

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Additional Estimates 2013-2014

Cross Portfolio

Department of Employment Question No. EM0342_14

Senator Ludwig provided in writing.

Question

Freedom of Information - Email address

- 1) 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
- 2) 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

The Department of Employment has the dedicated FOI inbox foi@employment.gov.au that has been set up for the purpose of receiving FOI requests and corresponding with applicants in relation to those requests. Prior to the 18 September 2013 machinery of government changes, the FOI inbox address was foi@deewr.gov.au.

This inbox is monitored regularly by officers at all levels within the department's Information Law Team. It is standard practice for officers to always use the inbox when corresponding with applicants in relation to their FOI requests.