



29 November 2018

Reference:

FOI Request: FA 18/10/01381

File Number: ADF2018/216351

Freedom of Information (FOI) request - Access Decision Summary

On 24 October 2018, the Department of Home Affairs (the Department) received a request for access to documents under the *Freedom of Information Act 1982* (the FOI Act).

1 Scope of request

The applicant requested access to the following documents:

- 1) *policies, guidelines, directives, rules, codes of practice, procedures governing the handling of applications under Part III of the FOI Act.*
- 2) *Procedural Information and*
- 3) *policies, guidelines, directives, rules, codes of practice, procedures governing the performance monitoring of services provided by the FOI, Privacy and Records Management Branch.*

2 Documents in scope of request

The Department identified the following four (4) documents as falling within the part of the scope outlined above. These documents were in the possession of the Department on 24 October 2018 when the request was received.

1.	FOI Intranet page – FOI resources and reference material	Irrelevant material deleted	s.22(1)(a)(ii)
2.	Internal document – FOI Fact Sheet	Released in full	N/A
3.	Internal document – FOI Internal checklist	Released in full	N/A
4.	Internal document – FOI summary of exceptions and exemptions	Released in full	N/A

3 Decision

The decision in relation to the documents listed above was to release relevant information in four documents in full.