

AUSTRALIAN GOVERNMENT
OFFICE OF THE COMMONWEALTH OMBUDSMAN

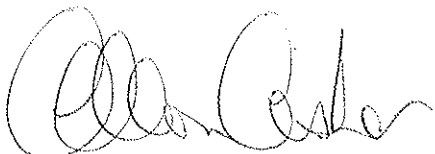
FREEDOM OF INFORMATION ACT 1982

**INSTRUMENT OF AUTHORITY UNDER S23(1) OF THE ACT TO
MAKE DECISIONS UNDER THE ACT**

I, Allan James Asher, Commonwealth Ombudsman and “principal officer” for the purposes of the *Freedom of Information Act 1982*,

- **revoke** all previous instruments giving authority to officers issued under s 23(1) of the Freedom of Information Act;
- **authorise** the officers holding or performing the duties of, a position referred to in column 2 of the Table in Part A of the Schedule to make decisions under the Act as specified in the corresponding Item in Column 3 of the Schedule; and
- **approve** the arrangements for the administration of the Act contained in Part B of the Schedule.

Dated at Canberra15.....November 2010



Allan Asher
Commonwealth Ombudsman

SCHEDULE

Part A – table

Item	Position	Decisions able to be made
1	Deputy Ombudsman	All decisions
2	Senior Assistant Ombudsman	All decisions
3	Executive Level 2, Legal Team	All decisions
4	Executive Level 1, Legal Team	Decisions following a request under s 15 or s 48 of the Act
5	APS6, Legal Team	Decisions following a request under s 15 or s 48 of the Act

Part B – Arrangements

In this arrangement:

primary decision means a decision made following a request for access under s 15 or a request for amendment or annotation under s 48 of the Act; and

internal review means a decision made following a request for review made under s 54B of the Act.

1. Subject to the following, primary decisions will usually be made by persons described in Items 4 and 5 of the Table.
2. Subject to the following, internal review decisions will usually be made by persons described in Item 3 of the Table.
3. A person described in Items 4 or 5 who would normally have made a primary decision but who may reasonably be thought to be subject to a conflict of interest, must not make the decision. If no person described in Items 4 or 5 is available to make the primary decision, the primary decision will be made by a person described in Items 2 or 3.
4. A person described in Item 3 who would normally have made an internal review decision but who may reasonably be thought to be subject to a conflict of interest, must not make the decision. The internal review decision will be made by a person described in Items 1 or 2.
5. Where a primary decision is made by a person described in Item 3, any internal review decision will be made by a person described in Item 1 or 2. Where a primary decision is made by a person described in Item 2, any internal review decision will be made by a person described in Item 1.
6. Staff in the Legal Team are responsible for the management of requests and ensuring their processing. They are expected to consult with staff likely to be familiar with the documents and the relevant subject.
7. All staff are required to have regard to guidelines issued from time to time by the Ombudsman.