



Office of the Hon Alan Tudge MP
Minister for Human Services

13 April 2017

Our reference: LEX 28895

Mr Justin Warren

By email: foi+request-3335-f3ab5b68@righttoknow.org.au

Dear Mr Warren

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:

1. Diary extracts listing the date, time, and duration of any and all meetings held with the Department of Human Services between 1 Jan 2016 and 31 Dec 2016, inclusive.
2. Meeting agendas for any and all meetings held with the Department for Human Services between 1 Jan 2016 and 31 Dec 2016, inclusive.
3. Minutes and other notes for any and all meetings held with the Department for Human Services between 1 Jan 2016 and 31 Dec 2016, inclusive.

I limit the scope of my request to formal meetings only.

The items listed in my request are aimed at defining the documents for the same set of meetings, rather than each item referring to a different set of meetings.

By referring to "diary extracts" I am referring to a printout of calendar data similar to Calendar Details Style in Outlook 2013 <https://support.office.com/en-us/article/Print-a-calendar-showing-appointments-and-meetings-ad03c408-1607-4a24-8b35-2c9f46930760>

By 'minutes and other notes' I mean the subsequent documentation that formally records the proceedings, discussions, outcomes, etc. of the meeting. Minutes is a commonly used term, but may also include other attachments or notes that form part of the formal record of the meeting'.

Your request was received by the Minister's Office on 5 April 2017 and the 30 day statutory period for processing your request commenced from the day after that date. You should therefore expect a decision by 5 May 2017. The period of 30 days may be extended if I need to consult third parties or for other reasons. I will advise you if this happens.

I will advise you if a charge is payable to process your request and the amount of any such charge as soon as practicable.

Your Address

The FOI Act requires that you provide me with an address which I can send notices to. You have advised your email address is foi+request-3335-f3ab5b68@righttoknow.org.au. I 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.

Exclusion of junior staff details

The Minister's Office is working towards ensuring that all staff 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.

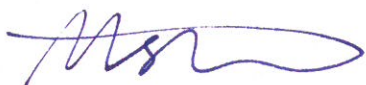
Disclosure Log

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.

Further assistance

If you have any questions please email minister@humanservices.gov.au.

Yours sincerely



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