

Senate Standing Committee on Economics

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Additional Estimates

26 February 2014

Question: AET 2916-2951

Topic: Freedom of Information (RAM)

Written: 5 March 2014

Senator LUDWIG asked:

2916. Can the department please outline the process it under goes to assess Freedom of Information requests?
2917. 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?
2918. 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?
2919. 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?
2920. 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?
2921. What resources does the department commit to its Freedom of Information team?
2922. List the staffing resources by APS level assigned solely to Freedom of Information requests
2923. List the staffing resources by APS level assigned indirectly to Freedom of Information requests
2924. Does the department ever second addition resources to processing Freedom of Information requests?
- a) If so, please detail those resources by APS level

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2925. 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?
2926. 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?
2927. 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?
2928. 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?
2929. 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?
2930. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?
2931. Does the department provide FOI PDFs for download on their website?
2932. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?
2933. How does the department test it is complying with accessibility standards for its websites?
2934. Does the department comply with accessibility standards for all its websites?
2935. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?
2936. What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?
2937. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?
2938. How does the department facilitate anonymous access to the FOI disclosure files?

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2939. How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?
2940. How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?
2941. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?
2942. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?
2943. Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?
2944. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?
2945. Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?
2946. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?
2947. Is this compatible with the information commissioners guidelines- specifically that "published information should be accessible — in particular, it should comply with an agency's obligation to meet the Web Content Accessibility Guidelines (Version 2)"
2948. How does email PDF provision meet the information commissioner's requirement that "13.124 Information that forms part of the IPS must be published 'to members of the public generally'"?
2949. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?
2950. Does the department have a separate email address or inbox for receiving and responding to FOI requests?
- a) If so, list each email account
 - b) List the officers who can assess and reply from those separate accounts, broken down by staffing classification level
2951. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?
- a) If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task ?
 - b) How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?

Answer:

2916. The Royal Australian Mint goes through the following steps to assess FOI requests:

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- a) On receipt of a Freedom of Information request, send back confirmation that the request was received.
 - b) Create a TRIM file for the Freedom of Information request.
 - c) Confirm request and clarify scope.
 - d) Action Officer to locate documents and prepare draft Schedule of documents.
 - e) Action Officer and decision-maker to meet to identify out of scope documents, third parties and other departments.
 - f) Draft charges letter using template and using the FOI Charges Estimate spreadsheet.
 - g) Send charges letter within 7-10 days of receiving request informing of 30 days for payment.
 - h) Once payment is received, 20-23 days remain for the FOI request.
 - i) Action Officer and Decision-maker to finalise schedule and discuss decision letter.
 - j) Prepare documents for publishing.
 - k) Release documents to applicant and update disclosure log
2917. The Royal Australian Mint has not had any FOIs to base this upon however, in the instance that the FOI may have media or political ramifications, contact with the Minister's Office may be considered.
2918. The Royal Australian Mint has not had any FOIs to base this upon however in the instance that the FOI request was in part not relevant to the Mint, the appropriate Department may be contacted.
2919. The Royal Australian Mint has not had any FOIs to base this upon however, in the instance that the FOI may have media or political ramifications, contact with the Minister's Office may be considered.
2920. The Royal Australian Mint has not had any FOIs to base this upon however in the instance that the FOI request was relevant to other Departments, the appropriate Department may be contacted.
2921. The Royal Australian Mint has one staff member responsible for FOI requests however this is not a dedicated position.
2922. There are no staffing resources dedicated to FOIs.
2923. There is one Executive Level 1 staff member indirectly assigned to FOIs.
2924. No.
2925. 1
- a) 0
2926. N/A
2927. N/A

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2928. No formal training
- a) 0
 - b) 1
 - c) N/A
 - d) N/A
 - e) N/A
 - f) N/A
2929. N/A
2930. 0
2931. N/A. The Mint has not had any FOIs.
2932. N/A
2933. The Mint uses a combination of manual accessibility testing by staff, the use of browser based tools such as Vision Australia's Accessibility Toolbar, and engagement of external consultants to test websites.
2934. No. The Mint is progressively working towards accessibility compliance for all its websites.
2935. N/A
2936. Refer to Q18. The Mint has not changed its approach to the release of FOI documents.
2937. N/A
2938. N/A
2939. N/A
2940. N/A
2941. None. The Department refers to the Australian Government's Web Guide (webguide.gov.au) for advice on website accessibility standards.
2942. Refer to Q26.
2943. N/A
2944. N/A
2945. N/A
2946. N/A
2947. N/A
2948. N/A
2949. N/A

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2950. Yes

a) info@ramint.gov.au

b) Executive Level 1

2951. No.

a) N/A

b) Subject title