

Dear Mr/Ms Pentland

Freedom of Information Request – FOI 23-24/008

Thank you for your email to the Department of Finance (Finance) requesting access to the following documents under the Freedom of Information Act 1982 (FOI Act):

(a) Documents and correspondence relating to the moving of Senator Babet's electorate office (from the CBD to Narre Warren) from 21 May 2022

(b) The enumerated costs of the move of Senator Babet's electorate office from the CBD to Narre Warren.

Request for assistance

The current scope of your request captures a large volume of pages.

We suggest narrowing the scope of your request by providing more information regarding the documents you seek, for example:

- o Correspondence from specific people, providing the names of those people
- o Further details of the types of documents (excluding emails) you seek
- o Providing more detail on the types of “relocation” costs, is this the cost of the physical move of the office? If not please provide further information.

We kindly ask that you reply this email by providing further details regarding the type of documents that you are seeking by COB Wednesday 2 August 2023.

Please note that if we do not receive a response from you, we are required under the FOI Act to expend additional resources to process your request.

We appreciate your assistance in this matter.

General FOI matters

Your request was received by Finance on 14 July 2023. The statutory period for processing your request commences from the day after Finance received

your request and a decision is due on Monday 14 August 2023.

The processing period may be extended if we need to consult third parties, impose a charge or for other reasons. We will advise you if this happens.

Liability to pay a charge

You will be notified of any charges in relation to your request as soon as possible, before we process any requested documents or impose a final charge.

Publication

As required by the FOI Act, any documents provided to you under the FOI Act will be published on our [1]disclosure log, unless an exemption applies or the documents are characterised as containing personal information. Documents will be published the next working day after they are released to you.

Policy to exclude junior officer contact details, signatures and mobile

phone numbers

Finance has adopted a policy to generally exclude from any documents released under FOI, the names and contact details of junior staff (non-SES officers) and staff employed under the Members of Parliament (Staff) Act 1984 (adviser level and below). Finance has also adopted a policy to exclude signatures and mobile phone numbers from any documents released under FOI (unless publicly available). Finance's preference is to reach agreement with FOI applicants to exclude these details from the scope of the request. Where there is no objection, the names and contact details of junior officers, as well as any signatures and mobile phone numbers appearing in identified documents, will be redacted under section 22 of the FOI Act on the basis that these details are irrelevant to the request.

Please contact the FOI Team on the below contact details if you wish to discuss your request.

Kind regards

FOI Officer | Legal and Assurance Branch

Business Enabling Services

Department of Finance

A: One Canberra Avenue, Forrest ACT 2603

Classification: OFFICIAL

Classified by: [email address] on: 25/07/2023 11:17:55 AM

References

Visible links

1. <https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.finance.gov.au%2Fabout-us%2Ffreedom-information%2Fdisclosure-log&data=05%7C01%7CFOIA%40finance.gov.au%7C2d7b2192f29a4cb0ace808db8d759710%7C08954cee47824ff69ad51997dccef4b0%7C0%7C0%7C638259308433484829%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=D%2B5VbpD0181Q6PiuHWEdqKL2NLn6w3tIMWAVUlomyg%3D&reserved=0>

Please use this email address for all replies to this request:

foi+request-10475-21e79ee0@righttoknow.org.au

This request has been made by an individual using Right to Know. This message and any reply that you make will be published on the internet. More information on how Right to Know works can be found at:

<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.righttoknow.org.au%2Fhelp%2Fofficers&data=05%7C01%7CFOIA%40finance.gov.au%7C2d7b2192f29a4cb0ace808db8d759710%7C08954cee47824ff69ad51997dccef4b0%7C0%7C0%7C638259308433484829%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2BXv35DZT5U2ZvZ9pqHpfy2SQYRqBZ9apqML9s35DkU%3D&reserved=0>

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an FOI officer, please ask your web manager to link to us from your organisation's FOI page.

Be careful with this message

External email. Do not click links or open attachments unless you recognise the sender and know the content is safe.