



28 November 2016

Our reference: LEX 23964

Jan Jones

By email: [foi+request-2769-cb37b2c8@righttoknow.org.au](mailto:foi+request-2769-cb37b2c8@righttoknow.org.au)

Dear Sir or Madam

### **Acknowledgement of your Freedom of Information Request**

I refer to your request for access to documents under the *Freedom of Information Act 1982* (the **FOI Act**). I have taken your request to be for:

'I request any documents relating to misconduct by DHS staff breaching the APS code of conduct by unauthorised access to DHS client records and the resulting sanctions imposed in the period between May2014 to June 2016'.

I note that you also submitted a previous request on the same date. That request was for:

'I request any documents relating to misconduct by DHS staff breaching the APS code of conduct by unauthorised access to DHS client records and the resulting sanctions imposed in the period between May2014 to June'

Evidently, this request was framed in substantially the same terms as the aforementioned request, and was submitted a matter of minutes prior. For this reason, we have taken your request to be a revision of your initial request, and we will process it as such. If you intended these applications to be two distinct requests, please contact us immediately.

Your request was received by the department on 22 November 2016 and the 30 day statutory period for processing your request commenced from the day after that date. You should therefore expect a decision from us by 22 December 2016. The period of 30 days may be extended if we need to consult third parties or for other reasons. We will advise you if this happens.

The department will advise you if a charge is payable to process your request and the amount of any such charge as soon as practicable. No charge is payable for providing a person with their own personal information.

### **Your Address**

The FOI Act requires that you provide us with an address which we can send notices to. You have advised your electronic address is [foi+request-2769-cb37b2c8@righttoknow.org.au](mailto:foi+request-2769-cb37b2c8@righttoknow.org.au). We will send all notices and correspondence to this address. Please advise us as soon as possible if you wish correspondence to be sent to another address or if your address changes. If you do not advise us of changes to your address, correspondence and notices will continue to be sent to the address specified above.

## **Disclosure Log**

Please note that information released under FOI Act may be published in a disclosure log on the department's website. Section 11C of the FOI Act requires this publication, however it is subject to certain exceptions, including where publication of personal, business, professional or commercial information would be unreasonable.

## **Exclusion of junior department employee details**

The department is working towards ensuring that all employees have a choice about whether they provide their full name, personal logon identifiers and direct contact details in response to public enquiries. Where such details are included in the scope of a request, this may add to processing time and applicable charges as it may be necessary to consider whether the details are exempt under the FOI Act. On this basis, unless you tell us otherwise, we will assume that these details are out of scope of your request and they will be redacted under section 22 of the FOI Act.

## **Further assistance**

If you have any questions please email [FOI.LEGAL.TEAM@humanservices.gov.au](mailto:FOI.LEGAL.TEAM@humanservices.gov.au)

Yours sincerely

FOI Registration Officer  
Freedom of Information Team  
FOI and Litigation Branch | Legal Services Division  
Department of Human Services  
[FOI.LEGAL.TEAM@humanservices.gov.au](mailto:FOI.LEGAL.TEAM@humanservices.gov.au)