



9 January 2017

Beth Tender

By email: [foi+request-2917-72374a61@righttoknow.org.au](mailto:foi+request-2917-72374a61@righttoknow.org.au)

Dear Ms Tender,

**Freedom of Information request**  
**FOI Reference number: 16/17-22**

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I refer to your email received by the Fair Work Commission (the Commission) on 6 January 2017, in which you seek access to the following documents under the *Freedom of Information Act 1982* (FOI Act):

- 1. A list of Commission Members, staff and/or officers who have an entitlement to use ComCar services;*
- 2. A copy of any guidelines, rules, policies or procedures regarding ComCar use that the Commission provides to persons within FWC who may be entitled to use ComCar, and/or are provided by other entities to persons within FWC;*
- 3 A document containing the total number of instances in which ComCar bookings/reservations made for or by FWC members, staff or officers were cancelled in 2016 (in other words, how many times were ComCars booked and then cancelled);*
- 4. A document containing the total number of instances in which ComCar bookings/reservations made for FWC members, staff or officers in 2016 (in other words, the total number of times ComCars were used by FWC in 2016);*
- 5. A document containing the total number of instances in which Commission Members, staff and/or officers were required to repay any costs associated with ComCar bookings/reservations made for or by FWC members, staff or officers in circumstances where the ComCar usage was deemed to not be within entitlement (in other words, how many times were persons within FWC asked to repay cost of ComCar usage because they had been used in circumstances where there was no entitlement to do so);*
- 6. Records or documents pertaining to Comcar use (including bookings made, trips that took place, and any related information) by FWC Members, staff and/or officers for the days 22nd May 2016, 16th June 2016 and 19th July 2016 for journeys that took place in the States of New South Wales and Victoria?*

The 30 day statutory time period for processing your request commenced on the day after the day on which your request was received (subsection 15(5) of the FOI Act). You should therefore expect a decision on your FOI request by 5 February 2017. As 5 February 2017 is a Sunday, the due date is extended to **6 February 2017**, being the next day that is not a Saturday, Sunday or a holiday.<sup>1</sup>

We will contact you using the email address you have provided.

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<sup>1</sup> *Acts Interpretation Act 1901* (Cth) s 36(2)

Please note that any information released under the FOI Act may later be published online on the Commission's disclosure log, subject to certain exceptions (for example, personal information will not be published where this would be unreasonable).

Should you have any queries about this matter, please feel free to contact me on (03) 8656 4856 or by email at [foi@fwc.gov.au](mailto:foi@fwc.gov.au).

Yours sincerely

Haydar Tuncer  
Freedom of Information Officer  
Reporting, Planning and Legal  
Fair Work Commission  
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