

## Schedule of documents – Freedom of information request no. FOIREQ24/00508

Document no.	Page no.	Date	No. of pages	Description	Decision on access	FOI Act Provision/Exemption
1.	1-2	June 2023	2	Decisions review checklist	Release in full	None
2.	3-12	15/8/2024	10	Word document – Template - 'DRAFT - 55V - 552e updated WIP'	<p>This document is a draft version only, created as part of a team 'templates project'. It has not been finalised and formally approved for use by the team.</p> <p>Document appears to be created subsequent to FOI request date (09.8.2024).</p>	s 22
3.	13	14/8/2024	1	Word document – Template - 'DRAFT - Letterhead - 14.8.2024'	<p>This document is a draft version only, created as part of a team 'templates project'. It has not been finalised and formally approved for use by the team.</p> <p>Document appears to be created subsequent to FOI request date (09.8.2024).</p>	s 22
4.	14-15	14/08/2024	2	Word document – Template - 'DRAFT - Section 54X notice to respondent of s 54W(a) closure - 14.08.2024'	<p>This document is a draft version only, created as part of a team 'templates project'. It has not been finalised and formally approved for use by the team.</p> <p>Document appears to be created subsequent to FOI request date (09.8.2024).</p>	s 22

5.	16-21	14/08/2024	5	Word document – Template - ‘DRAFT - Section 55(2)(e)(ii) - LONG Direction 14.08.2024’	<p>This document is a draft version only, created as part of a team ‘templates project’. It has not been finalised and formally approved for use by the team.</p> <p>Document appears to be created subsequent to FOI request date (09.8.2024).</p>	s 22
6.	21-22	14/08/2024	2	Word document – Template – ‘DRAFT - Section 55(2)(e)(ii) - SHORT Direction 14.08.2024’	<p>This document is a draft version only, created as part of a team ‘templates project’. It has not been finalised and formally approved for use by the team.</p> <p>Document appears to be created subsequent to FOI request date (09.8.2024).</p>	s 22
7.	23-29	14/08/2024	7	Word document – Template – ‘DRAFT - Section 55T - 55(2)(e)(ii) -14.08.2024’	<p>This document is a draft version only, created as part of a team ‘templates project’. It has not been finalised and formally approved for use by the team.</p> <p>Document appears to be created subsequent to FOI request date (09.8.2024).</p>	s 22
8.	30-35	14/08/2024	6	Word document – Template – ‘DRAFT - Section 55T Notice - 14.08.2024’	<p>This document is a draft version only, created as part of a team ‘templates project’. It has not been finalised and formally approved for use by the team.</p> <p>Document appears to be created subsequent FOI request date (09.8.2024).</p>	s 22

9.	36-39	14/08/2024	4	Word document – Template – ‘DRAFT - Section 55U Notice - 14.08.2024’	This document is a draft version only, created as part of a team ‘templates project’. It has not been finalised and formally approved for use by the team.  Document appears to be created subsequent to FOI request date (09.8.2024).	s 22
10.	40-47	14/08/2024	8	Word document – Template – ‘DRAFT - Section 55V - 55(2)(e)(ii) Notice and direction - 14.08.2024’	This document is a draft version only, created as part of a team ‘templates project’. It has not been finalised and formally approved for use by the team.  Document appears to be created subsequent to FOI request date (09.8.2024).	s 22
11.	48-71	various	24	PDF – DRAFT email templates - combined	This document is a combined PDF of DRAFT emails, created as part of a team ‘templates project’. The emails were circulated to other teams involved in the project for reference, however they have not been finalised and formally approved for use.  Document appears to be created subsequent to FOI request date (09.8.2024).	s 22
12.	72-81	Unsure when originally created	10	Word document – ‘Case Management Email Templates’	This document has been informally circulated and utilised by the team.  Release in full.	None.
13. SHAREPOINT DOCUMENTS - FOI IC REVIEWS						
14.	82	Content manager	1	55A - decision (D2024/024804)	Unable to determine whether the same as document released in	None.

		notes created November 2023.  Last modified 14.10.2024.			primary decision (see docs 12 & 56)  Release in full.	
15.	83	Unsure	1	Advising applicant of transfer to SDT – template wording	Does not appear to have been included in primary decision schedule.  Release in full.	None.
16.	84-85	November 2023	2	Checklist R&I - November 2023	Does not appear to have been included in primary decision schedule.  Release in full.	None.
17.	86-87	13.8.2024	2	Commissioner input meeting table - Template	Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
18.	88-122	Created November 2023. Last modified 16.8.2024	35	Conducting an IC review - Decision Writing Checklist - November 2023 (D2018/016241)	Document 1 in primary decision – released in part - 47E(d) & 22 applied.  Release in part.	s 22, s 47E(d).
19.	123-128	Last modified 27.6.2023	6	Conducting an IC review - Key cases and exemptions - February 2020 (D2018/016242)	Does not appear to have been included in primary decision schedule.	None.

					Release in full.	
20.	129-133	Last modified 14.8.2023	5	Conducting an IC review - Submissions - June 2023 (D2018/016243)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
21.	134-141	Last modified August 2023	8	Conducting an IC review - Preliminary steps checklist - June 2023 (D2018/016244)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
22.	142-160	Last modified August 2023	19	Conducting an IC review - Preliminary view checklist - August 2023 (D2018/016245)	Does not appear to have been included in primary decision schedule. Release in full.	None.
23.	161-163	Last modified August 2023	3	Conducting an IC review - Intention to decline (s 54W) checklist - June 2023 (D2018/016246)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
24.	164-166	Last modified December 2023	3	Conducting an IC review - Closure letter (s 54W) checklist - June 2023 (D2018/016247)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
25.	167-168	Last modified November 2023	2	Conducting an IC review - Review of preliminary views s 54W letters - June 2023 (D2018/016248)	Does not appear to have been included in primary decision schedule  Release in full.	None.
26.	169-174	Last modified October 2023	6	Conducting an IC review - General information about case management - June 2023 (D2018/016249)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
27.	175-179	Last modified	5	DRAFT - Agency Resource - Reasonable	Does not appear to have been included in primary decision	None.

		September 2022		Steps Checklist (s 24A) (D2019/008868)	schedule. Release in full.	
28.	180-183	Last modified January 2024	4	Conducting IC reviews - case categories - June 2023 (D2020/000377)	Does not appear to have been included in primary decision schedule. Release in full.	None.
29.	184-282	Last modified September 2021	99	OAIC Style Guide June 2021 (D2021/004785)	Does not appear to have been included in primary decision schedule. Release in full.	None.
30.	283	Last modified August 2023	1	Snapshot for clearance-IC review decisions-February 2022 (D2022/001851)	Does not appear to have been included in primary decision schedule.	None.
31.	284-286	Last modified May 2022	3	MR - 039 - 54W(a)(i) Decline Advice Letter to Applicant (D2022/011179)	Potentially doc 47 in primary decision – released in full. Release in full.	None.
32.	287-291	Last modified on content manager in May 2022. Primary decision notes Sept 2024.	5	MR - 080 - 54W(b) - Intent to Decline Notice (D2022/011204)	Doc 174 in primary decision – released in full. Release in full.	None.
33.	292-298	Last modified May 2022	7	MR - 161 - 55K Decline - Searches decision (D2022/011212)	Does not appear to have been included in primary decision schedule. Release in full.	None.

34.	299-306	Last modified on content manager in May 2022. Primary decision notes Sept 2024.	8	MR - 200 - 54W(b) - Decline Decision Notice (D2022/011213)	Doc 175 in primary decision – released in full.  Release in full.	None.
35.	307	July 2024	1	55E notice to accompany 54Z July 2024 (D2024/020967)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
36.	308-309	July 2024	2	55V notice to accompany 54Z July 2024 (D2024/020968)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
37.	310-312	Created July 2024. Last modified August 2024	3	55(2)(e) notice- Searches- July 2024 (D2024/020971)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
38.	313-316	July 2024	4	55V notice- Searches- Case management stage July 2024 (D2024/020977)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
39.	317-323	Created July 2024. Last modified October 2024	7	54W close- Searches- lacking in substance July 2024 (D2024/020983)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
40.	324-330	Created July 2024. Last	7	Combined 55V and 55(e) notice -	Potentially doc 79 in primary decision – released in full.	None,

		modified 26.8.2024		Searches- July 2024 (D2024/020987)	Release in full.	
41.	331-337	July 2024	7	IC reviews- Searches and Reasonable Steps Worksheet- July 2024 (D2024/020991)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
42.	338-344	July 2024	7	54W(c) - Decision not to undertake or continue to undertake an Information Commissioner review (D2024/021114)	Draft version with mark-ups.	s 22
43.	345	Created 10.7.2024. Last modified 21.8.2024	1	GovTEAMS OFFICIAL Communities for Sharing Files with OAIC (D2024/021308)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
44.	346-349	Created 14.8.2024. Last modified October 2024	4	Closure 54W(a)(i) (D2024/024793)	Compare with doc 44 in primary decision  Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
45.	350-353	14.8.2024	4	54W(a)(iii) - Decision not to continue to undertake an IC review (D2024/024795)	Compare with docs 16 & 44 in primary decision.  Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
46.	354-355	14.8.2024	2	54W(b) ITD- applicant requests referral - 14.08.2024 (D2024/024796)	Does not appear to have been included in primary decision schedule.	None.



					Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	
47.	356-357	14.8.2024	2	54W(c) ITD (D2024/024797)	Compare with doc 23 in primary decision.  Release in full.	None.
48.	358-359		2	54W(a)(iii)- Intention to decline (D2024/024799)	Compare with doc 49 in primary decision.  Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
49.	360-361		2	54W(a)(ii)- Intention to decline (D2024/024800)	Compare with doc 48 in primary decision.  Document appears to be created subsequent FOI request date (09.08.2024).  Release in full.	None.
50.	362-365		4	54W(a)(ii) - Decision not to continue to undertake an IC review (D2024/024802)	Compare with docs 15 & 45 in primary decision.  Document appears to be created subsequent FOI request date (09.8.2024).  Release in full.	None.
51.	366-371	November	6	Review Case Plan - Reviews and	Compare with doc 53 in primary decision.	None.

		2023		Investigations (D2024/024806)	Release in full.	
52.	372-397	Document dated June 2019. Last modified on 14.8.2024	26	Access grant - Preliminary view via telephone checklist (D2024/024810)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
53.	398	Created 29.6.2023. Last modified 05.04.2024	1	Template 55F Agreement- s 24 decision (D2024/024814)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
54.	399	14.8.2024	1	55F approval letter (D2024/024815)	Does not appear to have been included in primary decision schedule  Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
55.	400-404	14.8.2024	5	54Z notice - practical refusal - Attachment A - From 1 July 2024 (D2024/024825)	Compare with docs 65 & 67 in primary decision  Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
56.	405-408	14.8.2024	4	54Z notice - charges - Attachment A - From 1 July 2024 (D2024/024828)	Does not appear to have been included in primary decision schedule – however this document may have been created subsequent FOI request date (09.8.2024).	None.

					Release in full.	
57.	409-414	23.8.2024	6	Template Decline letter [ITD] lacking in substance [Resolve MR069] (D2024/025619)	Does not appear to have been included in primary decision schedule – however this document may have been created subsequent FOI request date (09.8.2024).  Release in full.	None.
58.	415	15.10.2024	1	Forward notice of 55R email template - 15.10.2024	Does not appear to have been included in primary decision schedule – however this document may have been created subsequent FOI request date (09.8.2024).  Release in full.	None.
59.	416	13.8.2024	1	IC review case updates	Does not appear to have been included in primary decision schedule – however this document may have been created subsequent to FOI request date (09.8.2024).  Release in full.	None.
60.	417	13.8.2024	1	R&I - tabbing & naming documents	Does not appear to have been included in primary decision schedule – however this document may have been created subsequent to FOI request date (09.8.2024).  Release in full.	None.
61.	418	15.08.2024	1	RFI for s 22 redactions where A has not agreed to exclude	Does not appear to have been included in primary decision schedule – however this document may have been created subsequent to FOI request date (09.8.2024).  Release in full.	None.

62.	419-420	24.09.2024	2	s 55U Notice Template -	Does not appear to have been included in primary decision schedule – however this document may have been created subsequent to FOI request date (09.8.2024).  Release in full.	None.
63.	421-422	Unknown	2	Section 54W(b) fact sheet for applicants - ART	Unsure whether this is a publicly available document.  Release in full.	None.
64.	423-429	14.10.24	7	Template as at 14.10.24 - 54W(b) - Decision not to undertake OR continue to undertake an Information Commissioner review (2)	Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
65.	430-432	14.10.24	3	Template as at 14.10.24 - 54W(b) - Recommendation not to undertake OR continue to undertake an Information Commissioner review	Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
66.	433	14.10.24	1	Template as at 14.10.24 - 54X - Email to Affected Party - Decision not to undertake OR continue to undertake an Information Commissioner review	Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
67.	434-437	14.10.24		Template as at 14.10.24 - 54W(b) - Affected Party - Recommendation not to undertake OR not to continue to undertake an Information Commissioner review	Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.
68.	438-441	24.09.2024	4	Template Closure 54W(a)(i)	Document appears to be created subsequent to FOI request date (09.8.2024).  Release in full.	None.

69.	442	3.7.2024	1	Timeframes under new Direction for Agencies 1 July 2024 (1)	Does not appear to have been included in primary decision schedule.  Release in full.	None.
70.	443	various	1	PDF spreadsheet – List of training presentations – link listed on SharePoint	Note that each training presentation listed on the spreadsheet is not included. Training presentations are not considered in scope.  Release in full.	None.
71.	444-453		10	<u>D2019 002579 FOI Complaints - Overview of Investigation Process - HR edits</u>  Overview of Investigation processes. Resource used in conjunction with FOI Guidelines, policy.	Release in full.	
72.	454-457		4	<u>FOI Complaint recommendation cases: Overview of process</u>  Resource for managing FOI complaint recommendation cases and is used in conjunction with FOI Guidelines, policy.	Release in full	None.
73.	458-460		3	<u>FOI Complaints - Referral to the Ombudsman under s 74 of the FOI Act - Sept 2023</u> The templates referred to in the document are only a draft and currently used.  Please refer to initial search and retrieval request where relevant current templates were provided.	*Note – this document does contain the staff names and contact details of the Ombudsman staff.  Release in part.	s 47E(d).

74.	461-463		3	Shortform s 55K decision template – practical refusal	Release in full.	None.
75.	464-466		3	D2019 003821 55R - 55R template	Release in full.	None.
76.	467-471		5	55R Letter Template Updated September 2024	Release in full.	None.
77.	472		1	55R covering email template email	Release in full.	None.
78.	473-477		5	55R Letter Template – updated 13 March 2024	Release in full.	None.
79.	478-481		4	D2022 016568 - IC review - Draft charges letter to agencies	Draft document – falls outside of scope of FOI request	s 22
80.	482-516		35	D2018 016241 - Conducting an IC review - Decision Writing Checklist - November 2023	Release in full.	None.
81.	517-535		19	D2018 016245 - Conducting an IC review - Preliminary view checklist - August 2023(2)	Release in full.	None.
82.	536-541		6	D2024 021048 - Conducting IC reviews - Assessments - July 2024	Release in full.	None.
83.	542-550		9	D2024 012824 - IC REVIEW PROCEDURE DIRECTION FOR APPLICANTS 26 JUN 2024	Release in full.	None.
84.	551-564		14	D2024 012823 - IC REVIEW PROCEDURE DIRECTION FOR AGENCIES 26 JUN 2024	Release in full.	None.
85.	565-935		371	D2024 022754 - FOI Guidelines - Compilation - July 2024 - FINAL (includes v 1.7 of Part 2)	Release in full.	None.
86.	936-948		13	D2024 014255 - Registration of IC review from FOIDR inbox - Triage Process Guide	Release in full.	None.

87.	949-961		13	D2024 014256 - Registration of IC Review from Web Cases Queue - Triage Process Guide(2)	Release in full.	None.
88.	962-967		6	D2024 021048 - Conducting IC reviews - Assessments - July 2024(2)	Release in full.	None.
89.	968-972		5	DRAFT Conducting an IC review - Deemed access refusal matters	Draft document – falls outside of scope of request.	s 22
90.	973-1085	28 July 2023	113	Document bundle published on OAIC disclosure log for matter FOIREQ23/00111	Release in full.	None.
91.	1086 - 1672	14 September 2023	586	Document bundle published on OAIC disclosure log for matter FOIREQ23/00156	Release in full.	None.
92.	1673-1726	18 October 2023	54	Document bundle published on OAIC disclosure log for matter FOIREQ23/00196	Release in full.	None.
93.	1723-1810	5 August 2024	84	Document bundle published on OAIC disclosure log for matter FOIREQ24/00330	Release in full.	None.