



**Australian Government**  
**Attorney-General's Department**

14/12789

23 October 2014

Mr Ben Fairless  
By Email Only: [foi+request-770-8d4cd27e@righttoknow.org.au](mailto:foi+request-770-8d4cd27e@righttoknow.org.au)

Dear Mr Fairless,

**Freedom of Information Request no. FOI14/202**

I refer to your request for access under the *Freedom of Information Act 1982* (FOI Act) to documents relating to this department's web publishing accessibility policies.

Specifically you sought access to:

1. *The Department's opinion or advice on the accessibility of PDF documents with respect to visually impaired FOI Applicants;*
2. *Steps the Department will take in order to meet it's legal requirements with respect to FOI Applicants who are visually impaired or disabled;*
3. *Any complaints received from FOI Applicants about the accessibility of information provided by the Department (including documents requested under FOI, and Decision Letters).*

I, Shaun McGuiggan, Assistant Secretary, am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

I identified one document which falls within the scope of your request. I did this by arranging for departmental officers to search the electronic document management systems of the department. They also consulted officers of the department who would be likely to have knowledge of the existence and whereabouts of documents falling within the scope of your request.

**Decision and reasons for decision**

With regard to the documents you requested, as set out in the schedule attached, I have decided to grant access in full to one document that outlines departmental initiatives for eliminating disability-based discrimination in the department's online information and services.

**Material taken into account**

I have taken the following material into account in making my decision:

- the content of the documents that would fall within the scope of your request;
- the FOI Act (specifically section 24A(1)(b)(ii)); and,

- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act.

The department makes every effort to ensure that documents (including documents in PDF format) published to our websites are as accessible as possible. Further statements regarding the department's accessibility policies can be accessed via the Attorney-General's Department website: <http://www.ag.gov.au/Pages/Accessibility.aspx>.

The website contains information regarding the design and construction of the department's web interfaces, document formats, keyboard navigation, access to help, and how to make complaints.

The department's Freedom of Information Disclosure Log pages also include information on how documents can be obtained in accessible formats:

<http://www.ag.gov.au/RightsAndProtections/FOI/Pages/Freedomofinformationdisclosurelog.aspx> .

I have not identified any documents that meet the description in paragraph 3 of your request.

### **Your review rights**

If you are dissatisfied with the searches we did to locate documents related to your request, you may apply for internal review or Information Commissioner Review of the decision. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

### **Internal review**

Under section 54 of the FOI Act, you may apply in writing to the Attorney-General's Department for an internal review of my decision. The internal review application must be made within 30 days of the date of this letter, and be lodged in one of the following ways:

email: [foi@ag.gov.au](mailto:foi@ag.gov.au)  
post: Freedom of Information and Privacy Section  
Office of Corporate Counsel,  
Attorney-General's Department,  
3-5 National Circuit  
Barton, ACT 2600

Where possible please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days.

### **Information Commissioner Review**

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

online: <https://forms.business.gov.au/aba/oaic/foi-review/>  
email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)  
post: GPO Box 2999, Canberra ACT 2601  
in person: Level 3, 175 Pitt Street, Sydney NSW

More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website. Go to <http://www.oaic.gov.au/freedom-of-information/foi-reviews>.

**Questions about this decision**

If you wish to discuss this decision, please contact the department by email at [foi@ag.gov.au](mailto:foi@ag.gov.au) or by telephone on (02) 6141 6666.

Yours sincerely



Shaun McGuiggan  
Assistant Secretary

23/10/2014.

**Attachments**

1. Schedule of documents
2. Document 1

