



## Australian Government

### Department of the Prime Minister and Cabinet

ONE NATIONAL CIRCUIT  
BARTON

FOI

FOI/2012/101

#### *FREEDOM OF INFORMATION ACT 1982*

**REQUEST BY:** G King

**DECISION BY:** Brendan MacDowell  
A/g Assistant Secretary  
Legal Policy Branch

#### **FOI request**

In an email of 29 November 2012 to the Department of the Prime Minister and Cabinet (the Department), the applicant made a request under the *Freedom of Information Act 1982* (FOI Act), in the following terms:

I hereby request, under the Freedom of Information Act (1982), copies of all training, procedure and policy materials relating to the handling of FOI requests by the Department's staff or representatives at the time of this letter.

The request was received by the Department on 29 November 2012.

#### **Revised request**

Following consultation with the Department, on 23 December 2012 the applicant revised the terms of the request to the following:

As advised, I wish to revise my application to specifically seek:  
Non-public materials in use only at the time of my original FOI request as used by any Departmental staff, representatives, interns, etc

#### **Authorised decision-maker**

I am authorised to make this decision in accordance with the arrangements approved by the Department's Secretary under section 23 of the FOI Act.

#### **Decision**

I have decided to release all documents in full under the FOI Act. My decision on access to the documents is set out in the schedule at Attachment A. Where I have referred to sections of the FOI Act, relevant extracts can be found at Attachment B.

## Information Publication Scheme

I note that documents 1, 2 and 3 are already published on the Department's internet site, in accordance with the Information Publication Scheme, which was established under Part II of the FOI Act. These documents are available from: [www.dPMC.gov.au/foi/ips/what-we-do](http://www.dPMC.gov.au/foi/ips/what-we-do).



Brendan MacDowell  
A/g Assistant Secretary  
Legal Policy Branch

31 January 2012



**FOI REQUEST: G KING  
FOI/2012/101**

**Attachment A**

**FOI**

<b>Document</b>	<b>Date</b>	<b>Description</b>	<b>Number of pages</b>	<b>Decision</b>
1	September 2012	PM&C FOI Business Rules	7	Release in full
2	September 2012	Decision-maker's Stage 1 Checklist	1	Release in full
3	November 2012	Decision-maker's Stage 2 Checklist	1	Release in full
4	September 2012	PM&C Internal Checklist for Business Rules	3	Release in full

**23 Decisions to be made by authorised persons**

- (1) Subject to subsection (2), a decision in respect of a request made to an agency may be made, on behalf of the agency, by the responsible Minister or the principal officer of the agency or, subject to the regulations, by an officer of the agency acting within the scope of authority exercisable by him or her in accordance with arrangements approved by the responsible Minister or the principal officer of the agency.
  
- (2) A decision in respect of a request made to a court, or made to a tribunal, authority or body that is specified in Schedule 1, may be made on behalf of that court, tribunal, authority or body by the principal officer of that court, tribunal, authority or body or, subject to the regulations, by an officer of that court, tribunal, authority or body acting within the scope of authority exercisable by him or her in accordance with arrangements approved by the principal officer of that court, tribunal, authority or body.