

22 November 2018

Mr Ben Fairless



Australian Government

Australian Skills Quality Authority

By email: foi+request-5020-7ec577fb@righttoknow.org.au

Dear Mr Fairless

Freedom of Information (FOI) request [18-19-0046]

I am writing in my capacity as an officer authorised by the principal officer of the Australian Skills Quality Authority (ASQA) under subsection 23(1) of the *Freedom of Information Act 1982* (Cth) (FOI Act) to make decisions in relation to FOI requests.

Summary of your FOI request

On 14 November 2018, you wrote:

Under section 23 of the Freedom of Information Act, the principal officer or minister can make arrangements to give their decision making powers to others.

I'm hoping you can provide me with a copy of the current arrangements if possible.

Decision on request

I have identified one document that falls within the scope of your request.

I have decided to grant access to this document in full.

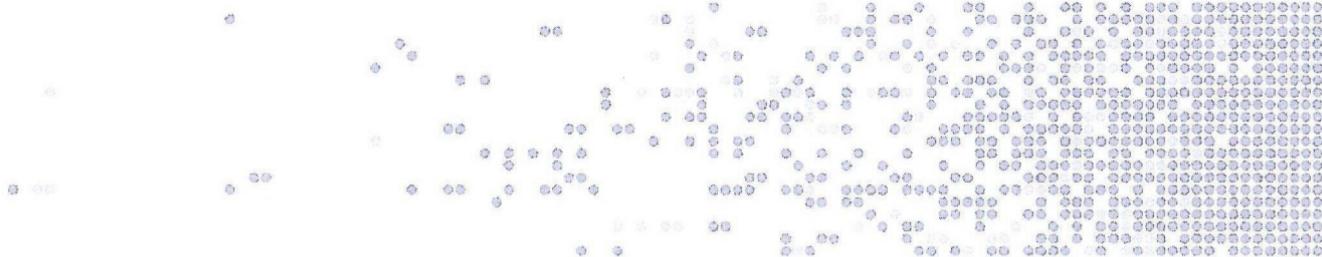
Material taken into account

I have taken the following material into account in making my decision:

- the FOI Act
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (FOI Guidelines)
- the advice of ASQA's Governance, Policy and Quality team

Your review rights

If you are dissatisfied with my decision, you may apply to have it reviewed, either through an internal review or a review by the Information Commissioner. I encourage you to seek internal review as a first step as that mechanism may provide a more rapid resolution of your concerns. Further details of these review processes are provided below:



- *Internal review:*

Under section 54 of the FOI Act, you may apply in writing to ASQA for an internal review of my decision. The internal review application must be made within 30 days of the date of this letter.

Where possible please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days.

- *Information Commissioner review:*

Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to have my decision reviewed. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter, and be lodged in one of the following ways:

online:	https://forms.business.gov.au/aba/oaic/foi-review/
email:	enquiries@oaic.gov.au
post:	GPO Box 5218, Sydney NSW 2001
in person:	Level 3, 175 Pitt Street, Sydney NSW 2000

More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website (www.oaic.gov.au).

If you wish to discuss this decision, please email the FOI Contact Officer, Ms Robina Mather at: foi@asqa.gov.au

Yours sincerely



Sandra Christians
Freedom of Information Officer