



Australian Government

Defence

473/24/25

John Davis

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Dear John,

NOTIFICATION OF A REQUEST CONSULTATION PROCESS – FOI 473/24/25

I refer to your request for access to the following documents, in the possession of the Department of Defence (Defence) under the *Freedom of Information Act 1982* (Cth) (FOI Act).

I am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

I am writing to tell you that I believe that the work involved in processing your request in its current form would substantially and unreasonably divert the resources of this agency from its other operations due to its size. This is called a 'practical refusal reason' (section 24AA).

On this basis, I intend to refuse your request. However, before I make a final decision to do this, you have an opportunity to revise your request. This is called a 'request consultation process' as set out under section 24AB of the FOI Act. You have **14 days** to respond to this notice in one of the ways set out below.

Reason for Intending to Refuse Your Request

In your request, you sought documents relating to:

...the Army Standing Instructions - Personnel (ASI-P) document.

For the purpose of providing this notice, I have considered whether processing your request would be unreasonable. I consider that processing your request, as it currently stands, would be unreasonable because the work involved in processing your request in its current form would substantially and unreasonably divert the resources of the agency from its other operations.

Section 24(1) of the FOI Act provides that an agency may refuse to give access to documents in accordance with an FOI request if:

- a practical refusal reason exists in relation to the request; and
- following a request consultation process under section 24AB of the FOI Act, the agency is satisfied that the practical refusal reason still exists.

Section 24AA(1)(a)(i) of the FOI Act provides that a practical refusal reason exists in relation to an FOI request if the work involved in processing the request would substantially and unreasonably divert the resources of the department from its other operations.

I find that a significant amount of resources would have to be diverted to arrange for the in scope material to undergo initial review, and finally, to undertake the decision making process in regard to the information that meets the parameters of your request.

The Army Standing Instructions - Personnel (ASI-P) consists of 13 Parts containing multiple Chapters each, meaning that in excess of a two-thousand pages would be required to be carefully reviewed and considered prior to release. Using a conservative estimate of five minutes to review and make a decision on each page, it would take the decision maker in excess of 166 hours to make their decision on access.

Request Consultation Process

You now have an opportunity to revise your request to enable Defence to process it.

Revising your request can mean narrowing the scope of the request to make it more manageable or explaining in more detail the material you wish to access. For example, by providing more specific information about exactly what content you are interested in, Defence will be able to pinpoint the information more quickly and avoid using excessive resources to process material you are not interested in.

Before the end of the consultation period, you must do one of the following, in writing:

- Withdraw your request
- Make a revised request
- Tell us that you do not wish to revise your request.

The consultation period starts on the day after you receive this notice and ends on **19 February 2025**.

If you revise your request in a way that adequately addresses the practical refusal reason outlined above, we will recommence processing it. (Please note that the time taken to consult you regarding the scope of your request is not taken into account for the purposes of the 30 day time limit for processing your request.)

In your consideration of submitting a revised request, I suggest that you specify which Part and/or Chapter/s within ASI-P you are most interested in. The Parts are as follows:

- Part 1 – Preliminaries
- Part 2 – Entry and Exit
- Part 3 – Training and Employment Category Management
- Part 4 – Career Management
- Part 5 – Postings
- Part 6 – Career and Development Opportunities
- Part 7 – Reserve Service
- Part 8 – Medical
- Part 9 – Welfare Support
- Part 10 – Alcohol and Prohibited substances
- Part 11 – Honours and Awards
- Part 12 – Miscellaneous Support and Management Policy
- Part 13 – Establishments


If you do not do one of the three things listed above during the consultation period your request will be taken to have been withdrawn.

Contact Officer

If you would like to revise your request or have any questions, please contact the Case Manager by email at foi.casemanagement@defence.gov.au.

Yours sincerely,

Ina
SCHULTZ



Digitally signed
by Ina SCHULTZ
Date: 2025.02.04
16:54:58 +11'00'

Ina Schultz
GPCAPT
Approved Decision Maker

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