

**Senate Community Affairs Committee**

**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**

**HEALTH PORTFOLIO**

**Supplementary Budget Estimates 2013-14, 20 November 2013**

**Question: E13-079**

**OUTCOME:** 0 - Whole of Portfolio

**Topic:** Freedom of Information

**Type of Question:** Written Question on Notice

**Senator:** Ludwig

**Question:**

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?

**Answer:**

The Department of Health provides regular Freedom of Information (FOI) training which is made available to all departmental officers, including authorised decision makers.

- a) This information is not available.
- b) The Department does not provide “informal training”. However for each request guidance and assistance is provided to all decision makers by the FOI team and legal officers.
- c) This information is not available.
- d) A typical internal training session covers the following: an overview of the requirements of the FOI Act including the exemption provisions and appeal rights; internal processing requirements and decision maker responsibilities; and the role of the Australian information Commissioner.
- e) A standard training session runs for four hours.
- f) Senior staff within the Department’s FOI Unit.