

Senate Community Affairs Legislation Committee

ADDITIONAL BUDGET ESTIMATES - 14 FEBRUARY 2013 ANSWER TO QUESTION ON NOTICE

Human Services Portfolio

Topic: Shredders

Question reference number: HS 69

Senator: Boyce

Type of question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 1

Question:

Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

Answer:

The Department has purchased 22 shredders in the 2012-13 financial year to 5 March 2013 at an average cost of approximately \$746 (excluding GST) per shredder.

The Department is reducing the numbers of shredders it purchases, and therefore the total cost, by purchasing smaller numbers of higher capacity (and therefore higher cost) shredders than in the past.

Shredders are used to securely destroy documents which are no longer required to be retained by the Department. The destruction of documents is undertaken in accordance with Section 24 of the *Archives Act 1983*, in accordance with normal administrative practice. Normal administrative practice allows staff to routinely destroy records that are not needed as evidence of an agency's business and that do not need to form part of its corporate records.