



Reference: BN11749892

FOI 270/19/20 STATEMENT OF REASONS UNDER THE FREEDOM OF INFORMATION ACT

1. I refer to the application by _____ under the *Freedom of Information Act* 1982 (FOI Act), for access to:

“The Department’s Freedom of Information business rules, guidelines, manuals and templates”.

FOI decision maker

2. I am the authorised officer pursuant to section 23 of the FOI Act to make a decision on this FOI request.

Documents identified

- 3. I identified 13 documents as matching the description of the request.
- 4. The decision in relation to each document is detailed in a schedule of documents.
- 5. I have added an FOI reference number and Item/Serial number to each of the documents, which corresponds with the schedule.

Decision

- 6. I have decided to release 13 documents in full.
- 7. The Department of Defence also utilises two publically available documents. These are the FOI Act and the Office of the Australian Information Commissioner FOI Guidelines.

Material taken into account

- 8. In making my decision, I had regard to:
 - a. the terms of the request;
 - b. the content of the identified documents in issue;
 - c. relevant provisions in the FOI Act;
 - d. the Guidelines published by the Office of the Australian Information Commissioner under section 93A of the FOI Act (the Guidelines); and
 - e. guidance provided by the Australian Government Solicitor relating to preliminary assessment of FOI charges.

Additional Information

9. The document provided at Item 2 is the *Guidance for FOI Decision Making Training Manual*. This manual was last revised in 2018 and is due for revision in early 2020 to reflect minor updates to internal processes and procedures.

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Mrs Joanne Groves
Accredited Decision Maker
Associate Secretary Group