

**Senate Finance and Public Administration Legislation Committee**  
**Budget Estimates Hearing – October 2012**  
**ANSWER TO QUESTIONS ON NOTICE**

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Freedom of Information

**Senator:** Ryan

**Question reference number:** PM90

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of Pages:** 2

Has the department/agency received any updated advice on how to respond to FOI requests?

What is the total cost to the department/agency to process FOI requests for 2011-12? How many FOI requests did the department/agency receive in 2011-12? How many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?

What is the total cost to the department to process FOI requests for this financial year to date?

How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?

***Answer:***

The Department of the Prime Minister and Cabinet provided FOI Guidance Notes to all agencies within its portfolio on 28 July 2011. The Office has sought both general and specific advice from the Australian Government Solicitor in relation to FOI matters. The Office has also sought general advice on FOI matters from the Office of the Information Commissioner.

2011-12: \$1,007 (attributed to 19 staff hours)

2011-12: Eleven FOI requests were received

2011-12: Six requests were denied; three requests were granted; and two requests were referred to other agencies.

No, no

2012-13 (as at 15 October) - \$126.36 (attributed to 2.25 staff hours)

2012-13 (as at 15 October) – One FOI request was received

2012-13 (as at 15 October) – Request granted

No, no