



Via email: [foi+request-7742-959576fb@righttoknow.org.au](mailto:foi+request-7742-959576fb@righttoknow.org.au)

6 September 2021

Dear Applicant

### **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) dated 28 August 2021.

This application requested access to:

*“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.”*

I note that, by email to Karen Toohey on 5 September 2021, you have further clarified the scope of your request as seeking any documents:

*“related to evidence supporting government requirements for staff of your dept/org to wear masks at work.”*

The Commission will process your application based on the above scope as you have clarified it.

### *Timeframe*

Your application was received by the ACT Human Rights Commission on Monday, 30 August 2021. Under the FOI Act, we have 20 working days from this date to process your access application.

As a result, you should expect a decision from us by Friday, 24 September 2021. This period may, however, be extended if we need to consult third parties or for other reasons set out in the FOI Act. We will notify you if this is the case.

### *Charges*

You will not be charged unless we advise you that charges are payable in relation to your access application, and you choose to proceed.

### *Disclosure Log*

Please note that section 28 of the FOI Act requires publication of access applications and any information subsequently released on our disclosure log <https://www.justice.act.gov.au/disclosure-log>

This means that if you are granted access to the information requested, it will also be made available to everyone on our website, unless your access application is for personal information, or

information about your business, commercial, financial or professional affairs where the publication of the information would be unreasonable in the circumstances.

*Further assistance*

If you have any questions in relation to your access application, the contact in my office is Rosemary Budavari, who may be reached on 6205 2222 or email at [human.rights@act.gov.au](mailto:human.rights@act.gov.au).

Yours sincerely



Dr Helen Watchirs OAM

President and Human Rights

Commissioner / FOI Information Officer