



Attachment A

DECISION RECORD

Request Details

FOI Request FA 15/11/00294
File Number ADF2015/60614

Scope of request

Please treat this request as being under the Freedom of Information Act.

I have attached a copy of the Transfield contract with your Department, obtained under FOI. Please see Clause 3.3.2, which reads,

1. Postage costs for mail sent by Transferees will be at the Transferee's expense except when a Transferee does not have the means to pay for postage, in which case the Service Provider must refer to Department instructions.

Could you please let me have a copy of your Department's instructions concerning such circumstances? If there are no standard instructions, could you please let me have copies of the Department's instructions for all such instances during 2014 from April to December?

Authority to make decision

I am an officer authorised under section 23 of the FOI Act to make decisions in respect of requests to access documents or to amend or annotate Departmental records.

Information considered

In reaching my decision, I have considered the following:

- The *Freedom of Information Act 1982*;
- The Australian Information Commissioner's Guidelines relating to access to documents held by government;
- The terms of your request;
- Departmental document, identified in the Schedule of Documents; and
- Consultation with the relevant business area.

Reasons for decision

I am satisfied that I have been provided with all the relevant documents to consider in my decision. I have considered the document subject to your request and am satisfied that no exemptions apply.

Therefore, I am releasing the relevant document in full.



Authorised decision maker
Department of Immigration and Border Protection

1 December 2015



Attachment B

SCHEDULE OF DOCUMENTS TO DECISION RECORD

Request Details

FOI Request FA 15/11/00294
File Number ADF2015/60614

No.	Date of document	No. of pages	Description	Decision on release
1.	11/06/2013	1-2	Regional Processing Centre Guidelines Transferee – Communication Access – Mail Service	Release in Full