

## Senate Community Affairs Legislation Committee

### SUPPLEMENTARY ESTIMATES - 18 OCTOBER 2012 ANSWER TO QUESTION ON NOTICE

#### Human Services Portfolio

**Topic:** Shredders

**Question reference number:** HS 122

**Senator:** Boyce

**Type of question:** Written

**Date set by the committee for the return of answer:** 7 December 2012

**Number of pages:** 1

**Question:**

- a) Did the department/agencies purchase any shredders in 2011-12? 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.
- b) Has the department/agencies purchased any shredders since Budget Estimates 2011-12 (May 2012)? 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:**

- a) The Department purchased 147 shredders in 2011-12, at an average cost of approximately \$261 (excluding GST) per shredder.  
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 are not required to form part of its corporate records.
- b) Since the Budget Estimates 2011-12 (May 2012), the Department has purchased 53 shredders at an average cost of approximately \$366 (excluding GST) per shredder.  
The shredders are used for the same purposes as outlined under answer (a) above.