

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
ATTORNEY-GENERAL'S DEPARTMENT

**Question No. 113**

**Senator Ludwig asked the following question at the hearing on 18 November 2013:**

Freedom of Information

1. Can the department please outline the process it under goes to access Freedom of Information requests?
2. Does the department consult or inform the Minister when it receives Freedom of Information requests?
  - a) If so, when?
  - b) If so, how does this occur?
3. Does the department consult or inform other departments or agencies when it receives Freedom of Information requests?
  - a) If so, which departments or agencies?
  - b) If so, when?
  - c) If so, how does this occur?
4. Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request?
  - a) If so, when?
  - b) If so, how does this occur?
5. Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request?
  - a) If so, which departments or agencies?
  - b) If so, when?
  - c) If so, how does this occur?
6. What resources does the department commit to its Freedom of Information team?
7. List the staffing resources by APS level assigned solely to Freedom of Information requests
8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests
9. Does the department ever second addition resources to processing Freedom of Information requests?
  - a) If so, please detail those resources by APS level
10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?
  - a) How does this differ to the number of officers designated as at 6 September 2013?
11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?
  - a) How does this differ to the number of officers designated as at 6 September 2013?

12. Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?
13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?
- a) Of the officers designated as decision makers within the department, how many have received formal training?
  - b) Of the officers designated as decision makers within the department, how many have received informal training?
  - c) How long after each officers appointment as a designated decision maker did they receive formal training?
  - d) What did the training involve?
  - e) How long was the training?
  - f) By whom was the training conducted?
14. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?
- a) Of the officers designated as decision makers, how many have received formal training?
  - b) Of the officers designated as decision makers, how many have received informal training?
  - c) How long after each officers appointment as a designated decision maker did they receive formal training?
  - d) What did the training involve?
  - e) How long was the training?
  - f) By whom was the training conducted?

**The answer to the honourable senator's question is as follows:**

- 1-5. Please refer to the reply to Question on Notice 71.
6. The Freedom of Information and Privacy section has 6 staff.
7. The Freedom of Information and Privacy section has the following staff: 2 APS6; 2 APS4; 1 Executive Level 1; 1 Executive Level 2.
8. Staff are assigned to assist in processing FOI requests as required and as appropriate to the subject matter of the documents requested. Each request involves a contact officer in an area with functions associated with the subject matter of the requested documents as well as a decision maker at SES level. The department reports annually to the Office of the Information Commissioner (OAIC) on staff resources and staff hours devoted to Freedom of Information or Information Publication Scheme work and those figures are published by the OAIC in its annual report.
- 9-11. Please refer to the reply to Question on Notice 71.
12. None.
- 13-14. Please refer to the reply to Question on Notice 71.