



Document Reference Number: DEW-D0021611

FOI Reference Number: DEW23/018; DEW23/019; DEW23/020; DEW23/022; DEW23/023

Mr David Speirs MP
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Dear Mr Speirs

I refer to your five applications pursuant to the Freedom of Information Act 1991 (the Act) received by the Department for Environment and Water on 3 March 2023, seeking access to:

DEW23/018: *"A copy of all entries in the diary of Grant Pelton"*
Timeline: between 21/03/2022 to 02/03/2023

DEW23/019: *"A copy of all entries in the diary of Symone Short"*
Timeline: between 21/03/2022 to 02/03/2023

DEW23/020: *"A copy of all entries in the diary of Vicki Barber"*
Timeline: between 21/03/2022 to 02/03/2023

DEW23/022: *"A copy of all entries in the diary of Melanie Clark"*
Timeline: between 21/03/2022 to 02/03/2023

DEW23/023: *"A copy of all entries in the diary of Claire Richards"*
Timeline: between 21/03/2022 to 02/03/2023

The statutory due date of these five applications lapsed on 3 April 2023. In accordance with section 19(2) (b), if a determination is not made within 30 days, the agency is permitted to make a late determination, as was the intention for this application.

On 4 April 2023, DEW received your application for internal review on all five applications (DEW23/018, DEW23/019, DEW23/020, DEW23/022 and DEW23/023). The statutory due date for determining these internal reviews was the 18 April 2023.

On the 18 April 2023 the department made contact with you via email to seek a negotiated extension to the 26 April 2023 as the internal review determinations were still being finalised. On 19 April 2023 the Ombudsman SA's office informed the department that five external review applications had been submitted for the department to respond to. The department made contact with the Ombudsman SA office to seek permission to continue to finalise all five internal review determinations. The Ombudsman SA's office granted permission for DEW to continue processing all five internal review determinations and release the documents to you no later than 26 April 2023.

INTERNAL REVIEW DETERMINATION

Searches of the department's records identified five staff Microsoft Outlook calendars available for extraction held by this agency within the scope of these five applications.

As Principal Officer, I have determined to vary the deemed refusal determination to grant you partial access to all five calendars. Details of the exemptions are captured in the five document schedules (attachment 1, 3, 5, 7 and 9).

This determination is provided to you electronically.

In accordance with [PC045 – Disclosure logs for Non-personal information](#) once a determination has been provided, the agency is required to make available on our website information and documents that have been disclosed. Information will be publicised online at <http://www.environment.sa.gov.au/about-us/freedom-of-information/foi-disclosure-log>.

FEES AND CHARGES

Pursuant to section 53(2)(b) of the Act and Regulation 6 of the [Freedom of Information \(Fees and Charges\) Regulations 2018](#) a determination is provided to Members of Parliament (MP) without charge in instances where the work generated by the applicant does not exceed the \$1000 threshold.

YOUR APPEAL RIGHTS

You have the right to apply for an external review if you are dissatisfied with this determination. All applications for external review should be made to the Ombudsman SA. An application for an external review must be submitted within 30 calendar days after being notified of this determination. The Ombudsman SA can extend this time limit at their discretion. There is no fee or charge for external reviews undertaken by the Ombudsman. Contact details for the Ombudsman are:

Ombudsman SA
Phone: 8226 8699
Toll Free: 1800 182 150 (outside metro SA)
Email: ombudsman@ombudsman.sa.gov.au

You can make a complaint to the Ombudsman under the Ombudsman Act 1972 if you believe DEW has failed to identify all of the documents within the scope of your FOI application. Attachment 3 of this determination outlines this process. You can also visit: www.ombudsman.sa.gov.au

If you have any queries in relation to the above please contact the Freedom of Information team on telephone (08) 8463 6625 or email DEW.FOI@sa.gov.au.

Yours sincerely



JOHN SCHUTZ

Principal Officer, Freedom of Information
Department for Environment and Water

24/04/2023

- Encl:
1. DEW23/018 Document schedule – Grant Pelton
 2. DEW23/018 Release documents – Grant Pelton
 3. DEW23/019 Document schedule – Symone Short
 4. DEW23/019 Release documents – Symone Short
 5. DEW23/020 Document schedule – Vicki Barber
 6. DEW23/019 Release documents – Vicki Barber
 7. DEW23/019 Document schedule – Melanie Clark
 8. DEW23/019 Release documents – Melanie Clark
 9. DEW23/019 Document schedule – Claire Richards
 10. DEW23/019 Release documents – Claire Richards
 11. Rights of Review factsheet
 12. Sufficiency of Search factsheet

Schedule 1—Exempt documents

Part 1—Restricted documents

6—Documents affecting personal affairs

- (1) A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).
- (2) A document is an exempt document if it contains allegations or suggestions of criminal or other improper conduct on the part of a person (living or dead) the truth of which has not been established by judicial process and the disclosure of which would be unreasonable.
- (3) A document is not an exempt document by virtue of subclause (1) or (2) merely because it contains information concerning the person by or on whose behalf an application for access to the document is made.
- (3a) A document is an exempt document if it contains matter—
 - (a) consisting of information concerning a person who is presently under the age of 18 years or suffering from mental illness, impairment or infirmity or concerning such a person's family or circumstances, or information of any kind furnished by a person who was under that age or suffering from mental illness, impairment or infirmity when the information was furnished; and
 - (b) the disclosure of which would be unreasonable having regard to the need to protect that person's welfare.

**Freedom of Information application: DEW22/019 Member of Parliament Diary of Symone Short***Scope: "A copy of all entries in the diary of Symone Short"**Timelin: between 21/03/2022 to 2/03/2023*

No	Document	Determination	Clause	Reason
Pg 1	Week 21-27 March 2022	Full Release		
Pg 2	Week 28 March - 3 April 2022	Full Release		
Pg 3	Week 4 - 10 April 2022	Full Release		
Pg 4	Week 11 - 17 April 2022	Full Release		
Pg 5	Week 18 - 24 April 2022	Full Release		
Pg 6	Week 25 April - 1 May 2022	Full Release		
Pg 7	Week 2 - 8 May 2022	Full Release		
Pg 8	Week 9 - 15 May 2022	Full Release		
Pg 9	Week 16 - 22 May 2022	Full Release		
Pg 10	Week 23 - 29 May 2022	Full Release		
Pg 11	Week 30 May - 5 June 2022	Full Release		
Pg 12	Week 6 - 12 June 2022	Full Release		
Pg 13	Week 13 - 19 June 2022	Full Release		
Pg 14	Week 20 - 26 June 2022	Full Release		
Pg 15	Week 27 June - 3 July 2022	Full Release		
Pg 16	Week 4 - 10 July 2022	Full Release		
Pg 17	Week 11 - 17 July 2022	Full Release		
Pg 18	Week 18 - 24 July 2022	Full Release		
Pg 19	Week 25 - 31 July 2022	Full Release		
Pg 20	Week 1 - 7 August 2022	Full Release		
Pg 21	Week 8 - 14 August 2022	Full Release		
Pg 22	Week 15 - 21 August 2022	Full Release		
Pg 23	Week 22 - 28 August 2022	Full Release		
Pg 24	Week 29 August - 4 September 2022	Full Release		
Pg 25	Week 5 - 11 September 2022	Full Release		
Pg 26	Week 12 - 18 September 2022	Full Release		
Pg 27	Week 19 - 25 September 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Symone Short are redacted.
Pg 28	Week 26 September - 2 October 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Symone Short are redacted.
Pg 29	Week 3 - 9 October 2022	Full Release		
Pg 30	Week 10 - 16 October 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Symone Short are redacted.
Pg 31	Week 17 - 23 October 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Symone Short are redacted.
Pg 32	Week 24 - 30 October 2022	Full Release		
Pg 33	Week 31 October - 6 November 2022	Full Release		
Pg 34	Week 7 - 13 November 2022	Full Release		

No	Document	Determination	Clause	Reason
Pg 35	Week 14 - 20 November 2022	Full Release		
Pg 36	Week 21 - 27 November 2022	Full Release		
Pg 37	Week 28 November - 4 December 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Symone
Pg 38	Week 5 - 11 December 2022	Full Release		
Pg 39	Week 12 - 18 December 2022	Full Release		
Pg 40	Week 19 - 25 December 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Symone
Pg 41	Week 26 December - 1 January 2023	Full Release		
Pg 42	Week 2 - 8 January 2023	Full Release		
Pg 43	Week 9 - 15 January 2023	Full Release		
Pg 44	Week 16 - 22 January 2023	Full Release		
Pg 45	Week 23 - 29 January 2023	Full Release		
Pg 46	Week 30 January - 5 February 2023	Partial Release	6(1) - Documents affecting personal affairs	Identity of staff member that requires sit to stand desk redacted as it involves
Pg 47	Week 6 - 12 February 2023	Full Release		
Pg 48	Week 13 - 19 February 2023	Full Release		
Pg 49	Week 20 - 26 February 2023	Full Release		
Pg 50	Week 27 February - 5 March 2023	Full Release		

21 March 2022 - 27 March 2022

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Monday, 21 March

Tuesday, 22 March

Wednesday, 23 March

- ☐ 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC) ↻
- ☒ 10:30am - 11:00am Mail Run ↻

Thursday, 24 March

Friday, 25 March

Saturday, 26 March

Sunday, 27 March

28 March 2022 - 3 April 2022

March 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Monday, 28 March

Tuesday, 29 March

Wednesday, 30 March

9:30am - 10:30am Training on CHRIS and HR forms
[SEC=OFFICIAL] (MS Teams) - Smith, Michelle J (DEW)

10:30am - 11:00am Mail Run ↻

Thursday, 31 March

Friday, 1 April

3:30pm - 4:00pm Change day light savings over in security system

Saturday, 2 April


Sunday, 3 April

4 April 2022 - 10 April 2022


April 2022							May 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

Monday, 4 April

Tuesday, 5 April


 **9:00am - 10:00am Fleet Management Session [SEC=OFFICIAL]**
(DEW:81 Waymouth 4.1 East (6)) - Anderson, Tamara (DEW)

Wednesday, 6 April

 **10:30am - 11:00am Mail Run** 🔄

Thursday, 7 April

Friday, 8 April

 **2:00pm - 2:30pm Plants**

Saturday, 9 April

Sunday, 10 April

11 April 2022 - 17 April 2022

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday, 11 April

Tuesday, 12 April

Wednesday, 13 April

- ☐ 12:00am CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →
- ☐ 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC) ↻
- ☒ 10:30am - 11:00am Mail Run ↻

Thursday, 14 April

- ☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →
- ☒ 5:00pm - 8:00pm Private Appointment - 🔒

Friday, 15 April

- ☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Saturday, 16 April

- ☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Sunday, 17 April

- ☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

18 April 2022 - 24 April 2022

April 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday, 18 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Tuesday, 19 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Wednesday, 20 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

☒ 10:30am - 11:00am Mail Run ↻

Thursday, 21 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Friday, 22 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Saturday, 23 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Sunday, 24 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

25 April 2022 - 1 May 2022

April 2022							May 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

Monday, 25 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Tuesday, 26 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Wednesday, 27 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

10:30am - 11:00am Mail Run ↻

Thursday, 28 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

9:00am - 3:30pm DIARY HOLD: NPWS OED Workshop [SEC=OFFICIAL] (Goodman Building, Adelaide Botanic Gardens, Hackney Road, Adelaide) - Williams, Mike (DEW)

5:00pm - 5:30pm Lock front sliding door and vehicle compound [SEC=OFFICIAL] - Short, Symone (DEW)

Friday, 29 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Saturday, 30 April

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

Sunday, 1 May

☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →

2 May 2022 - 8 May 2022

May 2022							June 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Monday, 2 May

- ☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →
- ☒ 10:00am - 10:30am Bettina Cindric 20 Years with DEW

Tuesday, 3 May

- ☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →
- ☒ 8:30am - 9:00am Send out office email about alarm testing for Fire

Wednesday, 4 May

- ☐ ← CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW) →
- ☒ 9:15am - 10:15am All Regional Admin Staff Catch-up [SEC=OFFICIAL] (MS Teams) - Smith, Michelle J (DEW) ↻
- ☐ 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC) ↻
- ☒ 10:30am - 11:00am Mail Run ↻

Thursday, 5 May

- ☐ ← 12:00am CGH's Ian & Todd [SEC=OFFICIAL] (Yangie campsite 16) - Watters, Kyle (DEW)

Friday, 6 May

Saturday, 7 May

Sunday, 8 May

9 May 2022 - 15 May 2022

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Monday, 9 May

Tuesday, 10 May

 10:00am - 10:30am Quick Catch-up - Duffy, Anika (DEW)

Wednesday, 11 May

 10:30am - 11:00am Mail Run 

Thursday, 12 May

Friday, 13 May

Saturday, 14 May

Sunday, 15 May

16 May 2022 - 22 May 2022

May 2022						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					




June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Monday, 16 May

 **3:00pm - 4:00pm Team Catch-up [SEC=OFFICIAL]** (Teams) -
Duffy, Anika (DEW)


Tuesday, 17 May

Wednesday, 18 May

 **10:30am - 11:00am Mail Run** 
 **1:30pm - 3:30pm E&FW WHS May Meeting [SEC=OFFICIAL]** -
Smith, Allison (DEW)

Thursday, 19 May

Friday, 20 May

 **10:00am - 10:30am Buffel Grass Projects and what needs to be done to invoice the Boards** - Short, Symone (DEW)

Saturday, 21 May

Sunday, 22 May







23 May 2022 - 29 May 2022

May 2022							June 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												



Monday, 23 May

Tuesday, 24 May

Wednesday, 25 May

-  9:00am - 12:00pm Disability Inclusion Training [SEC=OFFICIAL] (MS Teams) - DEW:Training
-  9:00am - 12:00pm Disability Inclusion Workshop
- ☐ 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC) 
-  10:30am - 11:00am Mail Run 
-  12:00pm - 12:30pm Contact Scott if not evacuation plan received for Tasman Terrace

Thursday, 26 May

-  10:00am - 10:30am check payment of school booking 10356076
-  3:00pm - 3:30pm Email WHS Meeting members for agenda items

Friday, 27 May

Saturday, 28 May

Sunday, 29 May

30 May 2022 - 5 June 2022

May 2022							June 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Monday, 30 May

- 9:00am - 9:30am Empty Dishwasher [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺
- 4:30pm - 5:00pm Put dishwasher on [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺

Tuesday, 31 May

- 9:00am - 9:30am Empty Dishwasher [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺
- 3:30pm - 4:00pm Put the two red lidded bins out on the back curb [SEC=OFFICIAL] - Short, Symone (DEW)
- 4:30pm - 5:00pm Put dishwasher on [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺

Wednesday, 1 June

- 9:00am - 9:30am Empty Dishwasher [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺
- 10:30am - 11:00am Mail Run ☺
- 11:00am - 11:30am Using the Forward Estimates in TM1 - DEW Supported Boards - Refresher [SEC=OFFICIAL] (Microsoft Teams Meeting) - Clark, Kathryn (DEW)
- 4:30pm - 5:00pm Put dishwasher on [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺

Thursday, 2 June

- 9:00am - 9:30am Empty Dishwasher [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺
- 4:30pm - 5:00pm Put dishwasher on [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺

Friday, 3 June

- 9:00am - 9:30am Empty Dishwasher [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺
- 11:30am - 12:00pm Send refund to Anika for approval by return email [SEC=OFFICIAL] - Short, Symone (DEW)
- 4:00pm - 4:30pm Update dates movement and vehicle board [SEC=OFFICIAL] - Short, Symone (DEW)
- 4:30pm - 5:00pm Put dishwasher on [SEC=OFFICIAL] (Kitchen) - Short, Symone (DEW) ☺

Saturday, 4 June

Sunday, 5 June

6 June 2022 - 12 June 2022

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday, 6 June

Tuesday, 7 June

Wednesday, 8 June

8:30am - 5:00pm Parks 2025 EP Parks project walk over and wrap up [SEC=OFFICIAL] (Lincoln/Coffin Bay) - Kidd, Michael (DEW)

10:30am - 11:00am Mail Run 🔄

Thursday, 9 June

Friday, 10 June

4:00pm - 4:30pm Remove all items off windows

Saturday, 11 June

Sunday, 12 June

13 June 2022 - 19 June 2022

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday, 13 June

Tuesday, 14 June

8:00am - 8:30am Ventia Sit visit ↻

Wednesday, 15 June

10:00am - 12:00pm DEW WHS Meeting [SEC=OFFICIAL] (DEW:Pt Lincoln Conference Room) - Short, Symone (DEW)

10:00am - 12:00pm E&FW WHS May Meeting [SEC=OFFICIAL] (Port Lincoln Conference Room) - Short, Symone (DEW)

10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC) ↻

10:30am - 11:00am Mail Run ↻

Thursday, 16 June

Friday, 17 June

9:00am - 9:30am Raise Buffel Grass invoices for SAAL and AW

Saturday, 18 June

Sunday, 19 June

20 June 2022 - 26 June 2022

June 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday, 20 June

Tuesday, 21 June

Wednesday, 22 June

- 9:00am - 9:30am EP Fire alarm testing
- 10:30am - 11:00am Mail Run ☺
- 11:00am - 11:30am Raise invoice for Navigator College IT 10356076

Thursday, 23 June

- 12:30pm - 1:00pm All invoices to be approved inn Basware by 4PM

Friday, 24 June

- 10:00am - 10:30am Raise invoice for IT 10354441 44 Tagalong tours
- 10:30am - 11:00am Raise invoice Tumby Bay Area School

Saturday, 25 June

Sunday, 26 June

27 June 2022 - 3 July 2022

June 2022							July 2022						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5				1	2	3
6	7	8	9	10	11	12		4	5	6	7	8	9
13	14	15	16	17	18	19		11	12	13	14	15	16
20	21	22	23	24	25	26		18	19	20	21	22	23
27	28	29	30					25	26	27	28	29	30
												31	

Monday, 27 June

- 9:00am - 9:30am EP Fire and safety vehicle fire extinguisher testing
- 9:30am - 10:00am Run Bookeasy Reports
- 1:00pm - 1:30pm Send out stock take reminder

Tuesday, 28 June

- 9:00am - 9:30am Raise Co-management invoice and run COGNOS report
- 10:30am - 11:00am Building Emergency management committee (86 Tasman Terrace Sarin Group)

Wednesday, 29 June

- 10:00am - 10:30am Raise Navigator College invoice
- 10:30am - 11:00am Mail Run
- 3:00pm - 3:30pm Camping and entry fee reform - Q&A session - Smith, Michelle J (DEW)

Thursday, 30 June

- 9:00am - 9:30am Send out stock take reminder
- 10:00am - 10:30am Outstanding transactions must be approved BY THURSDAY 30 JUNE for posting to the ledger in June.
- 4:00pm - 4:30pm End of shift

Friday, 1 July

- 9:30am - 10:00am Run Bookeasy Reports
- 10:00am - 10:30am final day to submit invoices to Shared Services for accrual into 21/22
- 11:30am - 12:00pm Banking

Saturday, 2 July

Sunday, 3 July

4 July 2022 - 10 July 2022

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday, 4 July

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 5 July

Wednesday, 6 July

10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)

10:30am - 11:00am Mail Run

11:00am - 12:00pm Ranger Proposals - Short, Symone (DEW)

Thursday, 7 July

Friday, 8 July

9:30am - 10:00am Run Bookeasy Reports

11:00am - 11:30am Invoices must be approved BY FRIDAY 8 JULY to be accrued to 21/22. These timelines also apply to Travel & Camping Claims and Staff Reimbursements.

11:30am - 12:00pm Call Christine

Saturday, 9 July

Sunday, 10 July

11 July 2022 - 17 July 2022

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday, 11 July

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 12 July

Wednesday, 13 July

10:30am - 11:00am Mail Run

2:00pm - 3:00pm Ranger Working Arrangements Catch-up -
Short, Symone (DEW)

Thursday, 14 July

Friday, 15 July

9:30am - 10:00am Run Bookeasy Reports

Saturday, 16 July

Sunday, 17 July

18 July 2022 - 24 July 2022

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday, 18 July

9:30am - 10:00am Run Bookeasy Reports ↻

Tuesday, 19 July
Wednesday, 20 July

10:30am - 11:00am Mail Run ↻

Thursday, 21 July
Friday, 22 July

9:30am - 10:00am Run Bookeasy Reports ↻

Saturday, 23 July
Sunday, 24 July

25 July 2022 - 31 July 2022

July 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday, 25 July

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 26 July

Wednesday, 27 July

8:00am CHG Medical (Fighting Fit) Assessments [SEC=OFFICIAL] (Ceduna/Streaky/Port Lincoln) - Lindsay, Matthew (DEW)

10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)

10:30am - 11:00am Mail Run

Thursday, 28 July

CHG Medical (Fighting Fit) Assessments [SEC=OFFICIAL] (Ceduna/Streaky/Port Lincoln) - Lindsay, Matthew (DEW)

Friday, 29 July

5:00pm CHG Medical (Fighting Fit) Assessments [SEC=OFFICIAL] (Ceduna/Streaky/Port Lincoln) - Lindsay, Matthew (DEW)

8:00am - 8:25am CHG Appointment - Fighting Fit - Corporate Health Group

9:30am - 10:00am Run Bookeasy Reports

Saturday, 30 July

Sunday, 31 July

1 August 2022 - 7 August 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday, 1 August

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 2 August

Wednesday, 3 August

9:15am - 10:45am All Regional Admin Staff Catch-up
[SEC=OFFICIAL] (MS Teams) - Smith, Michelle J (DEW)

10:30am - 11:00am Mail Run

12:30pm - 4:00pm BBQ Lunch Coffin Bay NP (Coffin Bay workshop) - Wilkins, Peter (DEW)

Thursday, 4 August

Friday, 5 August

9:30am - 10:00am Run Bookeasy Reports

Saturday, 6 August

Sunday, 7 August

8 August 2022 - 14 August 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday, 8 August

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 9 August

Wednesday, 10 August

10:30am - 11:00am Mail Run

4:30pm - 5:00pm Follow up on IT 10539350

Thursday, 11 August

Friday, 12 August

9:30am - 10:00am Run Bookeasy Reports

10:00am - 10:30am Raise Navigator Invoice

Saturday, 13 August

Sunday, 14 August

15 August 2022 - 21 August 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday, 15 August

- 9:30am - 10:00am Run Bookeasy Reports
- 2:00pm - 3:00pm Review of Terms and Conditions on Bookeasy (MS Teams) - Smith, Michelle J (DEW)

Tuesday, 16 August

- 9:00am West Coast Pre Season Fire Training [SEC=OFFICIAL] → (TBA) - Macumber, Aaron (DEW)

Wednesday, 17 August

- ← West Coast Pre Season Fire Training [SEC=OFFICIAL] (TBA) → - Macumber, Aaron (DEW)
- 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)
- 10:30am - 11:00am Mail Run

Thursday, 18 August

- ← 5:00pm West Coast Pre Season Fire Training [SEC=OFFICIAL] (TBA) - Macumber, Aaron (DEW)

Friday, 19 August

- 9:30am - 10:00am Run Bookeasy Reports
- 11:30am - 12:00pm WH&S Action items to be emailed out

Saturday, 20 August

Sunday, 21 August

22 August 2022 - 28 August 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday, 22 August

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 23 August

8:00am CHG Task Based (Fighting Fit) Assessments →
(Ceduna/Streaky/Port Lincoln) - Lindsay, Matthew (DEW)

8:00am CHG Task Based (Fighting Fit) Assessments →
[SEC=OFFICIAL] (Ceduna/Streaky Bay/Port Lincoln) - Lindsay, Matthew (DEW)

Wednesday, 24 August

← CHG Task Based (Fighting Fit) Assessments →
(Ceduna/Streaky/Port Lincoln) - Lindsay, Matthew (DEW)

← CHG Task Based (Fighting Fit) Assessments →
[SEC=OFFICIAL] (Ceduna/Streaky Bay/Port Lincoln) - Lindsay, Matthew (DEW)

10:00am - 10:30am Renaming skulls out the front - Short, Symone (DEW)

10:30am - 11:00am Mail Run

Thursday, 25 August

← 5:00pm CHG Task Based (Fighting Fit) Assessments →
(Ceduna/Streaky/Port Lincoln) - Lindsay, Matthew (DEW)

← 5:00pm CHG Task Based (Fighting Fit) Assessments →
[SEC=OFFICIAL] (Ceduna/Streaky Bay/Port Lincoln) - Lindsay, Matthew (DEW)

9:00am - 10:30am CHG Appointment - Fighting Fit Task Based Assessment - Corporate Health Group

Friday, 26 August

9:30am - 10:00am Run Bookeasy Reports

Saturday, 27 August

Sunday, 28 August

29 August 2022 - 4 September 2022

August 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Monday, 29 August

- 9:30am - 10:00am Run Bookeasy Reports ☹
- 10:00am - 10:30am Follow up with Pat about Venus Bay electricity meters
- 11:00am - 12:00pm Demonstration of upcoming changes to Bookeasy for visitors to be able to make their own changes (MS Teams) - Smith, Michelle J (DEW)

Tuesday, 30 August

Wednesday, 31 August

- 10:30am - 11:00am Mail Run ☹

Thursday, 1 September

Friday, 2 September

- 9:30am - 10:00am Run Bookeasy Reports ☹
- 3:30pm - 4:00pm Water plants ☹

Saturday, 3 September

Sunday, 4 September

5 September 2022 - 11 September 2022

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday, 5 September

9:30am - 10:00am Run Bookeasy Reports ↻

Tuesday, 6 September

8:30am Pre Season training Port Lincoln [SEC=OFFICIAL] →

(Port Lincoln) - Macumber, Aaron (DEW)

Wednesday, 7 September

4:30pm Pre Season training Port Lincoln [SEC=OFFICIAL]
(Port Lincoln) - Macumber, Aaron (DEW)

10:00am - 11:00am Canceled: E&FW and F&O Business Support
Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt
Augusta Meeting Room (VC) ↻

10:30am - 11:00am Mail Run ↻

Thursday, 8 September

11:00am - 12:00pm WHS Committee EO catchup (Microsoft
Teams Meeting) - Bianchi, Lisa (DEW)

Friday, 9 September

9:30am - 10:00am Run Bookeasy Reports ↻

9:30am - 10:00am Send Lisa Bianchi update on Eyre and Far
West outstanding inspections

Saturday, 10 September

Sunday, 11 September

12 September 2022 - 18 September 2022

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday, 12 September

- ☐ **12:00am Combined Staff Forum 2022** (Gawler Ranges NP, Shearers Quarters.) - Pobke, Katrina (DEW) →
- ☐ **12:00am Staff Forum diary hold** (Paney Shearers Quarters, Gawler Ranges National Park) - Hall, Tim (DEW) →
- ☒ **9:30am - 10:00am Run Bookeasy Reports** ↻

Tuesday, 13 September

- ☐ ← **12:00am Combined Staff Forum 2022** (Gawler Ranges NP, Shearers Quarters.) - Pobke, Katrina (DEW)
- ☐ ← **12:00am Staff Forum diary hold** (Paney Shearers Quarters, Gawler Ranges National Park) - Hall, Tim (DEW)

Wednesday, 14 September

- ☒ **10:00am - 12:00pm E&FW WHS September Meeting** (Pt Lincoln Conference Room) - Short, Symone (DEW)
- ☒ **10:30am - 11:00am Mail Run** ↻

Thursday, 15 September

Friday, 16 September

- ☒ **8:30am - 9:00am Fire panel test**
- ☒ **9:30am - 10:00am Run Bookeasy Reports** ↻
- ☒ **3:30pm - 4:00pm Water plants** ↻

Saturday, 17 September

Sunday, 18 September

19 September 2022 - 25 September 2022

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday, 19 September

9:30am - 10:00am Run Bookeasy Reports ↻

Tuesday, 20 September

Wednesday, 21 September

9:15am - 10:15am All Regional Admin Staff Catch-up
[SEC=OFFICIAL] (MS Teams) - Smith, Michelle J (DEW) ↻

10:30am - 11:00am Mail Run ↻

4:00pm - 4:30pm Remove stuff from windows

Thursday, 22 September

6(1) Personal →

Friday, 23 September

6(1) Personal

9:30am - 10:00am Run Bookeasy Reports ↻

Saturday, 24 September

Sunday, 25 September

26 September 2022 - 2 October 2022

September 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday, 26 September

9:30am - 10:00am Run Bookeasy Reports

6(1) Personal affairs

Tuesday, 27 September

Wednesday, 28 September

10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)

10:30am - 11:00am Mail Run

Thursday, 29 September

9:00am - 9:30am Email Annette Mclean about asset disposal where to journal revenue - Short, Symone (DEW)

Friday, 30 September

9:30am - 10:00am Run Bookeasy Reports

10:30am - 11:00am End of Shift

3:30pm - 4:00pm Water plants

Saturday, 1 October

Sunday, 2 October

3 October 2022 - 9 October 2022

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday, 3 October

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 4 October

9:00am - 9:30am Prepare new cleaners cards

Wednesday, 5 October

10:30am - 11:00am Mail Run

Thursday, 6 October

Friday, 7 October

9:30am - 10:00am Run Bookeasy Reports

Saturday, 8 October


Sunday, 9 October

10 October 2022 - 16 October 2022

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday, 10 October


6(1) Personal affairs 


9:30am - 10:00am Run Bookeasy Reports 

Tuesday, 11 October


6(1) Personal affairs 

Wednesday, 12 October


6(1) Personal affairs 

10:30am - 11:00am Mail Run 

Thursday, 13 October

6(1) Personal affairs 

Friday, 14 October

6(1) Personal affairs 

9:30am - 10:00am Run Bookeasy Reports 

3:30pm - 4:00pm Water plants 

Saturday, 15 October

Sunday, 16 October

17 October 2022 - 23 October 2022

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday, 17 October

- 6(1) Personal affairs
- 9:30am - 10:00am Run Bookeasy Reports

Tuesday, 18 October

- 6(1) Personal affairs

Wednesday, 19 October

- 6(1) Personal affairs
- 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)
- 10:30am - 11:00am Mail Run

Thursday, 20 October

Friday, 21 October

- 6(1) Personal affairs
- 9:30am - 10:00am Run Bookeasy Reports

Saturday, 22 October

Sunday, 23 October

24 October 2022 - 30 October 2022

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday, 24 October

- 9:30am - 10:00am Run Bookeasy Reports
- 10:00am - 10:30am Discussion of Regional Business Support - Smith, Michelle J (DEW)

Tuesday, 25 October

Wednesday, 26 October

- 10:00am - 10:45am Live in conversation with the Deputy Premier (MS Teams) - DEW:Correspondence OCE
- 10:30am - 11:00am Mail Run

Thursday, 27 October

- 10:00am - 11:00am Worksite Inspection Process Q&A (Teams/Meeting Room) - Duffy, Anika (DEW)

Friday, 28 October

- 9:30am - 10:00am Run Bookeasy Reports
- 10:30am - 11:00am End of Shift
- 3:30pm - 4:00pm Water plants

Saturday, 29 October

Sunday, 30 October

31 October 2022 - 6 November 2022

October 2022						
Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Monday, 31 October

9:30am - 10:00am Run Bookeasy Reports

10:00am - 10:30am Free Cake and awards (Port Lincoln Tea room)
- Macumber, Aaron (DEW)

Tuesday, 1 November

Wednesday, 2 November

10:30am - 11:00am Mail Run

Thursday, 3 November

Friday, 4 November

9:30am - 10:00am Run Bookeasy Reports

Saturday, 5 November

Sunday, 6 November

7 November 2022 - 13 November 2022

November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



December 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Monday, 7 November

 9:30am - 10:00am Run Bookeasy Reports 

Tuesday, 8 November

Wednesday, 9 November

 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC) 

 10:30am - 11:00am Mail Run 

Thursday, 10 November

Friday, 11 November

 9:30am - 10:00am Run Bookeasy Reports 

 3:30pm - 4:00pm Water plants 

Saturday, 12 November

Sunday, 13 November

14 November 2022 - 20 November 2022

November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday, 14 November

- 9:30am - 10:00am Run Bookeasy Reports
- 10:00am - 10:30am Send out WHS meeting stuff again

Tuesday, 15 November

Wednesday, 16 November

- 9:15am - 10:15am ***update to include next week's agenda - All Regional Admin Staff Catch-up (MS Teams) - Smith, Michelle J (DEW)
- 10:30am - 11:00am Mail Run

Thursday, 17 November

Friday, 18 November

- 9:30am - 10:00am Run Bookeasy Reports

Saturday, 19 November

Sunday, 20 November

21 November 2022 - 27 November 2022

November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday, 21 November

- 9:30am - 10:00am Run Bookeasy Reports
- 10:30am - 11:00am OH&S Sarin Group meeting

Tuesday, 22 November

- Private Appointment
- 9:30am - 10:00am Fire panel test

Wednesday, 23 November

- 9:00am Frontline Leadership in Adelaide
- 10:30am - 11:00am Mail Run

Thursday, 24 November

- 9:30am Frontline Leadership in Adelaide
- Private Appointment

Friday, 25 November

- 9:30am - 10:00am Run Bookeasy Reports
- 10:30am - 11:00am End of Shift
- 3:30pm - 4:00pm Water plants
- 6:00pm - 8:00pm Private Appointment

Saturday, 26 November

Sunday, 27 November

28 November 2022 - 4 December 2022

November 2022						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Monday, 28 November

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 29 November

Wednesday, 30 November

9:30am - 12:30pm Eyre & Far West WH&S Meeting (DEW:Pt Lincoln Conference Room) - Short, Symone (DEW)

10:00am - 12:00pm E&FW WHS November Meeting (MS Teams or large conference room 86 Tasman Terrace Port Lincoln Office) - DEW EFW WHS

10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)

10:30am - 11:00am Mail Run

6(1) Personal affairs

Thursday, 1 December

9:30am - 10:30am Online Bookings Fortnightly Catch-Up (Microsoft Teams Meeting) - Joyce, Gary (DEW)

Friday, 2 December

9:30am - 10:00am Run Bookeasy Reports

Saturday, 3 December

Sunday, 4 December

5 December 2022 - 11 December 2022

December 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday, 5 December

- 9:30am - 10:00am Run Bookeasy Reports
- 10:30am - 11:00am Add Libby Mapletoft to lists
- 1:00pm - 3:00pm DEW - Bullying, Harassment & Inappropriate Behaviour Seminar (1.00pm) (Microsoft Teams Meeting) - CHG Training

Tuesday, 6 December

- 10:00am - 11:00am Join the CE and Deputy Premier for a festive morning tea (Level 3, 81 Waymouth Street, Adelaide) - DEW:Correspondence OCE
- 1:00pm - 1:30pm Set up for David Witty
- 2:00pm - 2:30pm Warden catch up prior to duress drill (DEW:Pt Lincoln Small Conference Room) - Short, Symone (DEW)

Wednesday, 7 December

- 10:00am - 10:30am Duress alarm test
- 10:30am - 11:30am SAVE THE DATE: NPWS OED Team 'Virtual' Morning Tea (DEW:81 Waymouth 10.1 Training Room - Teams VC (10) / MS Teams) - Williams, Mike (DEW)
- 10:30am - 11:00am Mail Run
- 12:00pm - 2:00pm SAVE THE DATE: NPWS OED TEAM XMAS LUNCH (Mylk Bar, 82 Waymouth St) - Williams, Mike (DEW)

Thursday, 8 December

Friday, 9 December

- 9:30am - 10:00am Run Bookeasy Reports
- 10:00am - 10:30am Send out the reminder email for Far West and Gawler first aid kit audit
- 3:30pm - 4:00pm Water plants

Saturday, 10 December

Sunday, 11 December

12 December 2022 - 18 December 2022

December 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday, 12 December

- 9:30am - 10:00am Run Bookeasy Reports
- 10:00am - 10:30am Send out Office and Coffin Bay First Aid kit audit email
- 12:30pm - 3:30pm Canceled: Bushfire Safety Plan meeting
(Large Conference Room) - Watters, Kyle (DEW)

Tuesday, 13 December

Wednesday, 14 December

- 10:30am - 11:00am Mail Run

Thursday, 15 December

- 9:00am - 9:30am Send out reminder email for first aid kits audit email for office
- 9:30am - 10:30am Online Bookings Fortnightly Catch-Up
(Microsoft Teams Meeting) - Joyce, Gary (DEW)

Friday, 16 December

- 9:30am - 10:00am Run Bookeasy Reports

Saturday, 17 December

Sunday, 18 December

19 December 2022 - 25 December 2022

December 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday, 19 December

- 8:00am - 8:30am Fire panel testing
- 9:30am - 10:00am Run Bookeasy Reports
- 6(1) Personal affairs

Tuesday, 20 December

- 9:30am - 10:00am Meeting with Jenny

Wednesday, 21 December

- 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)
- 10:30am - 11:00am Mail Run

Thursday, 22 December

Friday, 23 December

- 9:30am - 10:00am Run Bookeasy Reports
- 10:00am - 10:30am Deal with Memory Cove.
- 3:30pm - 4:00pm Water plants

Saturday, 24 December

Sunday, 25 December

26 December 2022 - 1 January 2023

December 2022						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday, 26 December

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 27 December

Wednesday, 28 December

10:30am - 11:00am Mail Run

Thursday, 29 December

9:30am - 10:30am Online Bookings Fortnightly Catch-Up
(Microsoft Teams Meeting) - Joyce, Gary (DEW)

Friday, 30 December

9:30am - 10:00am Run Bookeasy Reports
10:30am - 11:00am End of Shift
12:00pm - 12:30pm Check Spot Tracker accounts for invoices

Saturday, 31 December

Sunday, 1 January

2 January 2023 - 8 January 2023

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Monday, 2 January

9:30am - 10:00am Run Bookeasy Reports 🔄

Tuesday, 3 January

Wednesday, 4 January

10:30am - 11:00am Mail Run 🔄

Thursday, 5 January

Friday, 6 January

9:30am - 10:00am Run Bookeasy Reports 🔄

3:30pm - 4:00pm Water plants 🔄

Saturday, 7 January

Sunday, 8 January

9 January 2023 - 15 January 2023

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



Monday, 9 January

 9:30am - 10:00am Run Bookeasy Reports 



Tuesday, 10 January

Wednesday, 11 January

 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC) 

 10:30am - 11:00am Mail Run 

Thursday, 12 January

 9:30am - 10:30am Online Bookings Fortnightly Catch-Up (Microsoft Teams Meeting) - Joyce, Gary (DEW) 

Friday, 13 January

 9:30am - 10:00am Run Bookeasy Reports 

Saturday, 14 January

Sunday, 15 January

16 January 2023 - 22 January 2023

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Monday, 16 January

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 17 January

8:30am - 9:00am Fire Alarm panel test.

Wednesday, 18 January

9:15am - 10:15am All Regional Admin Staff Catch-up
[SEC=OFFICIAL] (MS Teams) - Smith, Michelle J (DEW)

10:30am - 11:00am Mail Run

Thursday, 19 January

Friday, 20 January

9:30am - 10:00am Run Bookeasy Reports

3:30pm - 4:00pm Water plants

Saturday, 21 January

Sunday, 22 January

23 January 2023 - 29 January 2023

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Monday, 23 January

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 24 January

Wednesday, 25 January

10:30am - 11:00am Mail Run

Thursday, 26 January

9:30am - 10:30am Online Bookings Fortnightly Catch-Up
(Microsoft Teams Meeting) - Joyce, Gary (DEW)

Friday, 27 January

9:30am - 10:00am Run Bookeasy Reports

10:30am - 11:00am End of Shift

12:00pm - 12:30pm Check Spot Tracker accounts for invoices

Saturday, 28 January

Sunday, 29 January

30 January 2023 - 5 February 2023

January 2023						
Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Monday, 30 January

- 8:00am - 8:30am Team Leader role
- 9:30am - 10:00am Run Bookeasy Reports

Tuesday, 31 January

Wednesday, 1 February

- 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)
- 10:30am - 11:00am Mail Run

Thursday, 2 February

- 10:00am - 10:30am Follow up with Mario about 6(1) Sit stand desk

Friday, 3 February

- 9:30am - 10:00am Run Bookeasy Reports
- 3:30pm - 4:00pm Water plants

Saturday, 4 February

Sunday, 5 February

6 February 2023 - 12 February 2023

February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday, 6 February

- 9:30am - 10:00am Run Bookeasy Reports
- 10:30am - 11:00am Call Jess to touch base
- 1:30pm - 2:00pm Call Sam to touch base

Tuesday, 7 February

- 10:30am - 11:00am Call Di to touch base

Wednesday, 8 February

- 10:30am - 11:00am Mail Run

Thursday, 9 February

- 10:30am - 11:30am Joint Staff Gathering (DEW:Pt Lincoln Small Conference Room) - Wilkins, Peter (DEW)

Friday, 10 February

- 9:30am - 10:00am Run Bookeasy Reports

Saturday, 11 February

Sunday, 12 February

13 February 2023 - 19 February 2023

February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday, 13 February

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 14 February

Wednesday, 15 February

10:30am - 11:00am Mail Run

Thursday, 16 February

Friday, 17 February

9:30am - 10:00am Run Bookeasy Reports
10:30am - 11:00am Raise IT request to remove
3:30pm - 4:00pm Water plants

Saturday, 18 February

Sunday, 19 February

20 February 2023 - 26 February 2023

February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday, 20 February

- 9:30am - 10:00am Run Bookeasy Reports
- 10:40am - 11:30am Private Appointment -

Tuesday, 21 February

- 8:30am - 9:00am EP Fire Testing
- 11:30am - 12:00pm Review WH&S inspections and action items
- 1:00pm - 1:30pm Business Support and HR update - F&O RMT - Magor, Tony (DEW)

Wednesday, 22 February

- 10:00am - 11:00am Canceled: E&FW and F&O Business Support Team Meeting [SEC=OFFICIAL] (Teams/Meeting Room) - DEW:Pt Augusta Meeting Room (VC)
- 10:30am - 11:00am Mail Run

Thursday, 23 February

- 9:00am - 9:30am F&O/E&FW Business Support Catch up - F&O/EFW Regional Services Admin Team
- 9:30am - 10:30am Online Bookings Fortnightly Catch-Up (Microsoft Teams Meeting) - Joyce, Gary (DEW)

Friday, 24 February

- 9:30am - 10:00am Run Bookeasy Reports
- 10:30am - 11:00am End of Shift
- 11:00am - 11:30am Change Marks Andersons Supervisor back to Tim Hall.
- 12:00pm - 12:30pm Check Spot Tracker accounts for invoices

Saturday, 25 February

Sunday, 26 February

27 February 2023 - 5 March 2023

February 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday, 27 February

9:30am - 10:00am Run Bookeasy Reports

Tuesday, 28 February

9:00am - 9:30am Depot inspections follow up

Wednesday, 1 March

10:30am - 11:00am Mail Run

Thursday, 2 March

Friday, 3 March

9:30am - 10:00am Run Bookeasy Reports

3:30pm - 4:00pm Water plants

Saturday, 4 March

Sunday, 5 March