



7 March 2017

In reply please quote

FOI Request FA 17/02/00726
File Number ADF2017/22343

Mr James SMITH

Sent via email: foi+request-3099-7fe6f093@righttoknow.org.au

Freedom of Information request

Dear Mr Smith,

This letter refers to your request received on 16 February 2017 seeking access under the *Freedom of Information Act 1982* (the Act) to the following documents:

I request the document(s) which describe the data provided to the external organisation(s) responsible for conducting the ballot(s) for all Enterprise Agreements put to staff for a vote.

The scope of this request is limited only to those ballots undertaken for enterprise agreements which were proposed to take effect after 30 June 2014.

The document shall describe the data given to the ballot agent. For example, employee name, employee identification number, employee email address, etc. I exclude the data for specific employees here; I am only after the 'meta-data'.

This letter is to provide you with the decision which is at Attachment A – Decision Record.

There are two documents within the scope of your request. These documents are detailed in Attachment B - Schedule of Documents.

FOI Legislation

A copy of the FOI Act is available for your reference from:
www.legislation.gov.au/Browse/ByTitle/Acts/InForce/0/0/Principal

Review rights

Internal review

If you disagree with the decision, you have the right to apply for an internal review of the decision. If you wish to make a request for internal review this must be sent within 30 days of being notified of the decision. Where possible please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by an officer other than the original decision-maker and the Department must make a review decision within 30 days.

Applications for review should be sent to:

Freedom of Information
Department of Immigration and Border Protection
PO Box 25
BELCONNEN ACT 2617

Or by email to: foi.reviews@border.gov.au

Review by the Office of the Australian Information Commissioner

You may apply directly to the Australian Information Commissioner for a review of the decision. You must apply in writing within 60 days of this notice. For further information about review rights under the FOI Act please see FOI fact sheet 12 'Freedom of information – Your review rights', available online at www.oaic.gov.au

How to make a complaint about the handling of your FOI request

You may complain to the Australian Information Commissioner if you have concerns about how the department has handled your request under the FOI Act. Information about how to submit a complaint is also available at www.oaic.gov.au .

Contacting the FOI section

If you wish to discuss this matter, I can be contacted using the details provided below.

Yours sincerely

(signed electronically)

Helen Simons
FOI Officer
Freedom of Information, Privacy & Records Management Branch
Department of Immigration and Border Protection
Email: foi@border.gov.au

Attachment(s)

- ✓ Attachment A – Decision Record
- ✓ Attachment B – Schedule of Documents
- ✓ Attachment C – Documents released



Attachment A

DECISION RECORD

Request Details

FOI Request FA 17/02/00726
File Number ADF2017/22343

Original scope of request

1. On 16 February 2017 you requested:

I request the document(s) which describe the data provided to the external organisation(s) responsible for conducting the ballot(s) for all Enterprise Agreements put to staff for a vote.

The scope of this request is limited only to those ballots undertaken for enterprise agreements which were proposed to take effect after 30 June 2014.

The document shall describe the data given to the ballot agent. For example, employee name, employee identification number, employee email address, etc. I exclude the data for specific employees here; I am only after the 'meta-data'.

Documents in scope

2. There are two documents within the scope of your request. These documents are detailed in Attachment B - Schedule of Documents and attached as Attachment C – Documents released.

Authority to make decision

3. I am an officer authorised under section 23 of the FOI Act to make decisions in respect of requests to access documents or to amend or annotate Departmental records.

Information considered

4. In reaching my decision, I have considered the following:
 - The *Freedom of Information Act 1982*;
 - The documents as listed in the Schedule of Documents;
 - Consultations with relevant business areas; and
 - The Australian Information Commissioner's guidelines relating to access to documents held by government; and consultations with relevant Departmental business areas.

Decision

5. There are two documents within the scope of your request and these are released to you in full.

(signed electronically)

Helen Simons
Authorised decision maker
Department of Immigration and Border Protection
Email: foi@border.gov.au

7 March 2017



Attachment B

SCHEDULE OF DOCUMENTS TO DECISION RECORD

FOI Request FA 17/02/00726
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No.	Date of document	Folios	Description	Decision on release	Applicable part/s of the FOI Act
1.	undated	1	Voter Roll Information Requirements	Released in full	n/a
2.	undated	2	Voter Roll Template	Released in full	n/a