



**Australian Government**


**Department of Defence**

Defence Support and Reform Group

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Freedom of Information and Information  
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Our reference: FOI 324/12/13



By email: 

Dear 

1. I refer to your email of 11 March 2013, in which you requested access, under the *Freedom of Information Act 1982* (FOI Act), to:

*“for access to a document(s) that provides the time periods (dates) of additional responsibility pay (ARP) performed by all APS staff (names not required), by position number, including classifications for staff of the Deputy Directorate of Corporate Performance Management (DCPM), HQAC, RAAF Glenbrook over the period 2010 - Feb 2013.”*

#### **Background**

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 Robert McKellar, Director Workforce Strategy, Defence People Group is the accredited decision maker, under the FOI Act, in relation to your request.

#### **Documents identified**

4. Mr McKellar identified one document as matching the description of your request, being a one page report titled “Additional Responsibility Pay(ARP); Deputy Directorate of Corporate Performance Management (DCPM), HQAC, RAAF Glenbrook Jan 2010 to Feb 2013. This document comprises data extracted from PMKeyS database on all ARP in the subject work unit and time period, and was created for the express purpose of responding to the request.

#### **Decision**

5. Mr McKellar has decided to a full release the document identified in response to your request. The documents can be found at Enclosure 1.

6. In making his decision, Mr McKellar had regard to:

- a. the content of the documents in issue;
- b. relevant provisions in the FOI Act, including grounds under which an exemption from release may be sought: and

- c. Defence guidance material on the FOI Act and the guidelines published by the Office of the Australian Information Commissioner under section 93A of the FOI Act (the guidelines).

#### **Payment of Charges**

7. In our letter, dated 15 March 2013, 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 15 March 2013.
8. Upon completion of your request, the actual amount for processing was calculated to be [REDACTED]. In the interests of providing access to the documents that are the subject of your request in a timely manner and at the lowest reasonable cost, I have decided to waive the outstanding balance of charges.

#### **Rights of review**

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

#### **FOI Disclosure Log**

10. In accordance with the requirements of section 11C of the FOI Act, Defence is required to publish details of information released under the FOI Act. Defence publishes identified documents relating to requests within two working days of receipt by the applicant. Defence will also publish this decision notice with privacy deletions.

#### **Further advice**

11. The FOI Act can be accessed online at:  
<http://www.comlaw.gov.au/Details/C2011C00803>
12. Should you have any questions in regard to this matter please contact this office.

Yours sincerely

[REDACTED]

Andrea Sansom  
Assistant Director  
Freedom of Information

8 April 2013

Enclosure:

1. Document in the form for release
2. Fact sheet, "Freedom of Information – Your Review Rights"