

## Document 4

**E-mail Message**


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**From:** [Glanville, Louise \[EX:/O=CWLTHAG/OU=EXCHANGE ADMINISTRATIVE GROUP \(FYDIBOHF23SPDLT\)/CN=RECIPIENTS/CN=LOUISE.GLANVILLE\]](#)  
**To:** [Brown, Frances \[SMTP:Frances.Brown@ag.gov.au\]](#)  
**Cc:**  
**Sent:** 10/10/2013 at 6:23 PM  
**Received:** 10/10/2013 at 6:23 PM  
**Subject:** RE: AGD FOI disclosure log [SEC=UNCLASSIFIED]

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**Attachments:** image001.png

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UNCLASSIFIED

Thanks Frances

Makes very good sense to me.

Louise

Louise Glanville

A/g Deputy Secretary

Strategic Policy and Coordination Group

Attorney-General's Department

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Advocating Disability Inclusion

From: Brown, Frances  
 Sent: Thursday, 10 October 2013 1:56 PM  
 To: Glanville, Louise; Fredericks, David  
 Cc: Jackson, Maggie  
 Subject: AGD FOI disclosure log [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Louise and David

Since you both have responsibilities in relation to FOI, I would like to draw to your attention to a change to the way in which disclosure log publications are managed. The change is referred to in the Executive Board FOI report for this week

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(report as at 3 October 2013).

As you will be aware, the FOI Act requires documents that have been released in response to an FOI request to be published on the department's disclosure log (subject to exceptions for personal and business information). Information about the documents must be published on the disclosure log together with either a link to allow them to be downloaded from the department's website or another website; or information about how the documents may be obtained from the department.

Previously the department has generally made the documents available for downloading from the departmental website. Although this has the advantage of making the documents immediately available, it has the disadvantage of reducing the overall accessibility rating of the AGD website. This is because documents are produced in PDF format for redaction and release and are not available in any alternative format. The PDF format is not very accessible, particularly where documents have been scanned from original hard copies, and accessibility standards require documents to be provided in an alternative format.

Instead of providing links to released documents we will now be providing a description of the documents and information about how to obtain a copy of them from the department. This new approach will be less resource intensive in terms of organising web publishing. It will also avoid the website having a lot of material attached to it that is seldom, if ever, accessed. Where documents prove popular we will take steps to make them accessible and publish them online. This approach is consistent with the way several other agencies manage their disclosure logs; including the ATO, ComCare, Department of the Environment and, previously, DEEWR.

Regards

Frances

Frances Brown

Director, Freedom of Information & Privacy Section

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