



AFP

Freedom of Information Roadmap

*2 years at a glance
2024-2026*

November 2024

afp.gov.au

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Freedom of Information / The Initiatives



10 Initiatives

This roadmap contains 10 initiatives. Three initiatives are exploratory and are anticipated to involve further tasks into the second year of this roadmap.



Awareness

To bolster internal processes and increase awareness, a key focus of the initiatives remains on training, development and stronger functional governance.



Systems

Enhancements to systems are key to the initiatives. These systems include the Hub, LEX, iManage, Service Portal, and iAspire.



Collaboration

These initiatives involve collaboration with multiple Commands including CIO, Learning and Development and Chief Counsel.



End to end

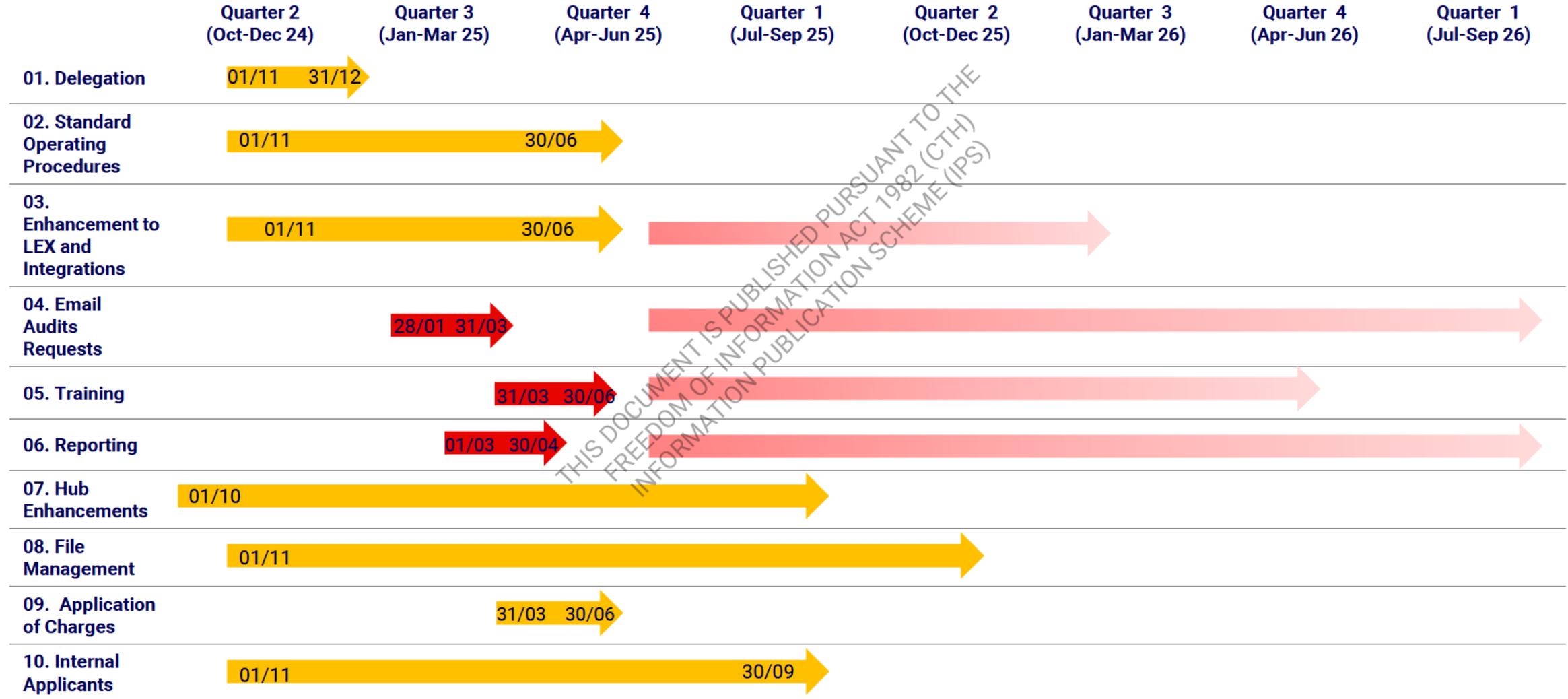
A key feature of these initiatives is to ultimately obtain an end-to-end system.

Timeline

The below represents an overview of the FOI initiatives over the next 2 years.

KEY

- Green = complete
- Orange = in progress
- Red = not started



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01. Delegations

Review and uplift of the FOI Instrument of Authorisation (DAC076)

The Instrument of Authorisation (Instrument) was last reviewed in 2022. Given requests have increased over 50% in the last couple of years, and AFP’s processes are becoming more agile, the Instrument requires revision.

The Instrument will be accompanied by a supporting handbook. The handbook is designed to assist authorised decision-makers under the

Instrument to make consistent decisions in accordance with the FOI Act.

As the Instrument will broaden decision making powers, it is anticipated that the FOI case load will be more evenly distributed amongst the FOI Team.

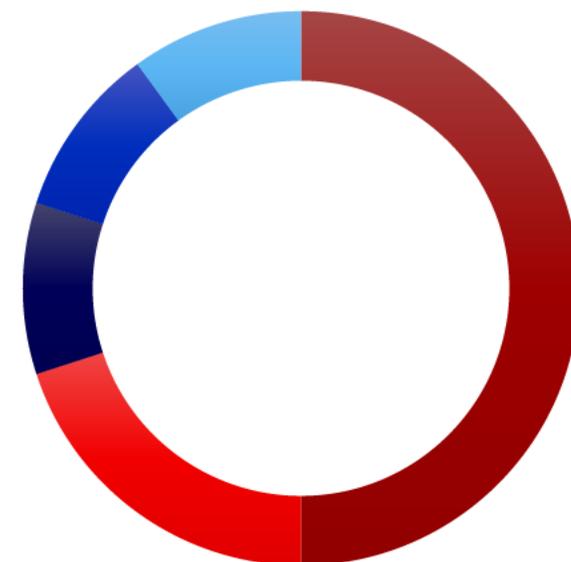
Target Completion Date: 15 December 2024

Assigned to: Deputy General Counsel



FOI Planning Day

Status: **In Progress**



- Draft documents
- Advice from key stakeholders
- Clearance from key stakeholders
- Sign-off by Commissioner
- Publish

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02. Standard Operating Procedures

Up-lift and consolidations of FOI Standard Operating Procedures (SOPs)

Due to a rapid increase in requests experienced by AFP FOI, the FOI SOPs do not reflect current processes. There are approximately 16 SOPs which require review and amendment and a further 4 new SOPs have been identified for creation. These relate to significant matters, email audit requests, IC matters, and transferring matters to other agencies.

Additionally, the FOI team have created a new FOI Summary Request form to be completed for all new requests. This form will be utilised when corresponding with internal stakeholders. This will be supported by a Better Practice Guide for Internal Stakeholders which will be made available on the Hub.

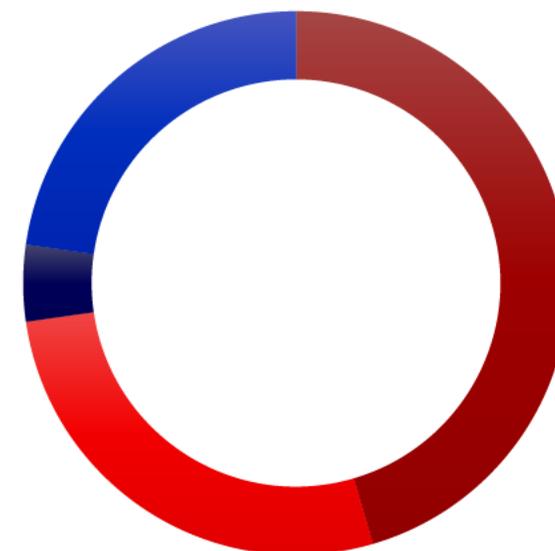
Target Completion Date: 30 June 2025

Assigned to: s 47E(c) - Team Leader, FOI



Recommendation 01/FOI Planning Day

Status: **In Progress**



- Up-date 16 SOPs
- FOI Summary Request Form
- Email alert summary notification up-date
- BPG for Internal Stakeholders

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03. Enhancements to LEX and Integration

Enhancements to capture data and integration LEX for an applicants request

LEX has been amended to allow FOI Officers to capture consultations with key stakeholders. This enhancement enables the FOI team to understand consultations taking place and current status of matters. The FOI team will create a supporting SOP for this new process.

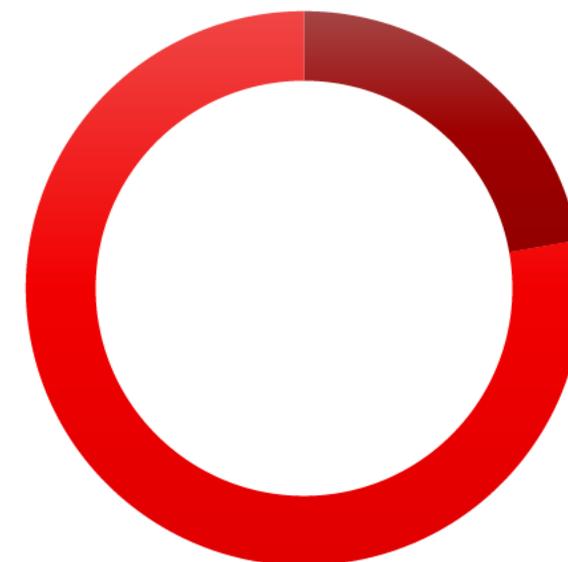
Secondly, Chief Counsel are exploring ways of integrating initial FOI requests in order that the matters are automatically established in LEX. Currently, this is a manual and labour intensive process.

Target Completion Date: 30 June 2025

Assigned to: s 47E(c) - Knowledge Manager, Chief Counsel

Recommendation 02

Status: **In Progress**



- LEX to capture consultations
- ServiceNow for Initial Requests

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04. Email Audit Requests

Improvement to ICT Audit Request Process

FOI will work with CIO Command to institute a process to triage ICT audit requests in a timely manner and create a supporting SOP having regard to the statutory timeframes and AFP Risk Management Framework.

This initiative is exploratory and is anticipated that further tasks will arise following engagement with CIO Command.

Target Completion Date: 31 March 2025

Assigned to: s 47E(c) – Team Leader - FOI



Recommendation 03

Status: **In Progress**

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05. Training

Increase FOI awareness across the AFP

FOI are to explore opportunities to promote understanding and awareness of the collective (agency-wide) ownership of AFP's FOI obligations to AFP Command Executives and members. This will involve ongoing personalised training and an iAspire course.

In conjunction with Learning and Development Command (LDC), FOI will consider developing

content for mandatory FOI training and annual refresher modules to sustain FOI awareness. This content will be tailored to SES level and appointees more broadly.

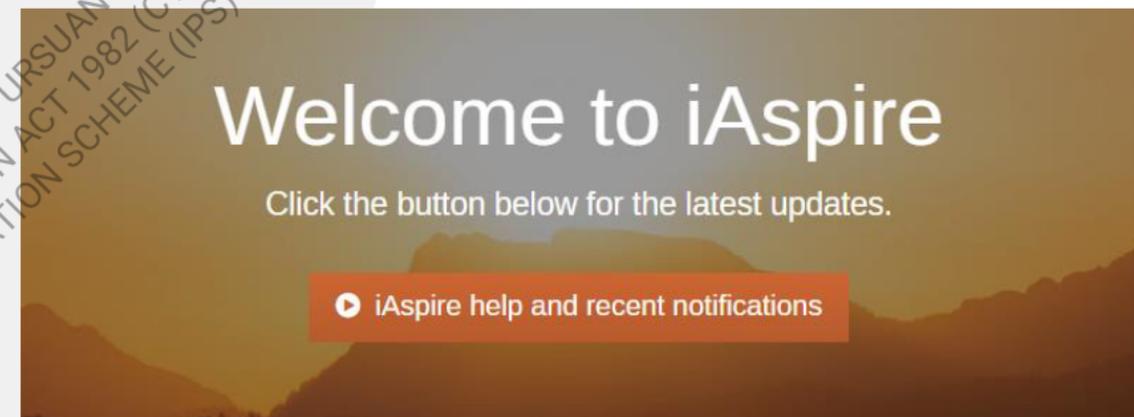
As this initiative is exploratory, it is anticipated that further tasks will arise following engagement with LDC.

Target Completion Date: 30 June 2025

Assigned to: Deputy General Counsel – Commercial, Governance and Information

Recommendation 04

Status: **In Progress**



06. Reporting

Up-lift and consolidation of FOI reporting

FOI prepare three main reports. The Minister’s weekly report, Chief Counsel weekly report and the CC report.

As this initiative is exploratory, it is anticipated that further tasks will arise following consideration of the reporting.

FOI are to explore ways to enhance executive reporting and ensure compliance by using existing reporting to achieve this recommendation.

Target Completion Date: 30 April 2025

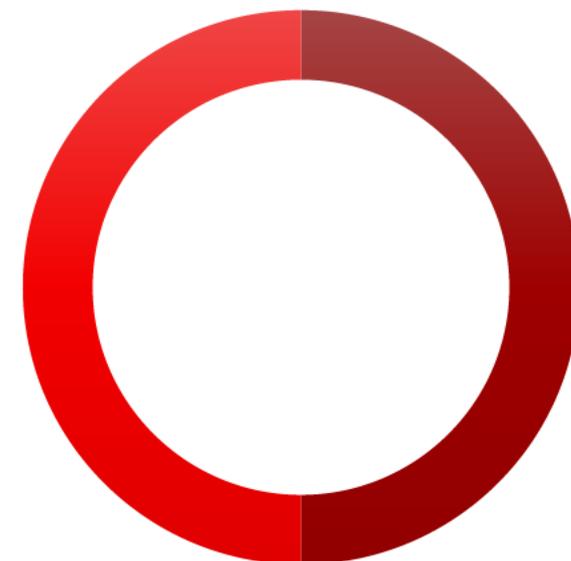
Assigned to: s 47E(c) Team Leader, FOI and s 47E(c)
- Executive Officer, Chief Counsel Corporate

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Recommendation 06/FOI Planning Day

Status: **In Progress**



- SOP for reporting
- Streamline reporting in LEX

07. Hub Enhancements



FOI Planning Day

Status: **In Progress**

Consolidation of FOI information on the Hub.

The Hub is a viable source of information for AFP appointees. FOI are looking to consolidate and streamline the information on the Hub so that current and accurate information is being utilised by AFP appointees.

This initiative is part of a broader Chief Counsel initiative to streamline the access to AFP Chief Counsel information.

Target Completion Date: 30 September 2025

Assigned to: s 47E(c) - Executive Officer, Chief Counsel Corporate

The screenshot shows the AFP Hub website interface. At the top, there is a dark blue header with the AFP logo and the text 'AFP Hub'. A search bar is visible with the text 'Search' and a dropdown menu showing 'All Intranet Sites'. Below the header, there is a navigation menu with links for 'AFP Hub', 'AFP website', 'ACT Policing', 'News', 'Governance', 'Investigator's Toolkit', and 'Tools an'. The main content area displays the date 'Sunday, 17 November 2024' and a breadcrumb trail: 'AFP Hub > Governance Framework > Chief Counsel'. A list of collections is shown, including 'AUKUS Command', 'Central Command', 'Chief Counsel', 'Chief Financial Officer', 'Chief Police Officer for the ACT', 'Chief of Staff', and 'Chief Information Officer'. The page title is 'Chief Counsel' and there is a sub-header 'For functional governance instruments please see the Functio'. A 'Skip to:' link is also visible.

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08. File Management

Utilisation of iManage and transfer of information

Due to the varied nature of the information FOI requires access to, and the increase in the number of requests processed by FOI, FOI has established a new process to utilise an existing records management tool in order to streamline the management of information.

To enhance the functioning and capability of FOI processes, FOI requires iManage to be mapped to ensure adherence to this transition.

Separately, existing data held in drives such as H Drive and CRM are to be migrated to LEX under a body of work operated jointly with CIO Command

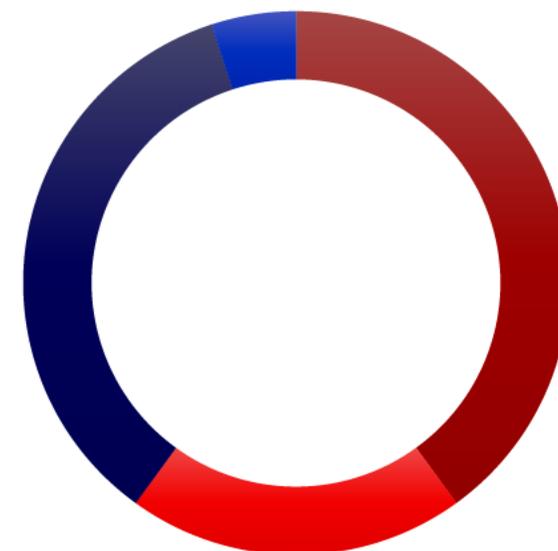
Target Completion Date: 30 December 2025

Assigned to: s 47E(c) - Knowledge Manager, Chief Counsel



FOI Planning Day

Status: **In Progress**



- Move FOI team to iManage
- Mapping of iManage
- Transfer of H Drive and CRM data
- Management of FOI inbox

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09. Application of Charges

Ability to charge applicants pursuant to the FOI Act

Due to the large volume of requests experienced in FOI over the last couple of years, FOI desire the ability to charge applicants for their requests.

FOI has prepared a draft Digiflow form to allow for charges and is working with the Chief Counsel Knowledge Manager on implementation of this form.

Target Completion Date: 30 June 2025

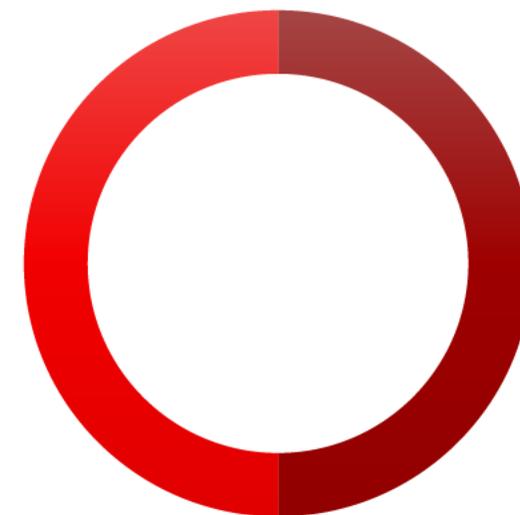
Assigned to: s 47E(c) – Team Leader, FOI

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FOI Planning Day

Status: **In Progress**



■ Digiflow
■ SOP

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10. Internal Applicants

Bolstering internal governance processes for internal applicants

Over the last few years, FOI has seen an unprecedented number of FOI requests from AFP appointees. The majority of these requests relate to the request of information for documents they've worked on in the course of their duties, payroll records, or complaints.

FOI wishes to bolster the existing functional governance to make it mandatory to seek information from internal stakeholders before raising an FOI request. This is supported by Section 15A of the FOI Act.

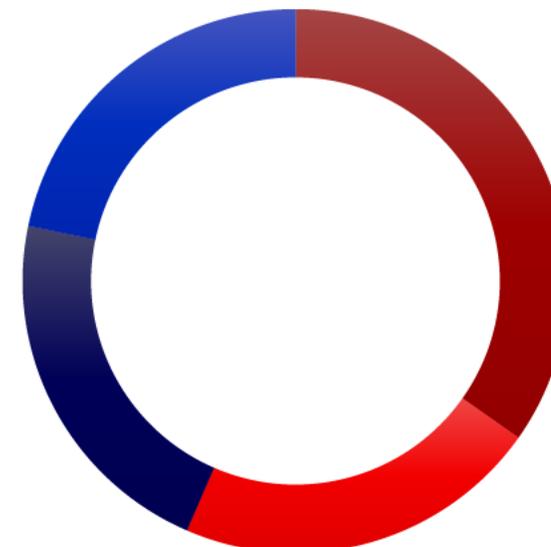
Target Completion Date: 31 December 2025

Assigned to: Deputy General Counsel – Commercial, Governance and Information



FOI Planning Day

Status: **In Progress**



- External legal advice
- Changes to National Guideline
- Supporting function governance
- SOP

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