



Australian Government


Department of Defence

Office of the Secretary and
Chief of the Defence Force Group

Freedom of Information and
Information Management Branch
CPI-6-001
Campbell Park Offices
PO Box 7910
CANBERRA BC ACT 2610
Tel: (02) 626 62200
Fax: (02) 626 62112
FOI.Inquiries@defence.gov.au

Our reference: FOI 294/10/11



By email: 

Dear 

1. I refer to your email dated 27 April 2011 in which you requested access, under the *Freedom of Information Act 1982* (FOI Act), to:

"...minutes of all meetings of the Reference Group on Women and all correspondence between the Group and the Chief, Secretary and/or Minister"

2. 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 maker

3. Mr John Diercks, Director General Fairness and Resolution Branch is the authorised decision maker, under the FOI Act, in relation to your request.

Identified documents

4. Mr Diercks has identified the following four documents as matching the scope of your request:

- i. Record of meeting – augmented CDF Reference Group on Women 12 Feb 09;
- ii. Outcomes –extraordinary COSC 20 Aug 09 – action plan for recruitment and Retention of Women in the ADF;
- iii. Outcomes –augmented CDF Reference Group on Women – 19 Nov 09; and
- iv. Reference Group on Women meeting 1400 Wednesday 13 April 2011.

5. Mr Diercks advised that there have been four meetings of the Reference Group on Women held. He has been able to identify and locate minutes of two of those meetings; 12 February 2009 and 13 April 2011. Mr Diercks explained that, while he was unable to locate minutes from the other two meetings, he had located correspondence that relayed the outcomes of those meetings to the internal attendees. Further, Mr Diercks advised that one piece of correspondence, 19 November 2009, had only been found in draft form. Finally, the minutes from the meeting on 13 April 2011 are still in draft form and have not yet been cleared by participants.

Decision

6. Mr Diercks has decided to release the documents identified in paragraph 4 above, intact.

Payment of Charges

7. In our letter dated 6 May 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, noting that a deposit was not required on this occasion.

8. After completion of your request, the actual amount for processing matched the original estimated amount. 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 1 and returning it to the FOI Directorate.

Rights of review

9. The FOI Act provides for rights of review of decisions. A copy of fact sheet "Freedom of Information – Your Review Rights" setting out your rights of review is at Enclosure 2.

Further advice

10. Should you have any questions in regard to this matter please contact this office.

Yours sincerely

[REDACTED]

Theresa Stinson
Assistant Director – Case Management
Freedom of Information

7 June 2011

Enclosures:

1. Credit Card Payment Form
2. Fact Sheet: Freedom of Information – Your Review Rights



Australian Government

Department of Defence

Office of the Secretary and
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**Freedom of Information Request
Credit Card Payment Form**

Full Name			
Service or PMKEYS ID (if applicable)			
Postal Address:			
Contact Phone Numbers:	Ph:	Mob:	
Email Address:			
FOI Reference (if known):			
ABN Number (if known):			
Payment for: (Please tick one box only)		<input type="checkbox"/> Deposit for charges <input type="checkbox"/> Balance of charges	

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

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Department of Defence
CP1-6-001
PO Box 7910
CANBERRA BC ACT 2600
Tel: (02) 6266 2200
www.defence.gov.au/foi



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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 9666
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

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