

Sent: Wednesday, 12 November 2003 4:40 PM  
To: Sands, Alistair (SEN)  
Cc: Leemen, Peta (SEN)  
Subject: MINISTERIAL DISCRETION INQUIRY: QUESTIONS ON NOTICE  
Importance: High

Dear Alistair,

I am forwarding in the attached files below DIMIA responses to Questions on Notice taken at the Inquiry's hearing in Sydney on 23 September 2003. Responses to those questions that remain outstanding will be forwarded as soon as possible in coming days.

As foreshadowed in the letter of 31 October 2003 from Deputy Secretary, Ms Godwin, to the Chair, attached below as well, in three files at the bottom of this message, are 3 case studies taken from a sample of actual individual files.

I will advise as soon as the remaining responses are ready for onforwarding to the Secretariat.

With regards,

Andrew

Andrew Endrey  
Director  
Parliamentary Coordination  
DIMIA

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Ludwig asked (Hansard page 42) – Will the Department provide case files for the Committee to examine that clearly demonstrate the correspondence and other associated processes including the contents of the orange briefing folders provided to the Minister? It would be particularly useful to obtain files involving both a registered migration agent and a non-agent, such as Karim Kisrwani and Marion Le.

It would be helpful to see examples of:

- Cases assessed by the Department as not meeting the public interest guidelines and placed on a schedule
- Cases assessed as meeting the guidelines, including the submission prepared for the Minister; and
- Cases not initially referred by the Department to the Minister but where the Minister has requested a submission.

*Answer:*

Please see Ms Godwin's letter of 31 October 2003.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Wong asked (Hansard page 47) – Does the Department keep records of cases which the Minister has sought early advice as per 6.1.1 (of the Administrative Guidelines) the first dot point and/or urgent cases as per 4.3.3 (of the Departmental Guidelines)?

*Answer:*

This information is not recorded.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Bartlett asked (Hansard page 64) – Are the staff of members of parliament permitted to give immigration assistance?

*Answer:*

Yes, the staff of Members of Parliament are permitted to provide immigration assistance in the course of their official duties.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Sherry asked (Hansard page 64) – Is it correct that members of Parliament and their staff are forbidden to receive payment for assistance they might provide to constituents?

*Answer:*

The Migration Act prohibits anyone, including Members of Parliament and their staff, from accepting a fee or reward for giving immigration assistance unless they are a registered migration agent.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Ludwig asked (Hansard page 65) – What cases is the Department aware of where migration agents and other unregistered people have made ministerial intervention requests for a fee?

*Answer:*

Currently, Ministerial intervention requests are not included within the definition of “immigration assistance” and hence both registered migration agents and unregistered people are able to assist others with Ministerial intervention requests, and do so for a fee.

Registered migration agents frequently assist visa applicants with this type of request and would usually charge for this service. Unregistered people also assist visa applicants request Ministerial intervention. The Department believes that most unregistered people do not charge for such assistance but they are not prohibited from doing so under the current legislation.

The *Migration Legislation Amendment (Migration Agents Integrity Measures) Bill 2003* includes provisions to ensure that only registered agents will be able to assist with Ministerial intervention requests for a fee. Unregistered persons would still be able to assist with such requests, but not for a fee.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Ludwig asked (Hansard page 66) – What sparked the Minister's interest in closing the gap (including section 351 or section 417 requests in the definition of migration assistance) in the current Bill?

*Answer:*

During the Parliamentary debate on the *Migration Legislation Amendment (Migration Advice Industry) Bill 2002*, on 5 June 2002, concerns were raised about people charging to arrange appointments with members of Parliament, usually in the context of Ministerial intervention being requested. The Minister asked the Department to brief him on issues raised in the debate.

The Minister was advised that to address these concerns it would be necessary to amend the legislation to define who could assist with Ministerial intervention requests for financial reward and to tighten the exemptions to registration. The Minister for Citizenship and Multicultural Affairs, the Hon Gary Hardgrave MP, subsequently approved legislative changes which have been included in the Migration Agents Integrity Measures Bill 2003, introduced into Parliament on 17 September 2003 and passed by the House of Representatives on 8 October 2003.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Sherry asked (Hansard page 67) – What about misleading advice, is anything proposed in the Bill to counter this?

*Answer:*

"Misleading advice" is not defined in the *Migration Act 1958* or the *Migration Agents Regulations 1998*.

The *Migration Act* does, however, define "immigration assistance" as someone using or purporting the use their "knowledge of, or experience in" migration procedure to assist a visa applicant, cancellation review applicant, sponsor or nominator with a visa or review application or proceedings before a court or review authority. The *Integrity Measures Bill* will widen the definition of "immigration assistance" to include assistance with Ministerial intervention requests.

All registered migration agents are required to maintain a sound knowledge of migration law and procedure. If their knowledge level is not appropriate, as might be indicated if they give misleading advice, a complaint can be made to the MARA and disciplinary action taken against them.



## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Sherry asked (Hansard page 68) – If it is an issue around cash payment, does the Department report it to the Tax Office, or does the set of issues only go to the MARA?

*Answer:*

The Department is not in a position to know whether payments are made in cash or otherwise. The Department is currently building closer relationships with the Tax Office particularly through the work of the recently formed Migration Agents Taskforce. The Tax Office, the Australian Federal Police and the Department are working closely together to target migration agents, both registered and unregistered, involved in committing offences under the Migration Act, the Crimes Act and other related legislation.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Johnston asked (Hansard page 71) – Of the names on this list (number amended to 24 by the Department), how many were incorrect?

*Answer:*

In 9 of the 24 cases on the list the Department has been unable to find any indication that Mr Kisrwanj was involved in the case.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Johnston asked (Hansard page 72) – Were any of the cases on the list successful?

*Answer:*

The Minister intervened and granted a visa in 15 of the 24 cases.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Wong asked (Hansard page 73) – Can the Department provide information demonstrating what happened in each of the cases on that list, as outlined in Mr Ruddock's letter to Ms Gillard of 16 June 2003 (referring to the list of names provided by Ms Gillard to Mr Ruddock discussed at p.70)?

*Answer:*

Please see Attachment 1.

**ATTACHMENT 1**

	<b>Status of Case<sup>1</sup></b>
1	In Progress
2	Intervened and granted subclass 820 visa
3	Intervened and granted subclass 820 visa
4	Intervened and granted subclass 832 visa
5	Intervened and granted subclass 866 visa
6	In Progress
7	Intervened and granted subclass 856 visa
8	In Progress
9	In Progress
10	Intervened and granted subclass 820 visa
11	Intervened and granted subclass 835 visa
12	Intervened and granted subclass 856 visa
13	Intervened and granted subclass 832 visa
14	Minister declined to intervene
15	Intervened and granted subclass 820 visa
16	Intervened and granted subclass 835 visa
17	In Progress
18	In Progress
19	In Progress
20	Intervened and granted subclass 866 visa
21	Not referred to Minister - inappropriate to consider

22	Intervened and granted subclass 820 visa
23	Intervened and granted subclass 820 visa
24	Intervened and granted subclass 820 visa

<sup>1</sup> At 27 October 2003.

Note: The above information was obtained by manual interrogation of departmental systems.

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Santoro asked (Hansard page 78) – Can the Department provide the Committee with the success rate, as a percentage, of the top 10 parliamentarians and the top 10 individuals/community groups?

*Answer:*

Tables showing the percentage success rates are at Attachment 1(Top 10 Parliamentarians) and Attachment 2(Top 10 Individuals/Community Groups).

**Table 1: Percentage of Positive Outcomes of s417 and s351 Requests  
(Date Range November 1999 - 29 August 2003)**

	A	B	C	D	E
Top 10 Parliamentarian	Intervention Correspondence <sup>1</sup>	Number of s417, s351 Requests	Cases	Intervened (Cases)	% Cases Intervened (D/C) <sup>2</sup>
Ferguson, Laurie	100	94	80	19	24%
Price, Roger	70	63	50	12	24%
Mossfield, Frank	58	43	36	9	25%
Bartlett, Andrew	56	50	43	14	33%
Murphy, John	56	54	33	5	15%
Abbott, Tony	53	51	29	6	21%
McLeay, Leo	52	50	44	11	25%
Sciacca, Con	47	42	41	12	29%
Albanese, Anthony	46	44	40	11	28%
Byrne, Anthony	44	42	37	11	30%
<b>Total:</b>	582	533			

**Table 2: Total Caseload Information - Top 10 Parliamentarians <sup>3</sup>**

	A	B	C	D	E
	Intervention Correspondence <sup>1</sup>	Number of s417, s351 Requests	Cases	Intervened (Cases)	% Cases Intervened <sup>2</sup>
Top 10 Parliamentarians	582	533	411	104	25%

These figures are based on the list provided to the Committee on 15 September 2003.

<sup>1</sup> The figures include intervention requests other than s351 and s417, such as those relating to s48b.

<sup>2</sup> Percentage of Intervened Cases = D/C expressed as a percentage.

<sup>3</sup> It is not possible to directly match the case data in Tables 1 and 2, as in some cases more than one individual or community group has made a request on the same case, and this is reflected in Table 1. The information in Table 2 is the total number of discrete cases covered by requests made by the Top 10 individuals or community groups.

*The figures above are based on manual interrogation of available data from PCMS, crosschecked by manual interrogation of the ICSE.*



**Table 1: Percentages of Positive Outcomes of s417 and s351 Requests  
(Date Range November 1999 - 29 August 2003)**

	A	B	C	D	E
<b>Top 10 Individuals/Community Groups</b>	<b>Intervention Correspondence <sup>1</sup></b>	<b>Number of s417, s351 Requests</b>	<b>Cases</b>	<b>Intervened (Cases)</b>	<b>% Cases Intervened (D/C) <sup>2</sup></b>
Amnesty International	162	126	68	11	16%
Le, Marion	75	64	20	6	30%
Fijian-Australian Community Council	63	49	44	0	0%
Hogarth, Libby	56	43	22	4	18%
Kisrwan, Karim	56	55	55 <sup>3</sup>	17	31%
Flynn, Maryellen	37	37	1	0	0%
Sisters of Mercy	37	37	20	11	55%
Sisters of Charity Advocacy Network	36	36	1	1	100%
Alamdar/Thompson, Gail	34	34	1	1	100%
Hotham Mission	30	28	21	3	14%
<b>Total:</b>	<b>586</b>	<b>509</b>			

**Table 2: Total Caseload Information - Top 10 Individuals/Community Groups <sup>4</sup>**

	A	B	C	D	E
	<b>Intervention Correspondence <sup>1</sup></b>	<b>Number of s417, s351 Requests</b>	<b>Cases</b>	<b>Intervened (Cases)</b>	<b>% Cases Intervened<sup>2</sup></b>
Top 10 Individuals / Community Groups	586	509	243	48	20%

**Notes:**

These figures are based on the list provided to the Committee on 15 September 2003.

<sup>1</sup> The figures include intervention requests other than s351 and s417, such as those relating to s48b.

<sup>2</sup> Percentage of Intervened Cases = D/C expressed as a percentage.

<sup>3</sup> Case count and status reconciled manually with list provided by Ms Gillard MP.

<sup>4</sup> It is not possible to directly match the case data in Tables 1 and 2, as in some cases more than one individual or community group has made a request on the same case, and this is reflected in Table 1. The information in Table 2 is the total number of discrete cases covered by requests made by the Top 10 individuals or community groups.

*The figures above are based on manual interrogation of available data from PCMS, crosschecked by manual interrogation of the ICSE.*

## QUESTION TAKEN ON NOTICE

### SENATE SELECT COMMITTEE ON MINISTERIAL DISCRETION IN MIGRATION MATTERS

Senator Ludwig asked (Hansard page 79) – Can the Department provide the Committee with a benchmark figure for the overall outcome for everyone ie. the total number of interventions compared to the total available pool?

*Answer:*

It would be inaccurate to derive a benchmark intervention figure from the total pool as the number of unique and exceptional cases that engage the public interest may vary considerably from year to year. This issue was addressed in Question on Notice K2 from 5 September 2003 and provided to the Committee under cover of the Department's email of 16 October 2003.

However, a point of reference for the comparison of grants per year is at Attachment 15 of the Department's submission to the Committee. These figures are the decisions affirmed by the Tribunals (the available pool), the number of intervention requests made and the number of times that the Minister intervened. They show that in 2002/03 the number of cases where the Minister intervened would be equivalent to 5.40% of the cases affirmed by the Migration Review Tribunal (MRT) or the Refugee Review Tribunal (RRT) in that year. In 2001/02 and 2000/01 respectively, the Minister intervened in the equivalent of 4.52% and 5.41% of the cases affirmed.

## File Summary – Client A

Folio	Description
	Part 1 of 2
1	Client File Creation Request
2-13	Application for a Protection Visa (866) - Part C Application for an applicant who wishes to submit their own claims to be a refugee
14-23	Application for a Protection Visa (866) - Part B Persons included in this application and family composition
24	Photocopy of receipt for \$30.00
25-28	Statement of claims in support of Protection Visa application
29-39	Photocopies of passport pages
40	Form 956 - Appointment of person to act as agent
41	Registry system search report
42	Movement Enquiry report
43	Registry system record added
44-45	File copy of application acknowledgment
46	Change of Address notification
47	Handwritten note recording successful address change on system
48-49	File copy of application acknowledgment sent to new address
50	File note regarding first acknowledgment being sent to the old address
51-54	Fax copy of Statement of Claim (copy of folios 25-28) from Migration Agent
55-56	From Migration Agent - Faxed copy of letter of support from applicant's homeland priest and translation
57	Faxed copy of form 956 - Appointment of person to act as agent
58	Faxed covering letter from Migration Agent
59	Fax cover sheet
60-61	Letter of support from applicant's homeland priest and translation (original of folios 55-56)
62-65	Statement of claims in support of Protection Visa application (copy of folios 25-28)
66	Photocopy of form 956 - Appointment of person to act as agent
67	Covering letter from Migration Agent
68	File note re friend's concern that the agent may not have told whole story or given all documents
69	Notification to change migration agents
70	File note recording details of conversation with Migration Agent 2
71	Photocopy of handwritten request to change agents
72	Form 424 - Request for Access to Documents
73	Handwritten request to change agents (original of folio 71)
74	Original copy of receipt for \$30 for FOI fee
75	File copy of Acknowledgment of FOI request
76-77	File copy of FOI response as per request
78-81	Movement Enquiry report on wife
82	Date stamped envelope from Migration agent
83-87	Additional statement of claim
88	Copy of notice to change Migration Agent (copy of folio 69)
89	Extract from Register of Migration Agents
90	Photocopy of handwritten request to change agents (copy of folio 73)

<b>Folio</b>	<b>Description</b>
91	Photocopy of form 424 - Request for Access to Documents (copy of folio 72)
92-98	Photocopies of wife's passport pages
99	Application for a Protection Visa (866) - Part D Application for a member of the family unit
100-105	Application for a Protection Visa (866) - Part B Persons included in this application and family composition.
106	Original copy of receipt for nil fee for Protection Visa
107	Notice from agent via letter confirming conversation regarding adding the wife to application
108	Date stamped envelope
109	Handwritten letter to case officer from agent
110	File copy of letter to Medicare officer
111	Photocopy of page from wife's passport with evidenced A/a Bridging Visa 030
112	File note re conversation with Agent requesting clarification of claim from applicant
113-120	Refusal letter to applicant including decision record
121	Decision checklist
122	Authorisation for Migration Agent 3 to act on applicant's behalf
123	Form 424 - Request for Access to Documents
124	Original copy of receipt for \$30 for FOI fee
125	Registry file search report
126	File copy of Acknowledgment of FOI request
127	FOI folio check sheet
128-129	File copy of FOI response as per request
130	Letter from Migration Agent 3 re wife's work rights
131	Photocopy of letter of support
132	Photocopy of notice from RRT regarding appeal by applicant and wife
133	Photocopy of original application receipt (\$30) (copy of folio 24)
134	Photocopy of second application receipt (nil fee) (copy of folio 106)
135	Statement in support of application to change bridging visa conditions
136-138	Form 1005 - Application for a Bridging Visa
139	Original receipt for bridging visa (nil fee)
140	Form 1005 - Application for a Bridging Visa cover sheet
141-142	File copy of Acknowledgment of Bridging Visa request
143	File copy of Decision on Application for a change of conditions on a bridging visa C
144	File copy of Notice of decision regarding Bridging Visa
145	File Note requesting return of file to Bankstown Office
146	File Note requesting return of file to Bankstown Office
147-154	Exchange of internal emails regarding various requests for the file
155-168	Notification to DIMIA by the RRT of Decision and Reasons for Decision
169	RRT \$1000 Post Decision Fee notification
170	Copy of notification to applicant by RRT re decision
171	File transfer advice RRT checklist
172-173	ICSE screen dumps - PIGA Not Met
174-177	Litigation Case Note
178	Fax Confirmation Sheet

<b>Folio</b>	<b>Description</b>
179-182	Litigation Case Note faxed to Sydney with notation
183	Decision and notificaiton - Bridging Visa E - Subclass 050 (wife)
184	Conditions of grant - Bridging Visa E - Subclass 050 (wife)
185	Decision and notificaiton - Bridging Visa E - Subclass 050 (applicant)
186	Conditions of grant - Bridging Visa E - Subclass 050 (applicant)
187-188	Movement Enquiry (applicant)
189-194	Federal Court Decision (Download from the Federal Court Website)
195-196	Internal emails re the gathering of information of a s417/48B brief to Minister. Possible sur place claim following article in Canberra Times.
197	File note re conversation with Canberra Times about their article
198	Fax cover sheet to CIS re Newspaper article
199-203	Letter of support from Sydney Federal MP requesting intervention. Request includes LOS from applicant's Sydney priest; Canberra Times article; and letter to Minister Ruddock from applicant
204	Acknowledgement of letter from Chief of Staff
205-208	Statutory Declarations by relatives in support of applicants
209-211	Various letters of support
212	Certified copy of the summary of the Federal Court Decision
213	Certified copy of the summary of the RRT Decision
214	Photocopy of form 956 - Appointment of Person to act as Agent (for Migration Agent 4)
215	ASU File raising Task Force Procedural Checklist
216	File closure notice
	Part 2 of 2
1	Authorisation to act as migration agent
2-18	Ministerial intervention request under ss48B & 417
19-21	File copies of Acknowledgment letters to representatives
22-23	Internal correspondence re s48B request including a photocopy of a 2nd request for intervention
24	File copy of Letter to representative advising of s48B request result
25	Internal correspondence re s48B request
26-32	File copy unsigned of Submission to Minister for intervention under s48B
33-34	Internal email re CIS request
35	CIS report
36	Canberra Times article re case (copy of folio 202 – File 1)
37-38	TRIM file information
39	Internal email requesting file
40-42	ICSE printouts
43	Internal email requesting file
44	Copy of Letter of Support for applicant
45-50	File copies of Acknowledgment letters to representatives
51	Movement report
52	Email from Minister's Office advising of s417 request result
53	File copy of Letter to Migration Agent 4 advising of s417 request result
54	Email to DLO re case
55	File note re case following call from Minister's office
56	Fax to Minister's Office re case

<b>Folio</b>	<b>Description</b>
57-58	Email from Minister's Office requesting brief
59-60	Internal email re Minister's request
61	Canberra Times article re case (copy of folio 202 – File 1)
62	File copy of Letter to representative advising of s417 request result
63	MAL report
64-66	Internal email re case
67-68	Fax of Schedule to Minister's Office
69-74	Ministerial intervention request under s351
75	Email to Minister's Office re s417 Submission
76-78	Brief to Minister re s417 request
79-82	Faxed copy of minrep requesting intervention
83-85	Ministerial representation requesting intervention (original of folios 79-82)
86	Internal email re Submission
87-122	Stage 1 Submission to Minister with attachments
123-124	File copy of Letter to representative requesting Health & Character checks
125-136	Medical reports
137	Movement report
138	Email from Minister's Office advising of s417 request result
139	Envelope
140	TRIM file information
141-142	Police checks
143-144	Partial copy of Stage 1 Submission to Minister
145	Past Employment
146	Previous addresses
147	Details of persons included in the application NOT in Australia at the time of application
148-160	Partial copy of RRT decision
161-167	Character checks
168	Internal email re applicant's Debt to the Commonwealth
169-175	Health costing request
176	Health costing
177-178	MAL report
179-198	Stage 2 Submission to Minister with attachments
199	MAL report
200	Internal email re MAL result
201-202	Internal email re ICSE record
203-204	File copy of letter to applicant advising of visa grant
205-207	Photographs and copy of passports
208-209	File copy of Letter to applicant advising of visa grant
210	Internal email requesting file
211-212	Copy of visa evidences

## File Summary – Client B

Folio	Description
	Part 1 of 1
1	Request for new file
2-12	Application for Protection Visa
13	Receipt for application fee
14	Authorisation to act as migration agent
15	Covering letter from agent
16	Envelope
17	Passport information
18	Movement report
19-20	File Registry information
21-22	File copy of acknowledgment letter to applicant
23	File copy of letter to applicant confirming BVA grant
24-26	Statement stating reasons for Protection Visa application
27	Covering letter from agent
28	Summary of claims
29	File copy of letter advising applicant of DIMIA interview
30	Interview room/Interpreter booking confirmation
31	Missing
32	File copy of covering letter returning passport
33	Statement re trips to Saudi Arabia
34	Acknowledgment of receipt of interview tape
35-46	Photocopies of passport
47-54	Protection Visa decision record
55-56	File copy of letter notifying of refusal to grant Protection Visa
57	RRT notification to DIMIA of review application
58	Envelope
59-61	BVB application
62	Receipt for application fee
63	Internal memo re BVB application
64	BVB decision record
65	File copy of letter notifying of grant of BVB
66	Passport receipt
67-69	Withdrawal of authority as agent
70-73	Freedom of Information Request
74	Cover letter accompanying file
75-78	Freedom of Information Request (copy of folios 70-73)
79	Envelope containing copy of folios 30 & 34
80-81	File copy of letter to applicant re Freedom of Information Request
82	Internal email re file
83	File note
84	Decision Check Sheet
85-89	RRT Decision
90	Decision cover letter
91	File transfer advice
92	Notification of decision (file note)
93-95	Request for Ministerial intervention under s417
96	File copy of acknowledgment letter to agent

Folio	Description
97	File copy of letter to representative advising of s417 request result
98	Movement report
99	Client of Interest note
100	Movement report
101	Internal email requesting file
102	Internal memo re Ministerial intervention request
103	Letter of support for applicant
104	Internal memo re Ministerial intervention request
105	File copy of acknowledgment letter to representative
106-107	Photocopies of passport
108-109	Notification of withdrawal from class action
110	Copy of Energy Bill
111	Copy of Bank Statement
112	Copy of Birth Certificate of applicant's child
113	Copy of applicant's Marriage Certificate
114	Letter of support for applicant (original of folio 103)
115	ICSE Printout
116	Schedule to Minister
117-120	Movement report
121	ICSE Printout
122-126	File copy of letter to applicant requesting further information
127	Envelope
128	Statement from applicant re family
129-141	Photocopies of passport
142	Copy of Birth Certificate of applicant's child (copy of folio 112)
143	Copy of applicant's Marriage Certificate (copy of folio 113)
144	Copy of applicant's spouse's Health Care Card
145	Copy of applicant's spouse's passport
146	Copy of Energy Bill (copy of folio 110)
147	Copy of Bank Statement
148	Copy of invitation to wedding of applicant to spouse
149	Copy of wedding invitation addressed to applicant and spouse
150	Medical certificate
151	Copy of Divorce Certificate of spouse to previous spouse
152-166	Statutory Declarations
167	Envelope containing photos
168	Australian passport enquiry
169	Copy of Birth Certificate of spouse's first child
170	Copy of ultrasound result
171	Australian passport enquiry
172-207	Submission to Minister with attachments



## File Summary – Client C

Folio	Description
	Part 1 of 2
1	Request for new file
2-26	Application for Protection Visa
27	Receipt for application fee
28	Covering letter from agent
29-32	Photocopies of passport
33-34	Movement report
35-36	File copy of acknowledgment letter to applicant
37	Covering letter from agent
38-44	Statutory declaration from applicant/agent outlining claims
45	Covering letter from agent
46	File copy of letter to applicant requesting additional information
47	File note of telephone call re documentation
48-51	Copies of requested information with translations
53	Covering letter from agent
55	Copies of requested information with translations
55	Covering letter from agent
56	Envelope containing visitor visa application documentation
57-59	File copy of letter to applicant advising of interview arrangements
60	Booking request for interview room and interpreter
61	Covering fax from agent confirming interview attendance
62	Covering letter from agent
63	Photocopy of page from passport brought to interview
64	Folio removal transfer advice (record of interview tape)
65	Acknowledgment of receipt of interview tape
66	Interpreter service delivery form receipt
67	Photograph of applicant at demonstration submitted at interview
68-74	Interview notes
75-76	Fax from agent providing additional information
77-80	Protection visa decision record
81	File copy of letter notifying of refusal to grant protection visa
82	Decision record check sheet
83-92	Additional information provided by applicant including statutory declaration
93	Covering letter from agent
94-97	Copies of some of the documents contained in ff83-92
98-102	Copies of additional information with translations
103	Covering letter from agent
104-106	Copies of additional information with translations sent to RRT
107	Covering letter from agent
108-109	Copies of additional information with translations sent to RRT
110-113	Copy of letter of claims from agent to RRT
114-116	Copies of photographs of applicant at demonstrations
117	RRT notification to DIMIA of non-DIMIA material used in findings
118-124	RRT decision record
125	RRT notification to DIMIA of outcome

<b>Folio</b>	<b>Description</b>
126	RRT file transfer checklist
127	ICSE printout
128	Movement report
129	Compliance referral
130-138	Request for Ministerial intervention under s417
139-142	Additional information provided by applicant including statutory declaration
143	File copy of acknowledgment letter to applicant
144	File copy of letter to applicant advising outcome of s417 request
145	Letter from applicant to Department seeking review of decision
146	Compliance referral
147-149	Repeat request for Ministerial intervention
150-172	Letters of support for applicant including petition
174	Original of f97
175-182	Repeat request for Ministerial intervention
183	Copy of departmental schedule
184	Departmental request for file
185	File note of telephone call re documentation with comment that Minister requested brief
186-190	Copies of bank statements
191-195	Copies of letters of support and citizenship certificates
196	File closure notice
	Part 2 of 2
1	Express post envelope
2	Missing
3-15	Additional letters of support including petition for applicant
16-20	Further copies of bank statements ff186-190 Part 1
21-32	Further copies of letters of support
33-34	Covering letter from agent
35	Envelope containing photographs
36	Extract from Compliance file
37	List of TRIM records (file details)
38-41	Movement records
42-43	Interdepartmental email request for files
44-45	Receipt for detention costs
46	File note re conversation with agent
47	File note re conversation with agent
48	Missing
49	Copy of fax transmission report
50	Copy of acknowledgment letter to agent
52-106	Copies of all earlier papers and s417 requests and submission to Minister
107	File note to case officer that Minister requested health and character checks
108-109	File copy of letter to applicant requesting further processing
110	Express post envelope
111-112	Form 956 (Authorisation of person to act and receive communication)
113	Covering letter from agent
114	Express post envelope
115	AFP police clearance

<b>Folio</b>	<b>Description</b>
116	Covering letter from agent
117-118	File copy of letter to agent requesting further processing
119-154	Further copies of already provided documentation
155-156	Form M80, Personal particulars
157-161	Request for checking documentation
162-166	Pay slips and copies of Australian citizenship certificates for supporters
167	Form 956 (Authorisation of person to act and receive communication)
168-175	Form M28, Assurance of Support
176-177	File copy of letter to agent requesting Assurance of Support
178	Copy of bank deposit
179	Copy of passport page
180	Copy of Assurance of Support
181	Receipt for payment of health levy
182	File copy of letter to agent accepting Assurance of Support
183-188	Medical clearances
189	Security checking
190-193	Internal email request for visa place and response
193-207	Second stage submission to Minister and intervention
208	Internal file memo advising that Minister had decided to intervene
209	ICSE printout
210	Envelope
211	Thank you letter to Minister from agent
212-213	File copy of letter to applicant advising of grant of permanent residence visa
214	ICSE printout
215	Copy of applicant's passport
216	Copy of thank you letter to Minister from agent