

Senate Standing Committee on Education and Employment - Education

**QUESTIONS ON NOTICE
Budget Estimates 2014-2015**

Cross Portfolio

Department of Education Question No. ED0185_15

Senator Ludwig provided in writing.

Question

Dept & all agencies: Freedom of Information Act

The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):

Staffing resources

The following questions relate to the period from 18 September 2013:

1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?

FOI Disclosure Log

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

Answer

Department of Education

Resources

The department does not keep statistics on the FTE allocated to processing FOI requests or responding to Disclosure Log requests. FOI requests are handled by a team that is responsible for a number of functions including FOI.

FOI Disclosure Log

In accordance with the *Freedom of Information Act 1982* (the FOI Act), the department publishes details of how FOI documents can be obtained on its website. Documents are provided directly in response to requests, and, if a request is made for an accessible version, an accessible version is created and uploaded on to the website. The website, including information on how to obtain FOI documents is accessible, in accordance with Web Content Accessibility Guidelines (version 2) (WCAG 2.0). The department has not charged for access to documents from the disclosure log.

Australian Research Council

Resources

1. One person

FOI Disclosure Log

1.
 - a. Yes
 - b. Yes
 - c. No

2.

- a. N/A. The ARC has not received any requests for documents as a result of publication of FOIs through the Disclosure Log process.
- b. N/A. The ARC has not received any requests for documents as a result of publication of FOIs through the Disclosure Log process
- c. 0 requests since commencement of the Disclosure Log
- d. Average FTE allocated – one person part time
- e. N/A as there were no requests for provision of documents as a result of the Disclosure Log process.

3. No

- a. N/A
- b. N/A
- c. N/A
- d. N/A

Tertiary Education Quality and Standards Agency

Staffing resources

1. NIL.

FOI Disclosure Log

1.
 - a. No.
 - b. Yes.
 - c. Not Applicable.
2. Not Applicable.
3. No.

Australian Institute of Aboriginal and Torres Strait Islander Studies**Staffing resources**

1. Not quantifiable as FTE. Four requests estimated at 10 days of work, mainly at the EL2 level.

Disclosure log

- 1.
- a. AIATSIS maintains a log and direct access to documents where released
2. N/A
3. No.

Australian Curriculum, Assessment and Reporting Agency**Staffing resources**

ACARA's average FTE allocated to processing FOI requests is 0.45 of a Senior Project Officer role, 0.15 of the Board Secretary and 0.05 of the Director, Communications and Strategic Relations.

FOI Disclosure Log

1.
 - a. With one exception, ACARA lists documents released under FOI, which members of the public can then request. ACARA has recently uploaded some documents (score equivalency tables) to its national assessment program website and if members of the public request these documents, they are re-directed to this website.
 - b. Subject to the exception noted above, yes.
 - c. Subject to the exception noted above, no.
2.
 - a. With one exception, ACARA always provides documents released under FOI on request. Score equivalency tables were uploaded to the national assessment program website on Tuesday 24 June 14.
 - b. Score equivalency tables were uploaded on Tuesday 24 June 14. ACARA cannot advise how many times these documents were downloaded as this information is not tracked. As of close of business on 26 June 2014, the relevant web page was accessed 120 times.
 - c. There have been six (6) disclosure log requests from 18 September 2013 to 26 June 2014. All these requests have been processed and these matters are now closed.
 - d. ACARA does not track this information. The resourcing involved is not significant.
 - e. As above.
3.
 - a. No charges have been applied to date.
 - b. N/A.
 - c. N/A.
 - d. N/A.

Australian Institute of Teaching and School Leadership

AITSL provides a Not Applicable response.