



## FREEDOM OF INFORMATION REQUEST SCHEDULE

Please be aware that under the [Freedom of Information Act 2016](#), some of the information provided to you will be released to the public through the ACT Government’s Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	File No
Right to Know applicant (7742-959576fb)	<p><i>“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></p> <p>Scope qualified as of 5 September 2021:</p> <p><i>“any [documents] related to evidence supporting government requirements for staff of your dept/org to wear masks at work.</i></p> <p><i>My assumption is that employees were told to wear masks, so were they told why and what evidence supporting the order was shown to them? Docs as email, memos, staff notices, group mail communications, or similar.”</i></p>	

Ref No	No of Folios	Description	Date	Status	Reason for non-release or deferral	Open Access release status
1	1 (1)	Email from ACT Human Rights Commission Executive Manager, Rosemary Budavari, to Commissioners and some directors recounting advice from	12 June 2021	Release	N/A	Yes

		building manager about mask wearing requirements for staff in HRC workspaces				
2	2-3 (2)	Email from ACT Human Rights Commission Executive Manager, Rosemary Budavari, to Commissioners and some directors outlining requirement for staff to wear masks when dealing directly with members of the public	28 June 2021	Release	N/A	Yes
3	4-5 (2)	Whole of Government update for ACT Public Service employees from Deputy Director-General (Workforce Capability and Governance), Dr Damian West, outlining requirements to wear masks in all ACTPS workplaces that have any interaction with public	28 June 2021	Release	N/A	Yes
4	6-7 (2)	Whole of Service message from Head of Service, Kathy Leigh, about need to stay aware of COVID-19 situation and requirements (noting recent requirement to wear face masks in ACT had ended)	19 July 2021	Release	N/A	Yes

5	8-9 (2)	Whole of Service message from Head of Service, Kathy Leigh, about ACT entering seven-day lockdown from 5:00pm (including requirements to wear face masks in workplace)	12 August 2021	Release	N/A	Yes
6	10 (1)	Email from ACT Justice and Community Safety Directorate (JACS), Chief Operating Officer (COO), Danielle Krajina, to JACS Executives (incl Commissioners) reminding of requirement to wear masks in JACS tenancies – including HRC premises at 5 Constitution Avenue.	15 August 2021	Release	N/A	Yes
7	11 (1)	Whole of JACS Directorate message about the COVID-19 situation from Director-General, Richard Glenn (including about changes relaxing requirements to wear face masks at workstations where 1.5m away from other people)	16 August 2021	Release	N/A	Yes
8	12-17 (6)	JACS Incident Management Team minutes and agenda for meeting of 16 August 2021 (including update on masks in minutes)	16 August 2021	Release	N/A	Yes

9	18-23 (6)	Email correspondence between President and Human Rights Commissioner, Dr Helen Watchirs, and JACS COO regarding apparent inconsistency in messaging about requiring staff to wear face masks at work (ie even when at workstation and 1.5m away from another person)	16 August 2021		N/A	Yes
10	24-28 (5)	Further email correspondence between President and Human Rights Commissioner, Dr Helen Watchirs, and JACS COO regarding apparent inconsistency in messaging about requiring staff to wear face masks at work (ie even when at workstation and 1.5m away from another person)	17 August 2021	Release	N/A	Yes
11	29-30 (2)	Email from 5 Constitution Avenue Building Manager, Buster Parker, providing updated guidance from the ACT Chief Minister, Treasury and Economic Development Directorate (CMTEDD) regarding mask wearing in the office space	17 August 2021	Release	N/A	Yes
12	31-33 (3)	Email correspondence between HRC Executive Manager, Rosemary Budavari, and JACS	17 August 2021	Release	N/A	Yes

		Executive Branch Manager (Governance & Business Improvement), Naveen Wijemanne, following updated guidance from CMTEDD about mask wearing in office spaces				
13	34-37 (4)	Whole of Government update for ACT Public Service employees from Deputy Director-General (Workforce Capability and Governance), Dr Damian West, including link to guidance on using face masks	17 August 2021	Release	N/A	Yes
<b>Total # of Docs</b>						
<b>13</b>	<b>37</b>					