



Statement of reasons made under the *Freedom of Information Act 1982*

Decision and reason for decision of Julie (Position Number 62212962), Information Law Section, Legal Services and Assurance Branch, Department of Veterans' Affairs

Applicant: Julie

Decision date: 27 March 2019

FOI reference number: FOI 24465

Sent by email: foi+request-4803-7dcd2b85@righttoknow.org.au

Dear Julie

Freedom of Information Request: FOI 24465

1. The Department identified 53 documents falling within the scope of your request. I have decided to grant:
 - **full access** to 11 documents; and
 - **part access** to 42 documents.

Authority to make this decision

2. I, Julie (Position Number 62212962), Legal Officer, Information Law Section, am an officer authorised by the Secretary of the Department of Veterans' Affairs (**Department**) to make decisions about access to documents in the possession of the Department in accordance with section 23(1) of the *Freedom of Information Act 1982 (FOI Act)*.

Summary

3. On 12 September 2018, you made a request, under the FOI Act, for access to documents in the Department's possession. Your request was made in the following terms:

It occurred to me that understanding a bit more about RACER, DVA's new claims performance management system would assist me to better understand DVA's new veteran centric policies, especially given it is a system introduced as part of those 'reform' policies.

I therefore seek under FOI any document sent or received by any DVA SES level officer (just to reduce the scope, as otherwise it might unreasonably catch too many documents about inane and irrelevant things), whether by email or other method of passing, about RACER, from today back until 12 September 2017.

If that exceeds more than 50 documents, please exclude any document which also mentions or refers to anything not about RACER, and if that still exceeds 50 documents, can you please compile a list of said documents (with page count for each document) and I will tell you which ones I want from the list (up to a total of 50).

4. On 26 October 2018, the Department provided you with a table identifying the available documents to assist you in specifying which documents you are seeking access to.
5. On 29 October 2018, you advised the Department via email which documents you were seeking access to.
6. The Department notes that a decision was due by 12 October 2018. As no decision was provided by the due date, the Department is taken to have made a decision refusing your request (section 15AC(3) of the FOI Act). Nevertheless, the Department has continued to process your request to provide you with a decision.
7. The Department has undertaken a reasonable search of its records and has identified 53 documents relevant to your request. The documents relevant to your request are listed at **Schedule 1**.

Decision

8. The Department identified 53 documents falling within the scope of your request. I have decided to grant:
 - **full access** to 11 documents; and
 - **part access** to 42 documents.

Material taken into account

9. In accordance with section 26(1)(a) of the FOI Act, my findings on any material question of fact, the material on which those findings were based and the reasons for my decision to grant part access to the documents follow.
10. I have taken the following material into account in making my decision:
 - the terms of your request, dated 12 September 2018;

- your email to the Department on 29 October 2018;
- the types of documents that are in the possession of the Department;
- the content of the documents that fall within the scope of your request;
- the guidelines issued by the Office of the Australian Information Commissioner (**OAIC**) under section 93A of the FOI Act (**FOI Guidelines**); and
- sections 3, 11 and 11A of the FOI Act which give the Australian community a legally enforceable right to obtain access to information held by the Government of the Commonwealth. I also considered the following provisions of the FOI Act relevant to my decision:
 - Section 11B Public interest exemption – factors
 - Section 22 Access to edited copies with exempt or irrelevant material deleted
 - Section 47E Public interest conditional exemptions--certain operations of agencies
 - Section 47F Public interest conditional exemptions--personal privacy

11. A full extract of all FOI Act provisions used to make my decision are provided in **Schedule 2**.

Reasons for decision

12. I have decided to **grant part access** to 42 documents within the scope of your request, subject to the following exemptions in accordance with the FOI Act:

Public interest conditional exemptions--certain operations of agencies (section 47E)

13. Section 47E of the FOI Act provides that a document is conditionally exempt if its disclosure would, or could reasonably be expected to, do any of the following:

- (a) prejudice the effectiveness of procedures or methods for the conduct of tests, examinations or audits by an agency;
- (b) prejudice the attainment of the objects of particular tests, examinations or audits conducted or to be conducted by an agency;
- (c) have a substantial adverse effect on the management or assessment of personnel by the Commonwealth, by Norfolk Island or by an agency; and

(d) have a substantial adverse effect on the proper and efficient conduct of the operations of an agency.

14. I have decided that the parts of the document which is listed as exempt in accordance with this provision in **Schedule 1** contain information that if released, could have a substantial adverse effect on the management of personnel by the Department (section 47E(c) of the FOI Act) and the proper and efficient conduct of the operations of the Department (section 47E(d) of the FOI Act).
15. I have redacted an internal website link and, because of the way the Department constructs the email addresses of individual officers, I have decided to redact names of non-Senior Executive departmental staff within the document to give effect to this conditional exemption.
16. Release of the internal website used by staff would pose a security risk to the Department's information and communications technology infrastructure.
17. The Department holds a vast amount of sensitive personal information about its clients and trust is placed in the Department to ensure this information is handled appropriately. Disclosing internal links may expose the Department to criminal activity and information being inappropriately accessed. Disclosure of this exempt material allows malicious actors to collect enough information of the Department's internal systems to craft a way around the security protocols.
18. The Department's role is to provide support and information to veterans and their dependents, Australian Defence Force personnel and other categories of people. The services and support which the Department provides include pensions and compensation, health care, rehabilitation and counselling services, amongst other things. It is important that the Department is able to continue to provide these services and to carry out the other legislative functions and administrative and operational processes required of them. Certain processes and specific channels of communication have been implemented which enable clients and other relevant stakeholders to contact the Department in a way that ensures all Departmental resources are managed as efficiently as possible.
19. Release of the surnames of those staff in the circumstances would adversely affect the Department as the established lines of communication could then be bypassed. It is reasonable to expect that this would disrupt and adversely affect the operations of the Department.
20. Accordingly, I have decided that the parts of documents which are listed as exempt in accordance with this provision in **Schedule 1**, meet the criteria for conditional exemption. Where a document is assessed as conditionally exempt, access must be given subject to the public interest test in accordance with section 11A(5) of the FOI Act.

Application of the public interest test:

21. Section 11A(5) of the FOI Act provides that an agency 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 would, on balance, be contrary to the public interest.

22. In order to assess whether release of the exempt material would be contrary to the public interest, I considered the following factor which favour disclosure:

(a) disclosure would promote the objects of the FOI Act, including enhance the scrutiny of government decision making.

23. I also considered the following factors which do not favour disclosure:

(a) disclosure would, or could reasonably be expected to, have a substantial adverse effect on the management or assessment of personnel by the Commonwealth;

(b) disclosure would, or could reasonably be expected to, have a substantial adverse effect on the proper and efficient conduct of the operations of an agency;

(c) disclosure could reasonably be expected to harm the interests of an individual or group of individuals;

(d) disclosure could reasonably be expected to prejudice the management function of an agency.

24. I am satisfied that no irrelevant factor has been considered, as set out in section 11B(4) of the FOI Act.

25. On balance, I consider the public interest factors against disclosure to be more persuasive than the public interest factors favouring disclosure. I am satisfied that the public interest is to withhold the exempt material.

Public interest conditional exemptions--personal privacy (section 47F)

26. Section 47F of the FOI Act provides that a document is conditionally exempt if its disclosure would involve the unreasonable disclosure of personal information about any person (including a deceased person).

27. Section 4 of the FOI Act provides that personal information has the same meaning as in the *Privacy Act 1988 (Privacy Act)*. Personal information is defined in section 6 of the Privacy Act as:

..information or an opinion about an identified individual, or an individual who is reasonably identifiable:

(a) whether the information or opinion is true or not;

(b) whether the information or opinion is recorded in a material form or not.

28. The elements of 'personal information' are:

- (a) it relates only to a natural person (not, for example, a company);
- (b) it says something about the individual;
- (c) it may be in the form of an opinion, it may be true or untrue, and it may form part of a database;
- (d) the individual's identity is known or is reasonably ascertainable using the information in the document.

29. If information is personal information, it will be conditionally exempt if disclosure would be 'unreasonable'. In considering whether disclosure would be unreasonable, section 47F(2) of the FOI Act requires me to take into account:

- (a) the extent to which the information is well known;
- (b) whether the person to whom the information relates is known to be (or to have been) associated with the matters dealt with in the document;
- (c) the availability of the information from publicly accessible sources; and
- (d) any other matter I consider relevant.

30. Further, the Guidelines state (at 6.127):

The personal privacy exemption is designed to prevent the unreasonable invasion of third parties' privacy. The test of 'unreasonableness' implies a need to balance the public interest in disclosure of government-held information and the private interest in the privacy of individuals.

31. The term 'personal information' is defined in section 4(1) of the FOI Act (by way of reference to section 6(1) of the Privacy Act 1988), as follows:

personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

(a) whether the information or opinion is true or not; and

(b) whether the information or opinion is recorded in a material form or not.

32. I have exempted part of document 42 as as the exempt material contains claim reference numbers of third parties. In considering the above, I am satisfied the information is exempt in accordance with section 47F of the FOI Act.
33. Accordingly, I have decided that part of document 42 meets the criteria for conditional exemption. Where a document is assessed as conditionally exempt, access must be given subject to the public interest test in accordance with section 11A(5) of the FOI Act.

Application of the public interest test:

34. Section 11A(5) of the FOI Act provides that an agency 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 would, on balance, be contrary to the public interest.
35. In order to assess whether release of the exempt material would be contrary to the public interest, I considered the following factors which favour disclosure:

- (a) disclosure would promote the objects of the FOI Act; and
- (b) disclosure would promote effective oversight of public expenditure.

36. I also considered the following factor which does not favour disclosure:

- (a) disclosure could reasonably be expected to prejudice the protection of an individual's right to privacy, including where:

37. I am satisfied that no irrelevant factor has been considered, as set out in section 11B(4) of the FOI Act.
38. On balance, I consider the public interest factors against disclosure to be more persuasive than the public interest factors favouring disclosure. I am satisfied that the public interest is to withhold the exempt material.

Access to documents

39. The documents released to you in accordance with the FOI Act are enclosed.

Information Publication Scheme

40. The Information Publication Scheme requires the Department to publish information released in response to individual requests made under the FOI Act, except in specified circumstances. I am of the view that details of your request should be made available on the Department's disclosure log.

As such details of your request will be published by the Department on its disclosure log, which can be accessed at <http://www.dva.gov.au/about-dva/freedom-information/foi-disclosure-log>

Your rights of review

41. If you are dissatisfied with my decision, you may request the OAIC review my decision.

OAIC review

42. 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

Post: Office of the Australian Information Commissioner
GPO Box 5218, Sydney NSW 2001

Facsimile: (02) 9284 9666

Email: enquiries@oaic.gov.au

In person: Level 3, 175 Pitt Street, Sydney NSW 2000

43. More information about your review rights under the FOI Act is available in Fact Sheet 12 published by the OAIC: <http://oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-factsheets/foi-factsheet-12-your-review-rights>

Contact us

44. If you wish to discuss this decision, please do not hesitate to contact the Information Law Section using the following details:

Post: Legal Services and Assurance Branch, Department of Veterans' Affairs
GPO Box 9998, Canberra ACT 2601

Facsimile: (02) 6289 6337

Email: information.law@dva.gov.au

Yours sincerely

Julie (Position Number 62212962)

Legal Officer

Information Law Section | Legal Services and Assurance Branch

Legal Assurance and Governance Division

27 March 2019



Schedule of documents

Applicant: Julie

Decision date: 27 March 2019

FOI reference number: FOI 24465

Document reference	Date of document	Document description	Pages	Decision	Exemption provision
1	25/05/2017	DMIS IPS Enterprise Reporting Business Case - Final	1-14	Release in part	Sections 47E(c), 47E(d)
2	Undated	Rehabilitation and Compensation Enterprise Reporting (RaCER) R1 - data structure and use in Query Studio	15-39	Release in full	N/A
3	Undated	RaCER - sensitive client reporting proposed approach	40-41	Release in full	N/A
4	June 2018	RaCER June 2018 business update 1.1	42-43	Release in part	Sections 47E(c), 47E(d)
5	September 2018	RaCER September 2018 business update 1.2	44-46	Release in part	Sections 47E(c), 47E(d)
6	Undated	Discussion on project scope	47	Release in part	Sections 47E(c), 47E(d)
7	25/08/2017	DMIS_ISH_Enterprise_Reporting_ProjectBoardMeetingMinutes20170825	48-51	Release in part	Sections 47E(c), 47E(d)
8	03/08/2017	Terms of Reference - DMIS Ent Rpt_v0.3	52-59	Release in part	Sections 47E(c), 47E(d)
9	September 2017	17S RC Ent Rpt DVA Project Plan v0.3	60-80	Release in part	Sections 47E(c), 47E(d)
10	September-October 2017	BIPProjects_Workshops_Timeline_SepOct2017	81	Release in full	N/A
11	15/09/2017	DMIS IPS Enterprise Reporting Project Board Meeting Agenda-20170915	82-83	Release in full	N/A
12	14/09/2017	ProjectSchedule-DMISEntRptv0.5	84-143	Release in full	N/A
13	13/09/2017	Project_EntRptg_Racer1409	144-145	Release in part	Sections 47E(c), 47E(d)
14	Undated	RaCER - new model implications 0.2	146-147	Release in full	N/A
15	05/09/2017	RC Enterprise Reporting Business Requirements 2.11	148-177	Release in part	Sections 47E(c), 47E(d)
16	15/09/2017	RC_Enterprise_Reporting_(RaCER)_ProjectBoardMeetingMinutes20170915v1	178-182	Release in part	Sections 47E(c), 47E(d)

17	01/09/2017	Terms of Reference - R&C Enterprise Reporting Project Board v0.7	183-189	Release in part	Sections 47E(c), 47E(d)
18	September 2017	17S RC Ent Rpt DVA Project Plan v1.2	190-209	Release in part	Sections 47E(c), 47E(d)
19	September 2017	HighlightReport_RaCER_Sep2017	210-211	Release in part	Sections 47E(c), 47E(d)
20	17/10/2017	RC_Enterprise_Reporting_(RaCER)_ProjectBoardMeetingMinutes20171017	212-215	Release in part	Sections 47E(c), 47E(d)
21	01/09/2017	Terms of Reference - R&C Enterprise Reporting Project Board v1.0	216-222	Release in part	Sections 47E(c), 47E(d)
22	October 2017	HighlightReport_RaCER_Oct2017	223-227	Release in part	Sections 47E(c), 47E(d)
23	14/11/2014	RaCER Project Board Meeting Agenda-20171114	228-229	Release in part	Sections 47E(c), 47E(d)
24	16/11/2017	RC_Enterprise_Reporting_(RaCER)_ProjectBoardMeetingMinutes20171116v1	230-234	Release in part	Sections 47E(c), 47E(d)
25	01/09/2017	Terms of Reference - R&C Enterprise Reporting Project Board v1.0	235-241	Release in part	Sections 47E(c), 47E(d)
26	November 2017	HighlightReport_RaCER_Pre-Nov2017	242-246	Release in part	Sections 47E(c), 47E(d)
27	06/12/2017	RC_Enterprise_Reporting_(RaCER)_ProjectBoardMeetingMinutes20171206	247-252	Release in part	Sections 47E(c), 47E(d)
28	01/09/2017	Terms of Reference - R&C Enterprise Reporting Project Board v1.0(3)	253-259	Release in part	Sections 47E(c), 47E(d)
29	01/09/2017	Terms of Reference - R&C Enterprise Reporting Project Board v1.0(4)	260-266	Release in part	Sections 47E(c), 47E(d)
30	December 2017	HighlightReport_RaCER_Dec2017v1	267-272	Release in part	Sections 47E(c), 47E(d)
31	Undated	RaCER - Risk Register v1.1	273-276	Release in full	N/A
32	23/01/2018	RC_Enterprise_Reporting_(RaCER)_ProjectBoardMeetingMinutes20180123v1	277-280	Release in part	Sections 47E(c), 47E(d)
33	01/09/2017	Terms of Reference - R&C Enterprise Reporting Project Board	281-287	Release in part	Sections 47E(c), 47E(d)
34	08/02/2018	ProjectHighlightReport_RaCER20180208	288-289	Release in part	Sections 47E(c), 47E(d)
35	13/02/2018	RC_Enterprise_Reporting_(RaCER)_ProjectBoardMeetingMinutes20180213	290-294	Release in part	Sections 47E(c), 47E(d)
36	March 2018	RaCER March business update	295-296	Release in full	N/A
37	13/03/2018	RC_Enterprise_Reporting_(RaCER)_ProjectBoardMeetingMinutes20180313	297-301	Release in part	Sections 47E(c), 47E(d)
38	Undated	Sensitive Client Reporting in RaCER - Business Requirement	302-305	Release in part	Sections 47E(c), 47E(d)
39	March 2018	17S RC Ent Rpt DVA Project Plan - Final	306-324	Release in part	Sections 47E(c), 47E(d)
40	17/04/2018	MeetingMinutes-RC_Enterprise_Reporting_(RaCER)_ProjectBoard_20180417	325-330	Release in part	Sections 47E(c), 47E(d)
41	22/03/2018	RaCER Action Item 1611-01 SECUNCLASSIFIED	331	Release in part	Sections 47E(c), 47E(d)
42	March 2018	RC Ent Rpt DVA Project Plan	332-351	Release in part	Sections 47E(c), 47E(d), 47F
43	13/03/2018	RC_Enterprise_Reporting_(RaCER)_ProjectBoardMeetingMinutes20180313	352-356	Release in part	Sections 47E(c), 47E(d)
44	17/05/2018	MeetingMinutes-RC_Enterprise_Reporting_(RaCER)_ProjectBoard_20180517	357-362	Release in part	Sections 47E(c), 47E(d)
45	Undated	RaCER_ER005_PS3004v3	363-365	Release in full	N/A
46	03/07/2018	MeetingMinutes-RC_Enterprise_Reporting_(RaCER)_ProjectBoard_20180703	366-370	Release in part	Sections 47E(c), 47E(d)
47	May 2018	VSU MAY ICT Project Report to DVAv1.0-RaCER	371	Release in part	Sections 47E(c), 47E(d)
48	02/08/2018	MeetingMinutes-RC_Enterprise_Reporting_(RaCER)_ProjectBoard_20180802v1	372-376	Release in part	Sections 47E(c), 47E(d)
49	Undated	RaCER_ER006_PS3004	377-379	Release in full	N/A
50	28/08/2018	MeetingMinutes-RC_Enterprise_Reporting_(RaCER)_ProjectBoard_20180828	380-383	Release in part	Sections 47E(c), 47E(d)
51	Undated	RaCER_ER006_PS3004	384-386	Release in full	N/A
52	July 2018	RaCER_July2018	387	Release in part	Sections 47E(c), 47E(d)



Schedule of relevant provisions in the FOI Act

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).

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).

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

47E Public interest conditional exemptions—certain operations of agencies

A document is conditionally exempt if its disclosure under this Act would, or could reasonably be expected to, do any of the following:

- (a) prejudice the effectiveness of procedures or methods for the conduct of tests, examinations or audits by an agency;
- (b) prejudice the attainment of the objects of particular tests, examinations or audits conducted or to be conducted by an agency;
- (c) have a substantial adverse effect on the management or assessment of personnel by the Commonwealth, by Norfolk Island or by an agency;
- (d) have a substantial adverse effect on the proper and efficient conduct of the operations of an agency.

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

47F Public interest conditional exemptions—personal privacy

General rule

- (1) A document is conditionally exempt if its disclosure under this Act would involve the unreasonable disclosure of personal information about any person (including a deceased person).
- (2) In determining whether the disclosure of the document would involve the unreasonable disclosure of personal information, an agency or Minister must have regard to the following matters:
 - (a) the extent to which the information is well known;
 - (b) whether the person to whom the information relates is known to be (or to have been) associated with the matters dealt with in the document;
 - (c) the availability of the information from publicly accessible sources;
 - (d) any other matters that the agency or Minister considers relevant.
- (3) Subject to subsection (5), subsection (1) does not have effect in relation to a request by a person for access to a document by reason only of the inclusion in the document of matter relating to that person.

Access given to qualified person instead

- (4) Subsection (5) applies if:
 - (a) a request is made to an agency or Minister for access to a document of the agency, or an official document of the Minister, that contains information concerning the applicant, being information that was provided by a qualified person acting in his or her capacity as a qualified person; and
 - (b) it appears to the principal officer of the agency or to the Minister (as the case may be) that the disclosure of the information to the applicant might be detrimental to the applicant's physical or mental health, or well-being.
- (5) The principal officer or Minister may, if access to the document would otherwise be given to the applicant, direct that access to the document, so far as it contains that information, is not to be given to the applicant but is to be given instead to a qualified person who:
 - (a) carries on the same occupation, of a kind mentioned in the definition of qualified person in subsection (7), as the first-mentioned qualified person; and
 - (b) is to be nominated by the applicant.
- (6) The powers and functions of the principal officer of an agency under this section may be exercised by an officer of the agency acting within his or her scope of authority in accordance with arrangements referred to in section 23.
- (7) In this section:

qualified person means a person who carries on, and is entitled to carry on, an occupation that involves the provision of care for the physical or mental health of people or for their well-being, and, without limiting the generality of the foregoing, includes any of the following:

 - (a) a medical practitioner;
 - (b) a psychiatrist;
 - (c) a psychologist;

- (d) a counsellor;
- (e) a social worker.

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