Dear [Redacted]

1. I refer to your email dated 16 May 2011, in which you requested access, under the Freedom of Information Act 1982 (FOI Act), to documents relating to travel by Defence personnel to the 2011 Gallipoli Dawn Service.

2. On 21 May 2011, Mrs Debbie Rath, Acting Director Freedom of Information, advised you that your request, in its original form was not considered valid under section 15(2)(b) of the FOI Act. As such, Mrs Rath agreed to undertake inquiries with the relevant action areas to assist you with your request.

3. Mrs Rath continued to consult with you over the following months in an attempt to refine the scope of your request to reflect the documents you were seeking and in a form that Defence considered valid under section 15(2)(b) of the FOI Act.

4. On 13 July 2011, you agreed to refine the scope of your request as seeking access to:

   "...Summary documents showing the cost of flights, accommodation, meals and incidentals and hospitality expenses for all staff travelling to Turkey as part of the Gallipoli 2011 Dawn Service."

5. The purpose of this letter is to provide you with the decision relating to the documents that are the subject of your request.
FOI decision makers

6. Ms Karen Creet, Assistant Secretary, Ministerial & Executive Support, (MES), Group Captain A.R.B. Elverson, Director Coordination – Air Force (DCOORD-AF) and Colonel P. Petersen, Deputy Commandant, Australian Defence Force Academy (ADFA) are the authorised decision makers, under the FOI Act, in relation to your request.

7. Each of the decision makers advised that, in coming to their respective decisions, they had regard to:

- the content of the documents in issue;
- relevant provisions in the FOI Act;
- the guidelines published by the Office of the Australian Information Commissioner under section 93A of the FOI Act (the guidelines); and
- the specific parameters of your request – including your original email in which you stated that the names of the individuals involved are NOT sought as part of this request.

Documents identified – MES

8. Ms Creet identified eight documents which fall within the scope of your request; they are listed on the schedule of documents at Enclosure 1.

Decision - MES

9. Ms Creet found that the identified documents contained the name of the individual who travelled, along with other identifying information such as the person’s signature and employee identification number. She considered that all of this information would be considered irrelevant to your request; as such she has decided to remove the information in accordance with subparagraph 22(1)(a)(ii) [access to edited copies with exempt or irrelevant matter deleted] of the FOI Act and release the remainder of the documents intact.

10. A copy of section 22 of the FOI Act is at Enclosure 2.

11. Ms Creet requested that you be advised that the Australian Defence Force member, in his role as Aide-de-camp to the Minister for Defence Science and Personnel, travelled with the Minister in his capacity as the Minister for Veterans’ Affairs. As such, these expenses will be reimbursed to Defence by the Department of Veterans’ Affairs.

Documents identified – DCOORD-AF

12. Group Captain Elverson identified six documents which match the scope of your request; they are listed on the schedule of documents at Enclosure 3.

13. Group Captain Elverson advised that the summary expense documents were raised from the Resource and Output Management and Accounting Network (ROMAN) financial management application with defining parameters matching the parameters outlined in your request.
14. Group Captain Elferson noted that the Office of the Chief of the Air Force document reflects a total of $33,846.45 for Overseas Fares and Charters (Airfares). However, this figure is for airfares from Australia to France, France to Turkey and Turkey to Australia. This figure refers to two separate activities, the first being the interment of Royal Australian Air Force World War II pilot, Flight Lieutenant Henry Lacey Smith at France, followed by the ANZAC Day ceremony at Gallipoli, Turkey. This figure cannot be separated further to achieve an airfare for the Gallipoli activity only.

15. Group Captain Elferson identified two documents pertaining to the pre-approved hospitality expenses for the Honorary (Host) Officer. The first document, dated 15 April 2011, is the initial Travel Budget for Flight Lieutenant Lisa Donaldson, Aide-de-camp to Chief of the Air Force, which contains detail of expenses in support of both the interment ceremony and the Gallipoli ceremony. The second document is a corrected version of the Travel Budget, with a corrected, lower amount for Meals and Incidental due to a change to the activity in France. Please note, that the pre-approved amount for hospitality expenses remains unchanged between the two documents.

Decision – DCOORD-AF

16. Group Captain Elferson found that the names of the individuals listed on the identified documents were reasonably regarded as irrelevant to the terms of your request. He also found that there is material in the Ministerial Submission, approving the Chief of Air Force visit to Turkey, irrelevant to the terms of your request.

17. Group Captain Elferson decided to release the identified documents with irrelevant material deleted in accordance with subparagraph 22(1)(a)(ii) of the FOI Act.

Documents identified – ADFA

18. Colonel Petersen identified two documents which match the scope of your request. The documents are identified as follows:

  i.  Overseas Visit Authority – Australia’s Federation Guard
  ii. ROMAN spreadsheet – Australia’s Federation Guard

Decision – ADFA

19. Colonel Petersen found that the names of the individuals listed on the identified documents were reasonably regarded as irrelevant to the terms of the request and he has decided to remove them in accordance with subparagraph 22(1)(a)(ii) of the FOI Act. Colonel Petersen notes that while not specifically noted by you, he considered that the service numbers of the listed individuals and their personal mobile numbers would also be considered to be irrelevant to your request.

20. Colonel Petersen decided that the remainder of the documents could be released intact.

Payment of Charges

21. In our letter dated 15 July 2011, the department estimated the cost associated with processing your request to be [REDACTED]. You agreed to pay charges for the administration of your request and paid the preliminary assessment deposit of [REDACTED] on 25 July 2011. Upon completion of your request, the actual amount for processing was calculated to be [REDACTED].
22. Accordingly, you are required to pay [REDACTED] in order to finalise your request. Cheques or Money Orders should be made out to the ‘Receiver of Public Monies’ and forwarded to the address at the top of this letter. Credit card payments can be made by completing the form at Enclosure 4 and returning it to the FOI Directorate.

23. The documents in the form approved for release will be dispatched, without delay, upon receipt of the outstanding charges amount.

Rights of review


FOI Disclosure Log

25. In accordance with the requirements of section 11C of the FOI Act, Defence is required to publish, on its website, information released under the FOI Act within ten working days of the applicant being given access to documents. Defence will also publish the decision notice, with personal and business information deleted. The information published does not include personal information or the business, commercial, financial or professional affairs of any person if publication of that information would be unreasonable. Other information not published also includes that which the Australian Information Commissioner determines is unreasonable to publish.

Further advice

26. Should you have any questions in regard to this matter please contact me directly on (07) 3332 6359. Alternatively, the FOI team can also be contacted on the details at the top of this letter.

Yours sincerely

Theresa Stinson
Assistant Director
Freedom of Information

29 August 2011

Enclosures:
1. Schedule of documents – MECC
2. Copy of section 22 of the FOI Act
3. Schedule of documents – DCOORD-AF
4. Credit card form
5. Fact Sheet: Freedom of Information – Your Review Rights
<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>File Reference</th>
<th>Author</th>
<th>Address</th>
<th>Document description</th>
<th>Decision</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11/4/11</td>
<td>2010/11642022</td>
<td></td>
<td></td>
<td>Overseas Travel Budget calculator</td>
<td>Full disclosure</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>11/4/11</td>
<td>2010/11642022</td>
<td></td>
<td></td>
<td>Travel Diary</td>
<td>Full disclosure</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>14/4/11</td>
<td>2010/11642022</td>
<td></td>
<td></td>
<td>Qantas Travel Itinerary</td>
<td>Full disclosure</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>17/4/11</td>
<td>2010/11642022</td>
<td></td>
<td></td>
<td>Meals and Incidents</td>
<td>Full disclosure</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>20/4/11</td>
<td>2010/11642022</td>
<td></td>
<td></td>
<td>Accommodation - Sheraton Ankara</td>
<td>Full disclosure</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>23/4/11</td>
<td>2010/11642022</td>
<td></td>
<td></td>
<td>Accommodation - Hotel Kulin</td>
<td>Full disclosure</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>24/4/11</td>
<td>2010/11642022</td>
<td></td>
<td></td>
<td>Accommodation - Grand Hyatt Istanbul</td>
<td>Full disclosure</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>2/5/11</td>
<td>2010/11642022</td>
<td></td>
<td></td>
<td>CMS Expense Summary Report</td>
<td>Full disclosure</td>
<td>3</td>
</tr>
</tbody>
</table>
Section 22 of the FOI Act

Access to edited copies with exempt or irrelevant matter deleted

Scope

(1) This section applies if:
   (a) an agency or Minister decides:
      (i) to refuse to give access to an exempt document; or
      (ii) that to give access to a document would disclose information that would reasonably be regarded as irrelevant to the request for access; and
   (b) it is possible for the agency or Minister to prepare a copy (an edited copy) of the document, modified by deletions, ensuring that:
      (i) access to the edited copy would be required to be given under section 11A (access to documents on request); and
      (ii) the edited copy would not disclose any information that would reasonably be regarded as irrelevant to the request; and
   (c) it is reasonably practicable for the agency or Minister to prepare the edited copy, having regard to:
      (i) the nature and extent of the modification; and
      (ii) the resources available to modify the document; and
   (d) it is not apparent (from the request or from consultation with the applicant) that the applicant would decline access to the edited copy.

Access to edited copy

(2) The agency or Minister must:
   (a) prepare the edited copy as mentioned in paragraph (1)(b); and
   (b) give the applicant access to the edited copy.

Notice to applicant

(3) The agency or Minister must give the applicant notice in writing:
   (a) that the edited copy has been prepared; and
   (b) of the grounds for the deletions; and
   (c) if any matter deleted is exempt matter—that the matter deleted is exempt matter because of a specified provision of this Act.

(4) Section 26 (reasons for decision) does not apply to the decision to refuse access to the whole document unless the applicant requests the agency or Minister to give the applicant a notice in writing in accordance with that section.
**FREEDOM OF INFORMATION REQUEST NO. 08/11/12 –**
**DCOORD – Air Force**

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>File Reference</th>
<th>Author</th>
<th>Addressed</th>
<th>Document description</th>
<th>Decision</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 Apr 11</td>
<td></td>
<td>Staff Officer CAF</td>
<td>MINDEF</td>
<td>Overseas Visit Authority</td>
<td>Disclosure with deletions under subsection 22 of the FOI Act.</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>24 Mar 11</td>
<td></td>
<td></td>
<td></td>
<td>Ministerial Submission</td>
<td>Disclosure with deletions under subsection 22 of the FOI Act.</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>08 Aug 11</td>
<td></td>
<td>OCAF Business Manager</td>
<td></td>
<td>ROMAN Report – Office of Chief Air Force task – ANZAC Day 2011 (Gallipoli)</td>
<td>Full disclosure</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>8 Aug 11</td>
<td></td>
<td>OCAF Business Manager</td>
<td></td>
<td>ROMAN Report – Air Force Band task – ANZAC Day 2011 (Gallipoli)</td>
<td>Disclosure with deletions under subsection 22 of the FOI Act.</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>15 Apr 11</td>
<td></td>
<td>FLTLT Lisa Donaldson</td>
<td></td>
<td>Travel Budget – FLTLT Donaldson</td>
<td>Full disclosure</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Unknown</td>
<td></td>
<td>FLTLT Lisa Donaldson</td>
<td></td>
<td>Travel Budget (corrected Meals &amp; Incidents) – FLTLT Donaldson</td>
<td>Full disclosure</td>
<td>4</td>
</tr>
</tbody>
</table>
### Australian Government

#### Department of Defence
Office of the Secretary and
Chief of the Defence Force Group

#### Freedom of Information Request

**Credit Card Payment Form**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Service or PMKEYS ID (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Contact Phone Numbers: |
| Ph: |
| Mobile: |
| Email Address: |
|                 |

<table>
<thead>
<tr>
<th>FOI Reference (if known):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ABN Number (if known):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit for charges</td>
</tr>
<tr>
<td>Balance of charges</td>
</tr>
</tbody>
</table>

Enter your credit card details, sign below and return this form via email
to FOI.Inquiries@defence.gov.au or by post to the address below.

- [ ] VISA
- [ ] MASTERCARD

Card Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Expiry: ____ / ____

Amount: $________

Name on Card: ________________________________

Signature: ________________________________

Once invoice has been issued you will be contacted by the FOI Directorate for the CCV number to enable the processing of your payment online.

* Due to personal security reasons Defence will not accept this form via fax.

---

Freedom of Information Directorate
Department of Defence
CP1-6-001
PO Box 7910
CANBERRA DC ACT 2600
Tel: (02) 6266 2200
www.defence.gov.au/foi
Freedom of Information – Your Review Rights

If you disagree with the decision made by the Department of Defence or the Minister under the Freedom of Information Act 1982 (the FOI Act), you can ask for the decision to be reviewed. You may want to seek review if you sought certain documents and were not given full access, if you have been informed that there will be a charge for processing your request or if your application to have your personal information amended was not accepted. There are two ways you can ask for review of a decision: internal review by Defence, or external review by the Australian Information Commissioner.

Internal review

If Defence makes an FOI decision that you disagree with, you can ask Defence to review its decision. Generally the review will be conducted by the FOI Directorate, however in some instances it will be referred to the area that made the decision, but it will be conducted by someone at a more senior level. There is NO charge for internal review.

You must apply within 30 days of being notified of the decision, unless you have sought an extension from Defence.

Defence must make a review decision within 30 days. Where Defence has not met its review obligation, you may then approach the Information Commissioner.

Internal review is not available if the Minister or the principal officer of the agency made the decision personally.

How to apply for internal review

You must apply in writing and should include a copy of the notice of the decision provided and the points to which you are objecting and why.

You can lodge your application in one of the following ways:

Post: Freedom of Information Directorate
Department of Defence
CP1-6-001
PO Box 7910
CANBERRA BC ACT 2610

Fax: +61 2 626 62112
Email: FOI.inquiries@defence.gov.au

External Review

Do I have to go through the Defence’s internal review process first?

No. You may apply directly to the Information Commissioner. However, going through the Defence internal review process gives Defence the opportunity to reconsider its initial decision and your concerns will most likely be addressed more quickly, without undergoing an external review process.

When can I go to the Administrative Appeals Tribunal (AAT)?

Under the revised FOI Act, you must seek external review through the Information Commissioner prior to applying to the AAT for such a review.

Making a complaint

You may make a complaint to the Information Commissioner about actions taken by Defence in relation to your application. The complaint needs to be in writing.
Contacting the Information Commissioner

Further information about the external review process or how to make a complaint to the Information Commissioner is available at the following:

Online: www.oaic.gov.au
Post: GPO Box 2999, Canberra ACT 2601
Fax: +61 2 9284 5666
Email: enquiries@oaic.gov.au

Investigation by the Ombudsman

The Commonwealth Ombudsman can also investigate complaints about action taken by agencies under the FOI Act. However, if the issue complained about either could be or has been investigated by the Information Commissioner, the Ombudsman will consult the Information Commissioner to avoid the same matter being investigated twice. If the Ombudsman decides not to investigate, the complaint, then all relevant documents and information must be transferred to the Information Commissioner.

The Information Commissioner can also transfer to the Ombudsman a complaint that could more appropriately be investigated by the Ombudsman. This could occur where the FOI complaint is only one part of a wider grievance about an agency's actions. It is unlikely that this will be common. You will be notified in writing if your complaint is transferred.

Defence FOI contacts

Freedom of Information Directorate
Department of Defence
CP1-6-001
PO Box 7910
CANBERRA BC ACT 2600

Ph: +61 2 626 62200
Fax: +61 2 626 62122

Email: FOI.Inquiries@defence.gov.au
Website: www.defence.gov.au/foi