



## Administrative Appeals Tribunal

Our ref: 2017/18 01

24 July 2017

Mr Steven Smith

Email: [foi+request-3720-d7beea33@righttoknow.org.au](mailto:foi+request-3720-d7beea33@righttoknow.org.au)

Dear Mr Smith,

### **Acknowledgement of Freedom of Information Request no. 2017/18 01**

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

On 12 July 2017 you requested access to the data from the telephone conference that occurred on 6 September 2016 in matter 2016/2300. On 13 July 2017 I wrote to you to clarify the meaning of 'data', and you responded on 15 July 2017 that by 'data' you mean everything that was said in the telephone conference on the date specified. On 19 July 2017 you clarified further that you are referring to all the information that was recorded in the phone conference.

I have taken your request to be for access to an audio recording of the telephone conference as well as any written record of what was discussed in the telephone conference held on 6 September 2017 in matter 2016/2300.

As your revised request was received on 15 July 2017, 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 14 August 2017. The 30 day period may be extended if we need to consult other parties or for other reasons permitted under the FOI Act.

We will contact you using the email address you have provided. Please advise if you would prefer us to use an alternative means of contact.

If you have any questions, please contact me on 02 9276 5360 or at [foi@aat.gov.au](mailto:foi@aat.gov.au).

Yours sincerely,

**Claire Jordan**

Authorised FOI Officer (APS5)