



Australian Government
**Australian Customs and
Border Protection Service**

Customs House
5 Constitution Avenue
Canberra ACT 2601

9 August 2011

File No: 2011/023389



Dear 

Freedom of Information Request

I refer to your letter dated 12 July 2011 requesting access to documents under the *Freedom of Information Act 1982* (the FOI Act) relating to workforce statistics.

I am authorised under section 23 the FOI Act to make decisions to release and to refuse access to exempt documents.

Decision on access

The Australian Customs and Border Protection Service (Customs and Border Protection) have identified seven documents that fall within the scope of your request. These documents were in the possession of Customs and Border Protection on 14 July 2011 when your FOI request was received.

I make the following decision in relation to the documents in the possession of Customs and Border Protection which come within the scope of your request:

- Release seven documents in full.

A schedule of these documents is at **Attachment A** for your reference.

The relevant documents are enclosed on a CD (as per your request to have the information available in electronic form) for your reference.

Your Review Rights

The FOI Act grants you rights to have my decision reviewed. Those rights are set out in **Attachment B** to this letter.

Contact

Should you wish to discuss my decision, please do not hesitate to contact Ms Emily Winch, Customs and Border Protection's FOI Coordinator on 02 6275 5621 or via email at FOIcoordinator@customs.gov.au.

Sue Knight
Regional Director Victoria
Australian Customs and Border Protection

ATTACHMENT A

Schedule of Documents

Doc	Date of document eg: 01/01/2011	No. of pages	Description Eg Letter from Customs and Border Protection to Mr John Brown Email from Joe Black regarding [subject heading of email] Agreement between ABC and XYZ Pty Limited	Decision on release	
				eg: Release in full / Release in part / Partially Exempt / Exempt in full	Section under which exemption is being claimed.
1.	09/08/2011		Organisational Workforce.xls 2005	Released in full	
2.	09/08/2011		Organisational Workforce.xls 2008	Released in full	
3.	09/08/2011		Organisational Workforce.xls 2011	Released in full	
4.	09/08/2011		Age Report by Single Year.xls	Released in full	
5.	09/08/2011		Age Report by Year Groups.xls	Released in full	
6.	09/08/2011		Commencements-Promotion.xls 2005-2008	Released in full	
7.	09/08/2011		Commencements-Promotion.xls 2008-2011	Released in full	

ATTACHMENT B

Review options under the Freedom of Information Act 1982

The *Freedom of Information Act 1982* (FOI Act) provides a right of access to government information and also ensures an appeal mechanism is available against a decision to deny access to documents. The appeal procedure has four aspects:

- Internal review within the Australian Customs and Border Protection Service;
- Review by the Information Commissioner under section 54L;
- External review at the Administrative Appeals Tribunal (AAT); and
- The Commonwealth Ombudsman.

Internal review

An internal review is a re-examination of the request and original decision making process. An application for a review of the decision must be made in writing and within 30 days of receipt of the decision letter

There is no set form for making an internal review application, but it would be helpful if you could set out in the application the grounds on which you consider that the decision should be reviewed. A request for internal review must concern:

- the outcome of the request (e.g. refusal, deferral or part compliance);
- a decision concerning the amendment or annotation of personal records;
- the liability to pay charges before receiving the requested information (not application fees); or
- a decision whether or not to remit all or part of an application fee.

The Information Commissioner

An application for review may also be made to the Information Commissioner. You must apply in writing and you can lodge your application in one of the following ways:

Online: www.oaic.gov.au
Post: GPO Box 2999, Canberra ACT
2601
Fax: +61 2 9284 9666

Email: enquiries@oaic.gov.au

In person: Level 3, 25 National Circuit
Forrest, ACT, or at
Level 8, Piccadilly Tower, 133
Castlereagh St, Sydney, NSW

An application form is available on the website at www.oaic.gov.au. Your application should include a copy of the notice of the decision that you are objecting to (if one was provided), and your contact details. You should also set out why you are objecting to the decision.

AAT

If a person is dissatisfied with the decision by the Information Commissioner, they may apply to the AAT for review of the decision.

If a person has sought an internal review and no result of that review is provided within 30 days, then the applicant may apply directly to the AAT to review the matter.

Further information about making an application to the AAT is available on the AAT website at <http://www.aat.gov.au/>.

Ombudsman

Applicants who wish to make a complaint to the Ombudsman will find information on the Ombudsman's website at <http://www.ombudsman.gov.au/>.

Applicants can contact the FOI Coordinator for assistance with the review process, if required, on (02) 6275 5621.