



Verifysp

foi+request-7737-77a45e74@righttoknow.org.au

Dear Applicant, Verifysp

ACKNOWLEDGEMENT OF YOUR ACCESS APPLICATION

I am writing to acknowledge receipt of the access application you made under the *Freedom of Information Act 2016* (FOI Act) received by the Canberra Health Services (CHS) on **Monday 27 September 2021**.

This application requested access to:

'I am requesting documents under the Freedom of Information Act that are containing: instructions, notices, evidence to support, in regards to the wearing of face masks by your internal staff and public that was sent to you from either the State or Federal Authorities in 2021.'

Timeframe

CHS is now processing your request and in accordance with section 40 of the FOI Act, we are required to provide you with a decision on access to documents within 20 working days of receipt, this being on **Tuesday 26 October 2021**.

In processing your application, consultation with relevant third parties may be required. If this is the case, you will be notified to this effect and advised of a revised decision due date in respect of your application. In line with the FOI Act, if third party consultation is required, the due date may be extended by 15 working days.

Charges

Please be aware that processing charges may be payable in relation to your request. Should you be liable to pay a processing charge, you will be notified in writing of the preliminary assessment and given an opportunity to make an application that the charge may be remitted in whole or in part. This may affect the time within which your application is processed.

Disclosure Log

The FOI Act requires that details regarding your request such as your application, decision notices, and information released to you, must be recorded in the agency disclosure log and be made publically available three working days after a decision on access has been given to you.

Please be aware that while no personal information will be included in the published information all other information will be published on <https://www.health.act.gov.au/about-our-health-system/freedom-information/disclosure-log>.

Further assistance

Should you have any queries in relation to your request, please do not hesitate to contact the FOI Coordinator on (02) 5124 9831 or email HealthFOI@act.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shannon Lowes', is positioned above the typed name.

Shannon Lowes
Freedom of Information Coordinator

11 October 2021