	277	Undated	1	Conf subs request - replies	RELEASE IN FULL	
56	278	Undated	1	Email template to Third Party – joinder under s 55A	RELEASE IN FULL	
57	279 – 280	Undated	2	Proceed email template	RELEASE IN FULL	
58	281 – 282	Undated	2	Short 55(2)(e)(ii) Direction to R	RELEASE IN FULL	
59	283 – 286	Undated	4	Template – draft s 55V notice	RELEASE IN FULL	
60	287 – 288	Undated	2	Template as at 01/07.24 – Alternative Declines Proceed – Legacy or Aged matters	RELEASE IN FULL	
61	289	Undated	1	Withdrawal Email	RELEASE IN FULL	
62	290	Undated	1	54Z covering email template	RELEASE IN FULL	
63	291 – 292	Undated	2	54Z Flowchart	RELEASE IN FULL	
64	293 – 294	Undated	2	54Z opening to FOI Applicant – Access grant	RELEASE IN FULL	
65	295 – 299	Undated	5	Submission in support of claiming a practical refusal exists under s 24 of the FOI Act	RELEASE IN FULL	

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66	300 – 301	Undated	2	D2018 014955 54Z Opening to A – Access grant(2)	RELEASE IN FULL	
67	302 – 306	Undated	5	D2024 002419 54Z notice – practical refusal – Attachment A (final)	RELEASE IN FULL	
68	307 – 313	Undated	7	MR – 045A 54Z Decision to Review Access Grant to R	RELEASE IN FULL	
69	314 – 320	Undated	7	MR – 045B – 54Z Short notification to Review R	RELEASE IN FULL	
70	321 – 327	Undated	7	MR – 045B – 54Z Short notification to Review to R (PRAC REFUSALS)	RELEASE IN FULL	
71	328 – 336	Undated	9	MR 045B – 54Z Short notification to Review to R (SEARCHES)	RELEASE IN FULL	
72	337	Undated	1	Opening email to A template	RELEASE IN FULL	
73	338 – 339	Undated	2	Proceed email (revised decision)	RELEASE IN FULL	
74	340 – 344	Undated	5	S20 – Bulk 54Z Notice – Notice of IC Review	RELEASE IN PART	Section 22
75	345	Undated	1	54Z cover email	RELEASE IN FULL	
76	346	Undated	1	Template – 54Z cover email (deemed refusal with OOJ decision)	RELEASE IN FULL	

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77	347 – 352	Undated	6	Template – 552eii and 55T – Written Direction and Notice to Produce	RELEASE IN FULL	
78	353	Undated	1	Template – Correspondence to R – 552eii and 55T – Written Direction and Notice to Produce	RELEASE IN FULL	
79	354 – 360	Undated	7	Draft s 55V and 55(e) Notice - Searches	RELEASE IN FULL	
80	361 – 363	Undated	3	Template – access refusals subsequent to 54Z 55T notice	RELEASE IN FULL	
81	364 – 365	Undated	2	2H Access Grants – Triage Process Guide	RELEASE IN FULL	
82	366 – 367	Undated	2	Access Refusals – Triage Process Guide	RELEASE IN FULL	
83	368 – 371	Undated	4	Conducting IC reviews – June 2023	RELEASE IN FULL	
84	372 – 377	Undated	6	Conducting IC reviews - Assessments	RELEASE IN FULL	
85	378 – 383	Undated	6	Deemed Access Refusals – Triage Process Guide	RELEASE IN FULL	
86	384 – 387	Undated	4	Deemed Queue Process Guide	RELEASE IN PART	Section 22 Section 47E(d)
87	388	Undated	1	Triage Process – FOI Complaints	RELEASE IN FULL	

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88	389 – 397	Undated	9	How To – 54T Grant or Refusal	RELEASE IN PART	Section 22
89	398 – 405	Undated	8	Registration of Extensions of Time – Email	RELEASE IN PART	Section 22
90	406 – 414	Undated	9	Registration of an FOI complaint from FOIDR Inbox	RELEASE IN PART	Section 22
91	415 – 424	Undated	10	Registration of an FOI complaint from Web Cases Queue	RELEASE IN FULL	Section 22
92	425 – 437	Undated	13	Registration of IC Review from FOIDR inbox	RELEASE IN PART	Section 22
93	438 – 450	Undated	13	Registration of IC Review from Web Cases Queue	RELEASE IN PART	Section 22
94	451 – 452	Undated	2	Transferring Complaints to the Ombudsman	RELEASE IN PART	Section 47E(d)
95	453	Undated	1	21 - Access Grant Matter Rego – Request for FOIA details to R	RELEASE IN FULL	
96	454	Undated	1	Access Grant review notification to FOI applicant	RELEASE IN FULL	
97	455 – 456	Undated	2	Acknowledgment templates for IC Reviews	RELEASE IN FULL	
98	457	Undated	1	Case Update – Generic – Triage or Deemed Matters	RELEASE IN FULL	

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99	458	Undated	1	Case Update – Assessments	RELEASE IN FULL	
100	459	Undated	1	Case Update – Early Resolution Queue	RELEASE IN FULL	
101	460	Undated	1	IC review received via email – important information regarding IC review application	RELEASE IN FULL	
102	461 – 462	Undated	2	Identification of Case Office for Allocation of Correspondence	RELEASE IN FULL	
103	463	Undated	1	Notice or Direction – EOT requested email reply	RELEASE IN FULL	
104	464 – 468	Undated	5	Registering a new IC Review on Resolve	RELEASE IN PART	Section 22
105	469	Undated	1	Summary Field Template	RELEASE IN FULL	
106	470	Undated	1	Template – when OAIC has been CC'd into request for internal review	RELEASE IN FULL	
107	471	Undated	1	Unclear or miscellaneous correspondence response	RELEASE IN FULL	
108	472	Undated	1	Withdrawal to A and R	RELEASE IN FULL	
109	473	Undated	1	2J- 54N Closure – An elected Privacy Act in original FOI request	RELEASE IN PART	Section 22

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110	474 – 476	Undated	3	54N Closure – visa decisions	RELEASE IN PART	Section 22
111	477 – 478	Undated	2	54N Closure – FOI request made to the OAIC	RELEASE IN FULL	
112	479	Undated	1	54N Closure – no decision provided	RELEASE IN FULL	
113	480 – 481	Undated	2	54N Closure – No Representative Authority	RELEASE IN FULL	
114	482	Undated	1	54N Closure – Not Deemed (no IC reviewable decision)	RELEASE IN FULL	
115	483 – 485	Undated	3	54N Closure – Not related to FOI	RELEASE IN FULL	
116	486 – 488	Undated	3	54N Closure – Right to Know Cohort	RELEASE IN FULL	
117	489 – 490	Undated	2	54N Closure – state government OOJ	RELEASE IN FULL	
118	491 – 492	Undated	2	54N Closure – transfer to Privacy Branch	RELEASE IN FULL	
119	493	Undated	1	54N Closure – member of parliament OOJ	RELEASE IN FULL	
120	494 – 495	Undated	2	54T Consultation to R	RELEASE IN FULL	
121	496 – 497	Undated	2	54T invitation – Access Grant Matters	RELEASE IN FULL	
122	498 – 499	Undated	2	54T invitation – Access Refusals	RELEASE IN FULL	

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123	500	Undated	1	Complaint withdrawn and IC review acknowledgment	RELEASE IN PART	Section 22
124	501	Undated	1	Deemed withdrawn RFI	RELEASE IN FULL	
125	502 – 503	Undated	2	Grant – Abridged 54T decision email	RELEASE IN FULL	
126	504 – 512	Undated	9	How To – 54T Grant or Refusal	RELEASE IN PART	Section 22
127	513	Undated	1	IC review withdrawn email	RELEASE IN FULL	
128	514	Undated	1	Insufficient information for IC review RFI	RELEASE IN FULL	
129	515 – 516	Undated	2	Refusal – Abridged 54T decision email	RELEASE IN FULL	
130	517	Undated	1	RFI for Authority email	RELEASE IN FULL	
131	518 – 525	Undated	8	Assessment of Complaints Process – by case category and complexity	RELEASE IN PART	Section 22
132	526 – 527	Undated	2	FOI Complaints – Considering whether complaints are within jurisdiction	RELEASE IN PART	Section 22
133	528 – 529	Undated	2	FOI Complaints Case Categories	RELEASE IN FULL	
134	530	Undated	1	FOI complaints flow chart	RELEASE IN FULL	

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135	531 – 544	Undated	14	FOI Complaints: Overview of Investigation Process	RELEASE IN FULL	
136	545 – 547	Undated	3	FOI Complaints: Transfer to Ombudsman	RELEASE IN PART	Section 47E(d)
137	548 – 549	Undated	2	Triage Queue Workflow	RELEASE IN FULL	
138	550 – 553	Undated	4	Section 72 Template to Respondent	RELEASE IN FULL	
139	554 – 555	Undated	2	Section 72 Template to Complainant	RELEASE IN FULL	
140	556 – 561	Undated	6	Section 73(b) Template: Decision not to Investigate a FOI complaint	RELEASE IN FULL	
141	562 – 569	Undated	8	Section 73 Template: Decision not to investigate a FOI complaint	RELEASE IN FULL	
142	570	Undated	1	Section 75 Template to Complainant	RELEASE IN FULL	
143	571 – 573	Undated	3	Section 75 Template to Respondent	RELEASE IN FULL	
144	574 – 578	Undated	5	Section 86 Notice	RELEASE IN FULL	
145	579 – 581	Undated	3	Section 86 Cover Letter to Respondent Agency	RELEASE IN FULL	
146	582 – 583	Undated	2	Section 86 Cover Letter to Complainant	RELEASE IN FULL	
147	584 – 585	Undated	2	Recommendation Summary Table	RELEASE IN FULL	

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148	586	Undated	1	Freedom of Information Recommendation Case under s 88	RELEASE IN FULL	
149	587 – 588	Undated	2	FOI Complaint Matrix	RELEASE IN FULL	
150	589 – 590	Undated	2	Your Complaint to the OAIC – Out of Jurisdiction Letter	RELEASE IN FULL	
151	591 – 600	Undated	10	Section 73 Template – Decision not to investigate	RELEASE IN FULL	
152	601 – 607	Undated	7	Section 73 Template – Decision not to investigate, signed by FOIC	RELEASE IN FULL	
153	608 – 609	Undated	2	Misdirected Closure Letter to Complainant	RELEASE IN FULL	
154	610 – 611	Undated	2	Invalid Closure Letter to Complainant	RELEASE IN FULL	
155	612	Undated	1	Complaint about the NSW Information and Privacy Commission	RELEASE IN PART	Section 22
156	613	Undated	1	Complaint Acknowledgment Template	RELEASE IN FULL	
157	614	Undated	1	Email to FOI Branch regarding section 73 handling	RELEASE IN FULL	
158	615	Undated	1	Template – Transfer of Complaint to the Commonwealth Ombudsman	RELEASE IN FULL	

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159	616	Undated	1	Covering email to Commonwealth Ombudsman	RELEASE IN PART	Section 47E(d)
160	617 – 618	Undated	2	Template letter – option to commence IC review	RELEASE IN FULL	
161	619 – 621	Undated	3	Section 70 Closure Templates	RELEASE IN FULL	
162	622 – 623	Undated	2	Section 70 Closure Templates – Unidentified Respondent	RELEASE IN FULL	
163	624 – 625	Undated	2	Section 72 Template Letter to Complainant	RELEASE IN FULL	
164	626 – 628	Undated	3	Section 72 Template Letter to Respondent	RELEASE IN FULL	
165	629	Undated	1	Section 73 Template – Decision not to investigate	RELEASE IN FULL	
166	630	Undated	1	Section 74 Complaint Transfer Consultation	RELEASE IN PART	Section 47E(d)
167	631 - 632	Undated	2	Section 74 -Notice of Intention to Transfer to the Commonwealth Ombudsman	RELEASE IN FULL	
168	633 – 636	Undated	4	Section 74 – Finalisation of Complaint Transfer to Commonwealth Ombudsman	RELEASE IN FULL	

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169	637 – 639	Undated	3	Section 74 – Letter to Commonwealth Ombudsman re Transfer	RELEASE IN PART	Section 47E(d)
170	640	Undated	1	Request of IC Review, query closure of complaint matters	RELEASE IN FULL	
171	641 – 644	Undated	4	FOI Complaint recommendations cases: Overview of Process	RELEASE IN FULL	
172	645 – 652	Undated	8	Decision Not to / Continue to undertake an IC review under s54W(b)	RELEASE IN FULL	
173	653 – 657	Undated	5	Intention to recommend than an IC review not be undertaken/continue to be undertaken under s 54W(b)	RELEASE IN FULL	
174	658 - 662	4 September 2024	5	MR - 080 - 54W(b) - Intent to Decline Notice	RELEASE IN FULL	
175	663 - 670	4 September 2024	8	MR - 200 - 54W(b) - Decline Decision Notice	RELEASE IN FULL	
176	671 - 675	5 September 2024	5	MR - 080 - 54W(b) - Intent to Decline Notice	RELEASE IN FULL	
177	676 - 683	5 September 2024	8	MR - 200 - 54W(b) - Decline Decision Notice	RELEASE IN FULL	

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178	684 - 690	Undated	7	Template as at 01.07.24 - 54W(b) - Decision not to undertake OR continue to undertake an Information Commissioner review	RELEASE IN FULL	
179	691 – 693	Undated	3	Template as at 01.07.24 - 54W(b) - Recommendation not to undertake OR continue to undertake an Information Commissioner review	RELEASE IN FULL	
180	694	Undated	1	Template as at 01.07.24 - 54W(b) - Bulk recommendation not to undertake OR continue to undertake Information Commissioner reviews (blank (draft) – not yet actioned)	RELEASE IN FULL	
181	695 – 698	Undated	4	Affected Party - Recommendation not to undertake OR not to continue to undertake an IC review	RELEASE IN FULL	
182	699	Undated	1	Email to Affected Party - Recommendation not to undertake OR continue to undertake IC review	RELEASE IN FULL	
183	700	Undated	1	54X - Email to Affected Party - Decision not to undertake OR continue to undertake IC review	RELEASE IN FULL	