



Australian Government

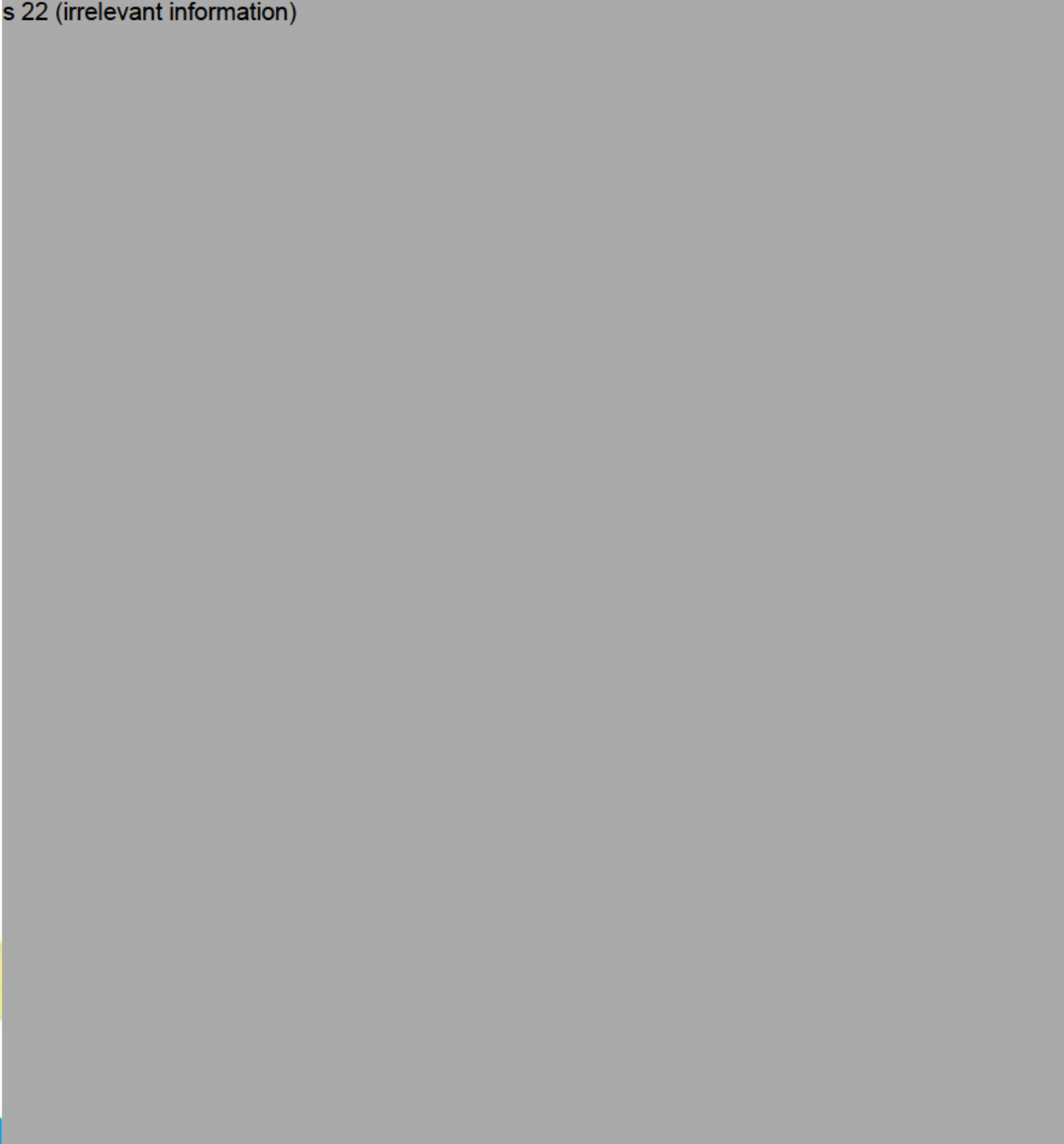


Australian
Charities and
Not-for-profits
Commission

FOI manual: Processing requests made under the FOI Act

This manual is to assist ACNC Legal & Policy Directorate officers to process requests made under the *Freedom of Information Act 1982*, including making decision to publish on the FOI disclosure log, and reporting to the Office of the Australian Information Commissioner.

s 22 (irrelevant information)

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s 22 (irrelevant information)

9. When assessing whether a request is valid, you should not take an overly strict approach. You should also note the requirement at s 15(3) for the ACNC to take *reasonable steps* to assist a person to make a valid FOI request. It is recommended that you contact the applicant (by phone when possible) sooner rather than later to discuss their request and how they can make it valid.

s 22 (irrelevant information)

