



Mr James Smith

Email: foi+request-3104-cb479f16@righttoknow.org.au

Dear Mr Smith

Freedom of Information Request No. 170208

Administrative release of information

I refer to your request of 16 February 2017 to the Department of the Environment and Energy (the **Department**) under the *Freedom of Information Act 1982* (the **FOI Act**). Your request seeks access to:

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'.

As suggested in your request, the Department will provide its response to you administratively and in good faith, as permitted otherwise than under the FOI Act.

Data provided to ballot providers for the Department's Enterprise Agreement

The Department provided data to two independent ballot providers only for the purpose of undertaking a vote on enterprise agreements in December 2015 and October 2016 respectively. The second ballot provider gave employees the opportunity to vote via SMS. Accordingly this required employees' mobile numbers and more descriptive employee data to be disclosed to the voting provider.

I am advised that the following list describes the types of data about eligible employees that the Department provided to the independent ballot providers that conducted the ballots over the relevant period:

- Australian Government Service (AGS) number;
- Names and title;
- Date of birth;
- Address;
- Work email;

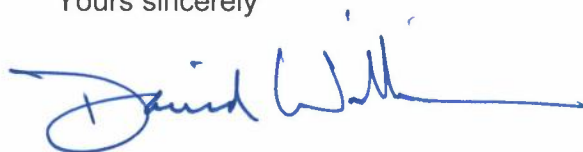
- Private email;
- Mobile phone number;
- Classification level;
- Work location;
- Division and branch;
- Whether staff were on leave or not (to determine dispatch method); and
- Dispatch method (i.e. whether sent by email and/or post and/or text message)

I trust this information satisfies your request, if so please advise whether you wish to withdraw your FOI request by return email by **COB 17 March 2017**.

Further assistance

If you require further assistance, the FOI Contact Officer in the Department can be contacted by telephone on 02 6274 2603 or by email at foi@environment.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'David Williams', with a long horizontal stroke extending to the right.

Mr David Williams
Assistant Secretary
People Strategies Branch
Department of the Environment and Energy

14 March 2017