

AUSTRALIAN GOVERNMENT

Department of Defence

FREEDOM OF INFORMATION ACT 1982

**INSTRUMENT OF AUTHORITY UNDER SECTION 23(1) OF THE ACT TO
MAKE DECISIONS UNDER THE ACT**

I, Dennis Richardson, Secretary of the Department of Defence and 'principal officer' for the purpose of the *Freedom of Information Act 1982* (the FOI Act):

- authorise the officers holding or performing the duties of a position referred to in column 2 of the Table in Part A of the Schedule to make decisions under the FOI Act as specified in the corresponding Item in Column 3 of the schedule; and
- approve the arrangements for the administration of the FOI Act contained in Part B of the Schedule.



Dennis Richardson
Secretary
Department of Defence

20 November 2016

SCHEDULE

Part A – Table

Item	Position	Decision able to be made
1.	First Assistant Secretary Governance and Reform	All decisions
2.	Assistant Secretary Information Management and Access	All decisions
3.	Director, Information Access	All decisions
4.	Accredited FOI decision makers	Decisions relating to refusal or grant of access to documents in accordance with a request received under section 15 of the FOI Act; decisions relating to an application for amendment or annotation of personal records under section 48 of the FOI Act; decisions relating to the blocking of procurement from disclosure on AusTender.
5.	All Executive Level 1 officers in the Information Access Directorate	Decisions relating to refusal or grant of access to documents in accordance with a request received under section 15 of the FOI Act; decisions relating to an application for amendment or annotation of personal records under section 48 of the FOI Act; decisions relating to charges under section 29 of the FOI Act.

Part B – Arrangements

Commencement

1. These arrangements commence on 20 November 2016.
 - 1.1 All previous instruments giving authority to officers of the Department of Defence issued under s 23(1) of the FOI Act are revoked.

Internal review

2. In this arrangement, *internal review* means a decision made following a request for review made under section 54B of the FOI Act.
3. Only those persons with a delegation to make ‘all decisions’ may make decisions on internal reviews.

Accredited FOI Decision-makers

4. An ‘*accredited FOI decision maker*’ is a person who has successfully completed the Defence FOI Decision Maker Accreditation Training Program (the Program). A person has successfully completed the Program when they have attended the Program and the Assistant Secretary Information Management and Access has certified that they have successfully completed the Program, including passing an examination.

5. For the avoidance of doubt, the delegation authorisation of the officers holding or performing the duties of a position referred to in Item 4 of column 2 of the Table in Part A of this Schedule attaches to the individual from the time they are certified by the Assistant Secretary Information Management and Access, and not the position that they occupy at the time of accreditation.

A



Australian Government
Department of Defence

INSTRUMENT OF DELEGATION
UNDER THE *FREEDOM OF INFORMATION ACT 1982*

In pursuance of subsection 23(1) of the *Freedom of Information Act 1982* (the FOI Act), I approve Mr Tony Corcoran, Assistant Secretary Information Management and Access, to make all decisions necessary to be made by the principal officer of the agency under the FOI Act.

I also authorise Mr Corcoran to certify that a person has successfully completed the Defence FOI Decision Maker Accreditation Training Program as described in my general instrument of delegation dated 20 November 2016.

A handwritten signature in blue ink, appearing to read 'D Richardson'.

Dennis Richardson

Secretary, Department of Defence

20 November 2016