

## Senate Community Affairs Legislation Committee

### BUDGET ESTIMATES – 5-6 JUNE 2014 ANSWER TO QUESTION ON NOTICE

#### Department of Human Services

**Topic:** Freedom of Information – Disclosure Log

**Question reference number:** HS 138

**Senator:** Ludwig

**Type of question:** Written

**Date set by the committee for the return of answer:** 25 July 2014

**Number of pages:** 2

#### **Question:**

- a) For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:
  - i) Maintain a webpage allowing download of documents released under section 11A (direct download)?
  - ii) Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
  - iii) Facilitate to those documents in a different manner (if so, specify).
- b) If the Department or Agency has moved from a system of meeting its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:
  - i) the dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
  - ii) the total number of direct downloads of documents released under 11A the Departmental or Agency website;
  - iii) the total number of requests for provision to documents that had been directly received, and how many had been processed by [date]; and
  - iv) what was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
    - 1) What was the approximate cost for salaries for the FTE staff allocated to this task?
- c) Has the Department or Agency charged any for access to a document under section 11C(4)?
- d) If so, please provide the following information in a table:
  - i) on how many occasions charges have been imposed;
  - ii) the amount charged for each document;
  - iii) the total amount charged; and
  - iv) what is the highest charge that has been imposed.

**Answer:**

- a) The department makes documents released under section 11A available for download in PDF or available upon request, including in alternate formats.
- b) Documents released under section 11A of the FOI Act are available for download in PDF or are available upon request. The department has not moved from a system of direct download exclusively to a system of request for provision.
- c) No.
- d) Not applicable – see answer to question (c).