



## Response to Internal review request

Decision and reason for decision of Ramona (Position Number 62336362), Assistant Director, Information Access Unit, Client Access and Rehabilitation Branch, Department of Veterans' Affairs

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**Applicant:** Mr Alan Ashmore

**Date of primary decision:** 19 May 2023

**FOI reference number (Primary):** LEX 56618

**Internal review decision date:** 14 June 2023

**Internal review reference number:** LEX 58231

**Sent by email:** [foi+request-10067-c34ac13d@righttoknow.org.au](mailto:foi+request-10067-c34ac13d@righttoknow.org.au)

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Dear Mr Ashmore,

### Freedom of Information Response to Internal review request: LEX 58231

#### Decision

1. The purpose of this letter is to give you a response about your request for internal review of LEX 56618 under the *Freedom of Information Act 1982* (Cth) (**FOI Act**).
2. I note the decision made by Natalie (Position Number 62211022), Senior Information Access Officer Information Access Unit, Client Access Rehabilitation Branch to grant full access to one (1) document located to be in scope of your request.

#### Authority to make decision

3. I, Ramona (Position Number 62336362), Assistant Director, Information Access Unit, Client Access Rehabilitation Branch, am an officer authorised by the Secretary of the Department to make decisions about access to documents in the possession of the Department in accordance with section 23(1) of the FOI Act.

## Summary

### Original Decision

4. On 15 March 2023, you made a request for access to the following:

*'...I am seeking the number of full time equivalent, (FTE), staff working in DVA's FOI Section as at 31 December 2020 and 31 December 2022.*

*I require the numbers to be broken up into the following categories, namely:*

*: Number of permanent DVA staff, and*

*: Number of contractors.*

*I further require the number of contractors to be broken up into their source, e.g. each external recruiting company and each external law firm...'*

5. On 16 March 2023, the Department acknowledged your request via email.

6. On 31 March 2023, the Department contacted you in relation to the scope of your request and, as agreed, it was amended to:

*'...I am seeking the number of full time equivalent, (FTE), staff working in DVA's National Information Access Processing Team as at 31 December 2020 and DVA's Information Access Unit 31 December 2022.*

*I require the numbers to be broken up into the following categories, namely:*

*: Number of permanent DVA staff, and*

*: Number of contractors.*

*I further require the number of contractors to be broken up into their source, e.g. each external recruiting company and each external law firm...'*

7. As no extensions of time were applied to process your request, a decision on your request was due by 14 April 2023.

8. In accordance with section 15AC of the FOI Act, the principal officer of the Department is taken to have made a decision personally refusing to give access to the documents on the last day of the initial decision period. Even where a decision has not been issued within the prescribed timeframe, the Department retains an obligation to process and finalise the FOI request.

9. As a decision on your request was not made within the timeframe as prescribed in section 15(5)(b) of the FOI Act, Regulation 7(2) of the *Freedom of Information (Charges) Regulations 2019* prescribes that no charge is payable.

10. On 19 May 2023, the Department made a decision to grant full access to one (1) document in scope of your request.

Response to Internal Review Request

11. Before the decision on the request was made, you contacted the Department on 16 May 2023, seeking an internal review of the handling of the request in the following terms:

*'...Please pass this on to the person who conducts Freedom of Information reviews.*

*I am writing to request an internal review of Department of Veterans' Affairs's handling of my FOI request 'Staff numbers - FOI Section'.*

*My FOI request is now more than SIXTY DAYS OLD. It is a VERY SIMPLE FOI REQUEST.*

*As noted previously I have contacted Senator Jackie Lambie and requested she ask a specific question about the delays in finalising FOI's according to Australian LAW.*

*I am prepared, as an act of goodwill, to advise Senator Lambie, if this FOI request is finalised by no later than Friday 19 May 2023 otherwise I will advise her of this further delay.*

*I am sure the new Secretary will not be happy if she is asked questions about Information Access at Senate Estimates later this month...'*

12. On 31 May 2023, the Department emailed you the following:

*'...Thank you for your email below in relation to LEX 56618. On behalf of the Department, I would like to apologise for the delay in replying.*

*The Department issued a Decision in relation to your request on 19 May 2023.*

*As the Department has completed your request, could you please advise whether you no longer require a review on this request?...'*

13. On 31 May 2023, you responded as follows:

*'...I am requesting the review continue as this FOI request was way, way overtime...'*

14. As no extension of time has been applied to process this internal review, a response on your internal review application is due by 15 June 2023.

15. I note you are not seeking a review of the decision made on the request or the document created under section 17 of the FOI Act and released in full to you, but rather, the delay in providing the decision. I have therefore not conducted additional searches for the requested information that has already been provided to you, or considered the decision on release.
16. I have reviewed how the request was processed, and acknowledge there was a significant delay in finalising it, noting the scope, statutory timeframe and outcome following searches for documents within scope of your request. We thank you for your continued patience as the Department processed your request. On behalf of the Department, I sincerely apologise for the delay in providing you with a decision, and any inconvenience it may have caused.

### **Your rights of review**

17. If you are dissatisfied with the outcome of this review, you may apply for Information Commissioner Review of the decision through the Office of the Australian Information Commissioner (**OAIC**).

### **OAIC review**

18. Under section 54L of the FOI Act, you may apply to the OAIC to review my decision. An application for review by OAIC must be made in writing within 60 days of the date of this letter, and be lodged in one of the following ways:

**Online:** [www.oaic.gov.au](http://www.oaic.gov.au)  
**Post:** Director of FOI Dispute Resolution  
Office of the Australian Information Commissioner  
GPO Box 5218, Sydney NSW 2001  
**Facsimile:** (02) 9284 9666  
**Phone:** 1300 363 992  
**Email:** [FOIDR@oaic.gov.au](mailto:FOIDR@oaic.gov.au)

19. More information about your review rights under the FOI Act is available in Fact Sheet 12 published by the OAIC: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/information-commissioner-review/>

### **Contact us**

20. If you wish to discuss this decision, please do not hesitate to contact the Information Access Unit using the following details:

**Online:** <https://www.dva.gov.au/about-us/overview/reporting/freedom-information/access-information>

**Post:** Information Access Unit  
Department of Veterans' Affairs  
GPO Box 9998, Brisbane QLD 4001

**Phone:** 1800 838 372

**Email:** [Information.Access@dva.gov.au](mailto:Information.Access@dva.gov.au)

Yours sincerely,

**Ramona (Position Number 62336362)**

Assistant Director

Information Access Unit

Client Access and Rehabilitation Branch

Department of Veterans' Affairs

14 June 2023



## Document schedule

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**Applicant:** Mr Alan Ashmore

**Decision date:** 14 June 2023

**FOI reference number:** LEX 56618

Document reference	Date of document	Document description	Page number	Decision	Exemption provision
1	19 May 2023	FTE – National Information Access Processing Team and Information Access Unit	1	Full Access	N/A



## Schedule of relevant provisions in the FOI Act

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### 3 Objects—general

- (1) The objects of this Act are to give the Australian community access to information held by the Government of the Commonwealth or the Government of Norfolk Island, by:
  - (a) requiring agencies to publish the information; and
  - (b) providing for a right of access to documents.
- (2) The Parliament intends, by these objects, to promote Australia's representative democracy by contributing towards the following:
  - (a) increasing public participation in Government processes, with a view to promoting better informed decision-making;
  - (b) increasing scrutiny, discussion, comment and review of the Government's activities.
- (3) The Parliament also intends, by these objects, to increase recognition that information held by the Government is to be managed for public purposes, and is a national resource.
- (4) The Parliament also intends that functions and powers given by this Act are to be performed and exercised, as far as possible, to facilitate and promote public access to information, promptly and at the lowest reasonable cost.

### 11 Right of access

- (1) Subject to this Act, every person has a legally enforceable right to obtain access in accordance with this Act to:
  - (a) a document of an agency, other than an exempt document; or
  - (b) an official document of a Minister, other than an exempt document.
- (2) Subject to this Act, a person's right of access is not affected by:
  - (a) any reasons the person gives for seeking access; or
  - (b) the agency's or Minister's belief as to what are his or her reasons for seeking access.

### 11A Access to documents on request

#### *Scope*

- (1) This section applies if:
  - (a) a request is made by a person, in accordance with subsection 15(2), to an agency or Minister for access to:
    - (i) a document of the agency; or
    - (ii) an official document of the Minister; and
  - (b) any charge that, under the regulations, is required to be paid before access is given has been paid.
- (2) This section applies subject to this Act.  
Note: Other provisions of this Act are relevant to decisions about access to documents, for example the following:
  - (a) section 12 (documents otherwise available);
  - (b) section 13 (documents in national institutions);
  - (c) section 15A (personnel records);
  - (d) section 22 (access to edited copies with exempt or irrelevant matter deleted).

*Mandatory access—general rule*

- (3) The agency or Minister must give the person access to the document in accordance with this Act, subject to this section.

*Exemptions and conditional exemptions*

- (4) The agency or Minister is not required by this Act to give the person access to the document at a particular time if, at that time, the document is an exempt document.

Note: Access may be given to an exempt document apart from under this Act, whether or not in response to a request (see section 3A (objects—information or documents otherwise accessible)).

- (5) The agency or Minister must give the person access to the document if it is conditionally exempt at a particular time unless (in the circumstances) access to the document at that time would, on balance, be contrary to the public interest.

Note 1: Division 3 of Part IV provides for when a document is conditionally exempt.

Note 2: A conditionally exempt document is an exempt document if access to the document would, on balance, be contrary to the public interest (see section 31B (exempt documents for the purposes of Part IV)).

Note 3: Section 11B deals with when it is contrary to the public interest to give a person access to the document.

- (6) Despite subsection (5), the agency or Minister is not required to give access to the document at a particular time if, at that time, the document is both:
- (a) a conditionally exempt document; and
  - (b) an exempt document:
    - (i) under Division 2 of Part IV (exemptions); or
    - (ii) within the meaning of paragraph (b) or (c) of the definition of exempt document in subsection 4(1).

**15 Requests for access (as related to the requirements for requests)**

*Persons may request access*

- (1) Subject to section 15A, a person who wishes to obtain access to a document of an agency or an official document of a Minister may request access to the document.

*Requirements for request*

- (2) The request must:
- (a) be in writing; and
  - (aa) state that the request is an application for the purposes of this Act; and
  - (b) provide such information concerning the document as is reasonably necessary to enable a responsible officer of the agency, or the Minister, to identify it; and
  - (c) give details of how notices under this Act may be sent to the applicant (for example, by providing an electronic address to which notices may be sent by electronic communication).
- (2A) The request must be sent to the agency or Minister. The request may be sent in any of the following ways:
- (a) delivery to an officer of the agency, or a member of the staff of the Minister, at the address of any central or regional office of the agency or Minister specified in a current telephone directory;
  - (b) postage by pre-paid post to an address mentioned in paragraph (a);
  - (c) sending by electronic communication to an electronic address specified by the agency or Minister.

**17 Requests involving use of computers etc**

- (1) Where:
- (a) a request (including a request in relation to which a practical refusal reason exists) is made in accordance with the requirements of subsection 15(2) to an agency;



- (b) It appears from the request that the desire of the applicant is for information that is not available in discrete form in written documents of the agency; and
- (ba) it does not appear from the request that the applicant wishes to be provided with a computer tape or computer disk on which the information is recorded; and
- (c) the agency could produce a written document containing the information in discrete form by:
  - (i) the use of a computer or other equipment that is ordinarily available to the agency for retrieving or collating stored information; or
  - (ii) the making of a transcript from a sound recording held in the agency;

the agency shall deal with the request as if it were a request for access to a written document so produced and containing that information and, for that purpose, this Act applies as if the agency had such a document in its possession.

- (2) An agency is not required to comply with subsection (1) if compliance would substantially and unreasonably divert the resources of the agency from its other operations.

## **22 Access to edited copies with exempt or irrelevant matter deleted**

### *Scope*

- (1) This section applies if:
  - (a) an agency or Minister decides:
    - (i) to refuse to give access to an exempt document; or
    - (ii) that to give access to a document would disclose information that would reasonably be regarded as irrelevant to the request for access; and
  - (b) it is possible for the agency or Minister to prepare a copy (an edited copy) of the document, modified by deletions, ensuring that:
    - (i) access to the edited copy would be required to be given under section 11A (access to documents on request); and
    - (ii) the edited copy would not disclose any information that would reasonably be regarded as irrelevant to the request; and
  - (c) it is reasonably practicable for the agency or Minister to prepare the edited copy, having regard to:
    - (i) the nature and extent of the modification; and
    - (ii) the resources available to modify the document; and
  - (d) it is not apparent (from the request or from consultation with the applicant) that the applicant would decline access to the edited copy.

### *Access to edited copy*

- (2) The agency or Minister must:
  - (a) prepare the edited copy as mentioned in paragraph (1)(b); and
  - (b) give the applicant access to the edited copy.

### *Notice to applicant*

- (3) The agency or Minister must give the applicant notice in writing:
  - (a) that the edited copy has been prepared; and
  - (b) of the grounds for the deletions; and
  - (c) if any matter deleted is exempt matter—that the matter deleted is exempt matter because of a specified provision of this Act.
- (4) Section 26 (reasons for decision) does not apply to the decision to refuse access to the whole document unless the applicant requests the agency or Minister to give the applicant a notice in writing in accordance with that section.

## **23 Decisions to be made by authorised persons**

- (1) Subject to subsection (2), a decision in respect of a request made to an agency may be made, on behalf of the agency, by the responsible Minister or the principal officer of the agency or, subject to the regulations, by an officer of the agency acting within the scope of authority exercisable by him or her in accordance with arrangements approved by the responsible Minister or the principal officer of the agency.
- (2) A decision in respect of a request made to a court, or made to a tribunal, authority or body that is specified in Schedule 1, may be made on behalf of that court, tribunal, authority or body by the principal officer of that court, tribunal, authority or body or, subject to the regulations, by an officer of that court, tribunal, authority or body acting within the scope of authority exercisable by him or her in accordance with arrangements approved by the principal officer of that court, tribunal, authority or body.

## **26 Reasons and other particulars of decisions to be given**

- (1) Where, in relation to a request, a decision is made relating to a refusal to grant access to a document in accordance with the request or deferring provision of access to a document, the decision-maker shall cause the applicant to be given notice in writing of the decision, and the notice shall:
  - (a) state the findings on any material questions of fact, referring to the material on which those findings were based, and state the reasons for the decision; and
  - (aa) in the case of a decision to refuse to give access to a conditionally exempt document—include in those reasons the public interest factors taken into account in making the decision; and

Note: Access must generally be given to a conditionally exempt document unless it would be contrary to the public interest (see section 11A).

- (b) where the decision relates to a document of an agency, state the name and designation of the person giving the decision; and
  - (c) give to the applicant appropriate information concerning:
    - (i) his or her rights with respect to review of the decision;
    - (ii) his or her rights to make a complaint to the Information Commissioner in relation to the decision; and
    - (iii) the procedure for the exercise of the rights referred to in subparagraphs (i) and (ii); including (where applicable) particulars of the manner in which an application for internal review (Part VI) and IC review (Part VII) may be made.
- (1A) Section 13 of the Administrative Decisions (Judicial Review) Act 1977 does not apply to a decision referred to in subsection (1).
  - (2) A notice under this section is not required to contain any matter that is of such a nature that its inclusion in a document of an agency would cause that document to be an exempt document.  
(see section 11A).

## **54C Internal Review – decision on internal review**

### *Scope*

- (1) This section applies if an application for internal review of an access refusal decision OR an access grant decision (the original decision ) is made in accordance with this Part.

### *Decision*

- (2) The agency must, as soon as practicable, arrange for a person (other than the person who made the original decision) to review the decision.
- (3) The person must make a fresh decision on behalf of the agency within 30 days after the day on which the application was received by, or on behalf of, the agency.

### *Notice of decision*

- (4) Section 26 extends to a decision made under this section.