

Engagement checklist – IC review compulsory conference

The ‘*Direction as to certain procedures to be followed in IC review*’ issued under s 55(2)(e)(i) of the *Freedom of Information Act 1982* by the Australian Information Commissioner requires agencies and ministers to engage, or make reasonable attempts to engage, with IC review applicants during the IC review.

Agencies and ministers must provide the Information Commissioner with evidence of the action they have taken to address the issues identified in the IC review application, or actions taken to contact the applicant. This checklist has been developed to assist agencies provide relevant evidence and can be used as a cover when providing relevant evidence to the OAIC.

1. Contact with IC review applicant

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| Evidence of earlier engagement in similar process* | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |
| Copy of letter sent to IC review applicant to arrange contact | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |
| Date of Letter | [insert date] |
| File note of telephone call to IC review applicant | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |
| Copies of written correspondence from IC review applicant | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |

2. Attempts to resolve issues in dispute

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| File note of engagement with applicant | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |
| Suggestions made by agency/minister to resolve IC review | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |
| Response provided by applicant, and any suggestions made by applicant to resolve IC review | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |

3. Outcome of engagement

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| Outcome of engagement | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |
| Written notification that IC review applicant wishes to withdraw their application for IC review | <input type="checkbox"/> Attached <input type="checkbox"/> Not applicable |

* An agency may not be required to engage in the engagement process if it is able to provide evidence of having engaged in a similar process at an earlier stage. However, participation in formal statutory processes (for example, the request consultation process outlined in s 24AB of the FOI Act in relation to practical refusals) will not be a basis for not consulting the applicant in relation to the IC review.