



Document Reference Number: DEW-D0021611

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

Mr David Speirs MP
Parliament House
North Terrace
ADELAIDE SA 5000
leaderoftheopposition@parliament.sa.gov.au

Office of the Chief Executive

81-95 Waymouth Street
Adelaide

GPO Box 1047
Adelaide SA 5001
Australia

Ph: +61 8 8204 9000

www.environment.sa.gov.au

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: DEW22/023 Member of Parliament Diary of Claire Richards

Scope: "A copy of all entries in the diary of Claire Richards"

Timelin: between 21/03/2022 to 2/03/2023

No	Document	Determination	Clause	Reason
Pg 1	Week 21-27 March 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 2	Week 28 March - 3 April 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 3	Week 4 - 10 April 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 4	Week 11 - 17 April 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 5	Week 18 - 24 April 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted. Name of complainant redacted as it involves matters concerning their personal affairs.
Pg 6	Week 25 April - 1 May 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 7	Week 2 - 8 May 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 8	Week 9 - 15 May 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 9	Week 16 - 22 May 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 10	Week 23 - 29 May 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 11	Week 30 May - 5 June 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 12	Week 6 - 12 June 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.

No	Document	Determination	Clause	Reason
Pg 13	Week 13 - 19 June 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 14	Week 20 - 26 June 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 15	Week 27 June - 3 July 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 16	Week 4 - 10 July 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted. Identity of staff member leaving the department redacted as it involves matters concerning their personal affairs.
Pg 17	Week 11 - 17 July 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 18	Week 18 - 24 July 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 19	Week 25 - 31 July 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 20	Week 1 - 7 August 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted. Identity of staff member leaving the department redacted as it involves matters concerning their personal affairs.
Pg 21	Week 8 - 14 August 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 22	Week 15 - 21 August 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 23	Week 22 - 28 August 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 24	Week 29 August - 4 September 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 25	Week 5 - 11 September 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.

No	Document	Determination	Clause	Reason
Pg 26	Week 12 - 18 September 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 27	Week 19 - 25 September 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 28	Week 26 September - 2 October 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 29	Week 3 - 9 October 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 30	Week 10 - 16 October 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 31	Week 17 - 23 October 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 32	Week 24 - 30 October 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 33	Week 31 October - 6 November 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 34	Week 7 - 13 November 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 35	Week 14 - 20 November 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 36	Week 21 - 27 November 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 37	Week 28 November - 4 December 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 38	Week 5 - 11 December 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 39	Week 12 - 18 December 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 40	Week 19 - 25 December 2022	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 41	Week 26 December - 1 January 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.

No	Document	Determination	Clause	Reason
Pg 42	Week 2 - 8 January 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 43	Week 9 - 15 January 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 44	Week 16 - 22 January 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 45	Week 23 - 29 January 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 46	Week 30 January - 5 February 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 47	Week 6 - 12 February 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted. Name of complainant redacted as it involves matters concerning their personal affairs.
Pg 48	Week 13 - 19 February 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 49	Week 20 - 26 February 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.
Pg 50	Week 27 February - 5 March 2023	Partial Release	6(1) - Documents affecting personal affairs	Matters involving the personal affairs of Claire Richards have been redacted.

21 March 2022 - 27 March 2022

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

Monday, 21 March

- 9:00am - 9:30am Review tasks for EPWG and provide 2-3 to KB for auditing
- 2:30pm - 3:00pm Election Planning Working Group - Post election meeting [SEC=OFFICIAL:Sensitive, CAVEAT=SH:SA-CABINET] (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 22 March

6(1) Personal affairs

Wednesday, 23 March

- 10:30am - 11:00am OCE Stand Up [SEC=OFFICIAL] (Level 10 Kitchen) - Burmeister, Kerrie (DEW)
- 1:00pm - 1:30pm Election Planning Working Group - Post election meeting [SEC=OFFICIAL] (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 1:30pm - 2:00pm Election Network #13 (Microsoft Teams Meeting) - Barnett, Simon (DPC)

Thursday, 24 March

- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 3:30pm - 3:40pm Private Appointment
- 4:00pm - 4:30pm Team Huddle [SEC=OFFICIAL] (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- 4:10pm - 4:20pm Private Appointment

Friday, 25 March

6(1) Personal affairs

Saturday, 26 March

Sunday, 27 March

28 March 2022 - 3 April 2022

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

Monday, 28 March

- Private Appointment
- 9:00am - 9:30am Send ISF Agenda and insert Teams link for meeting
- 4:10pm - 4:20pm Private Appointment

Tuesday, 29 March

6(1) Personal affairs

Wednesday, 30 March

- 10:30am - 11:00am OCE Stand Up [SEC=OFFICIAL] (Level 10 Kitchen) - Burmeister, Kerrie (DEW)
- 11:30am - 12:00pm Election Planning Working Group - closure meeting [SEC=OFFICIAL] (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 31 March

- 8:00am - 8:30am Send email to ED's 3 days prior to end of month requesting complaints data - quarterly
- 9:30am - 10:00am Office action list review [SEC=OFFICIAL] (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- 10:00am - 10:30am Review EPWG spreadsheet [SEC=OFFICIAL] (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 2:30pm - 3:00pm Review EPWG spreadsheet [SEC=OFFICIAL] (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 1 April

6(1) Personal affairs

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

- **9:30am - 10:00am Review of EPWG spreadsheets**
[SEC=OFFICIAL] (Microsoft Teams Meeting) - Richards, Claire (DEW)
- **12:00pm - 12:30pm OCE Stand Up [SEC=OFFICIAL]** (Level 10 Kitchen) - Burmeister, Kerrie (DEW)
- **3:00pm - 3:30pm Finalisation of ICT matters for Ministerial Office transition [SEC=OFFICIAL]** (Microsoft Teams Meeting) - Richards, Claire (DEW)
- **4:10pm - 4:20pm Private Appointment**

Tuesday, 5 April

6(1) Personal affairs

Wednesday, 6 April

- **11:30am - 12:00pm Delegations [SEC=OFFICIAL]** (Microsoft Teams Meeting) - Richards, Claire (DEW)
- **2:00pm - 2:30pm Election Critical Activities Planner [SEC=OFFICIAL]** (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 7 April

- **Private Appointment** -
- **12:30pm - 1:00pm Private Appointment**
- **3:30pm - 4:00pm Private Appointment**
- **4:10pm - 4:20pm Private Appointment**

Friday, 8 April

6(1) Personal affairs

- **10:30am - 11:00am Friday info session with the Chief Executive**
(Microsoft Teams) - DIS:Chief Executive

Saturday, 9 April

Sunday, 10 April

11 April 2022 - 17 April 2022

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

Monday, 11 April

- **2:00pm - 2:30pm OCE Stand Up [SEC=OFFICIAL]** (Level 10 Kitchen) - Burmeister, Kerrie (DEW) ■
- **4:10pm - 4:20pm Private Appointment** ■ 🔒

Tuesday, 12 April

6(1) Personal affairs

Wednesday, 13 April

- **11:30am - 12:00pm Financial delegations - overview [SEC=OFFICIAL]** (Microsoft Teams Meeting) - Richards, Claire (DEW)
- **1:30pm - 1:45pm Brochures for Minister's Office [SEC=OFFICIAL]** (Kerrie's Office) - Richards, Claire (DEW)

Thursday, 14 April

- **8:30am - 9:00am Prep for PRD**
- **12:00pm - 12:15pm Chat about Minister templates [SEC=OFFICIAL]** (Teams) - Tripodi, Vince (DEW)
- **3:00pm - 4:00pm Election Network update meeting [SEC=OFFICIAL]** (Teams meeting) - Lloyd-Wright, Alison (DPC)
- **3:30pm - 4:00pm Private Appointment** ■ 🔒
- **4:10pm - 4:20pm Private Appointment** ■ 🔒

Friday, 15 April

6(1) Personal affairs

Saturday, 16 April

Sunday, 17 April

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

■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Tuesday, 19 April

6(1) Personal
affaire

Wednesday, 20 April

■ 11:30am - 11:45am Review EPWG Finance Spreadsheet
[SEC=OFFICIAL] (Microsoft Teams Meeting) - Richards, Claire (DEW)
■ 2:00pm - 2:30pm Complaint - DEW Staff Concession - 6(1)
6(1) [SEC=OFFICIAL] (Microsoft Teams Meeting) - Gee, Ann
(DEW)

Thursday, 21 April

■ Private Appointment - ■ 🔒
■ 9:00am - 9:15am Private Appointment ■ 🔒
■ 3:30pm - 4:00pm Private Appointment ■ 🔒
■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Friday, 22 April

6(1) Personal
affaire

Saturday, 23 April

Sunday, 24 April

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

■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Tuesday, 26 April

6(1) Personal
affaires

Wednesday, 27 April

Thursday, 28 April

■ 11:30am - 11:45am EPWG Closure [SEC=OFFICIAL] (Microsoft Teams Meeting) - Richards, Claire (DEW)

■ 3:30pm - 4:00pm Private Appointment ■ 🔒

■ 3:30pm - 3:40pm Private Appointment ■ 🔒

■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Friday, 29 April

6(1) Personal
affaires

Saturday, 30 April

Sunday, 1 May

**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

- **2:30pm - 3:30pm Claire's PRD [SEC=OFFICIAL]** (Kerrie's Office) - Richards, Claire (DEW)
- **4:10pm - 4:20pm Private Appointment** ■ 🔒

Tuesday, 3 May

6(1) Personal affairs

- **8:30am - 9:00am Private Appointment** ■ 🔒

Wednesday, 4 May

- **11:30am - 12:00pm EPWG catch up / closure [SEC=OFFICIAL]** (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 5 May

- **Private Appointment** - ■ 🔒
- **3:30pm - 4:00pm Private Appointment** ■ 🔒
- **4:10pm - 4:20pm Private Appointment** ■ 🔒

Friday, 6 May

6(1) Personal affairs

Saturday, 7 May

Sunday, 8 May

9 May 2022 - 15 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, 9 May

■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Tuesday, 10 May

6(1) Personal
affairs

Wednesday, 11 May

■ 2:00pm - 2:30pm Information Sharing Forum [SEC=OFFICIAL]
(DEW:81 Waymouth 10.1 Training Room - Teams VC (10)) - Vu, Carol
(DEW)

Thursday, 12 May

■ 9:30am - 10:30am Private Appointment 🔒
■ 3:30pm - 4:00pm Private Appointment ■ 🔒
■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Friday, 13 May

6(1) Personal
affairs

Saturday, 14 May

Sunday, 15 May

16 May 2022 - 22 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, 16 May

- 1:00pm - 1:30pm Dog & Cat Management Issues discussion [SEC=OFFICIAL:Sensitive] (DEW:81 Waymouth 10.2 East (8)) - Finnie, Emma (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 17 May

6(1) Personal affairs

Wednesday, 18 May

- 10:30am - 11:00am Private Appointment
- 2:30pm - 3:00pm AS 8001-2021 review [SEC=OFFICIAL] (Microsoft Teams Meeting) - Binetti, Brenton (DEW)

Thursday, 19 May

- Private Appointment -
- 9:00am - 9:30am Canceled: Catch Up [SEC=OFFICIAL] (I'll call you when I get in) - Finnie, Emma (DEW)
- 9:00am - 9:15am Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 20 May

6(1) Personal affairs

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

- 1:00pm - 3:00pm ECs [SEC=OFFICIAL] (TBC) - Burmeister, Kerrie (DEW)
- 4:10pm - 4:20pm Private Appointment ■ 🔒

Tuesday, 24 May

6(1) Personal
affaires

Wednesday, 25 May

- 10:00am - 10:30am Private Appointment 🔒
- 10:30am - 11:15am Level 10 - Australia Biggest morning tea [SEC=OFFICIAL] (Level 10 kitchen) - Hart, Cate (DEW)
- 11:30am - 12:00pm CHS - check in [SEC=OFFICIAL] (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 2:00pm - 2:30pm Advisers Introduction [SEC=OFFICIAL] (Waymouth Street - Level 10) - Burmeister, Kerrie (DEW)

Thursday, 26 May

- 3:30pm - 4:00pm Private Appointment ■ 🔒
- 3:30pm - 3:40pm Private Appointment ■ 🔒
- 4:10pm - 4:20pm Private Appointment ■ 🔒

Friday, 27 May

6(1) Personal
affaires

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

- 11:00am - 11:30am Private Appointment
- 12:00pm - 1:00pm OCE Planning Session [SEC=OFFICIAL]
(DEW:81 Waymouth 10.1 Training Room - Teams VC (10)) -
Burmeister, Kerrie (DEW)
- 2:00pm - 2:30pm Review of Records Management Policies
(Microsoft Teams Meeting) - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 31 May

6(1) Personal
ffaire

Wednesday, 1 June

- 8:00am - 8:30am Private Appointment

Thursday, 2 June

- Private Appointment -
- 12:20pm - 12:50pm Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 3 June

6(1) Personal
ff i

Saturday, 4 June

Sunday, 5 June

6 June 2022 - 12 June 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, 6 June

- **1:00pm - 1:30pm OMCEW & Boards** (DEW:81 Waymouth Reconciliation Room (10)) - Burmeister, Kerrie (DEW)
- **1:30pm - 2:00pm Live event for MCEW** (Microsoft Teams Meeting)
- **3:30pm - 4:00pm Audit of Guidance to Staff re Drafting and QA** (DEW:81 Waymouth Reconciliation Room (10)) - Burmeister, Kerrie (DEW)
- **4:10pm - 4:20pm Private Appointment**

Tuesday, 7 June

6(1) Personal

Wednesday, 8 June

- **10:00am - 10:30am Deputy Premier Live Event** (Microsoft Teams Meeting) - Richards, Claire (DEW)
- **10:00am - 10:30am Test** (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 9 June

- **2:30pm - 3:00pm UPMs** (Microsoft Teams Meeting) - Richards, Claire (DEW)
- **3:30pm - 4:00pm Private Appointment**
- **4:10pm - 4:20pm Private Appointment**

Friday, 10 June

6(1) Personal

Saturday, 11 June

Sunday, 12 June

13 June 2022 - 19 June 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, 13 June

■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Tuesday, 14 June

6(1) Personal affairs

■ 8:00am - 8:30am Private Appointment ■ 🔒

Wednesday, 15 June

■ 9:30am - 10:00am Follow up all UPM marked 15/6

■ 3:30pm - 3:45pm Deputy Premier Live Event (DEW) (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 16 June

■ Private Appointment 🔒

6(1) Personal affairs

■ Private Appointment - ■ 🔒

■ 9:00am - 9:15am Private Appointment ■ 🔒

■ 3:30pm - 4:00pm Private Appointment ■ 🔒

■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Friday, 17 June

6(1) Personal affairs

■ 8:00am - 8:30am Deadline for EOFY (MCEW)

Saturday, 18 June

Sunday, 19 June

20 June 2022 - 26 June 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, 20 June

■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Tuesday, 21 June

6(1) Personal
affairs

Wednesday, 22 June

■ 11:00am - 11:30am Doing business with boards (Microsoft Teams Meeting) - Richards, Claire (DEW)

■ 3:00pm - 3:30pm CE Performance Review (TBC) - Burmeister, Kerrie (DEW)

Thursday, 23 June

■ 8:00am - 8:30am Deadline for EOFY (CE corro)

■ 2:00pm - 2:30pm TEST: Deputy Premier x DEW (Microsoft Teams) - Jaruzelski, Vanessa (DIS)

■ 3:30pm - 4:00pm Private Appointment ■ 🔒

■ 3:30pm - 3:40pm Private Appointment ■ 🔒

■ 4:10pm - 4:20pm Private Appointment ■ 🔒

Friday, 24 June

6(1) Personal
affairs

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

- **11:00am - 11:15am MCEW Live Event** (Kerrie's Office) - Richards, Claire (DEW)
- **1:30pm - 2:00pm What does Fire Management & Ian do?** (DEW:81 Waymouth 10.6 Yarta Kuu (16)) - Colquhoun, Ian (DEW)
- **4:10pm - 4:20pm Private Appointment** ■ 🔒

Tuesday, 28 June

- **6(1) Personal** ■
- **12:00pm - 12:30pm TEST** - Richards, Claire (DEW)

Wednesday, 29 June

- **9:00am - 9:30am Review OMEW staff access to this building**
- **10:40am - 11:40am Private Appointment** 🔒
- **3:00pm - 3:30pm Working with boards** (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 30 June

- **Private Appointment** - ■ 🔒
- **8:00am - 8:30am Send email to ED's 3 days prior to end of month requesting complaints data - quarterly** ■
- **10:00am - 10:30am UPM Review** - Richards, Claire (DEW)
- **3:30pm - 4:00pm Private Appointment** ■ 🔒
- **4:10pm - 4:20pm Private Appointment** ■ 🔒

Friday, 1 July

- **6(1) Personal** ■

Saturday, 2 July

Sunday, 3 July

4 July 2022 - 10 July 2022

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

Monday, 4 July

- 9:30am - 10:00am Private Appointment
- 4:10pm - 4:20pm Private Appointment

Tuesday, 5 July

- 6(1) Personal
- 10:00am - 10:30am Farewell morning tea for 6(1) and 6(1) (level 10) - Stasiak, Monika (DEW)
- 1:00pm - 2:00pm Estimates Debrief (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)

Wednesday, 6 July

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 11:30am - 12:00pm Letters from the CE to long-term staff leaving DEW (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 2:00pm - 2:30pm Appreciation letters due from DJ

Thursday, 7 July

- 12:00pm - 12:30pm Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 8 July

- 6(1) Personal

Saturday, 9 July

Sunday, 10 July

11 July 2022 - 17 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, 11 July

- 12:00am Private Appointment -
- Private Appointment
- 4:10pm - 4:20pm Private Appointment

Tuesday, 12 July

- Private Appointment -
- 6(1) Personal

Wednesday, 13 July

- Private Appointment -
- 6(1)
- 9:00am - 9:30am Questions to live event due

Thursday, 14 July

- Private Appointment -
- Private Appointment
- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 15 July

- 12:00am Private Appointment -
- 6(1) Personal
- 8:00am - 8:30am CE performance agreement OED responses due

Saturday, 16 July

Sunday, 17 July

18 July 2022 - 24 July 2022

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

Monday, 18 July

- **2:00pm - 2:30pm OCE Update** (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- **3:00pm - 3:30pm Test** - Richards, Claire (DEW)
- **3:00pm - 3:30pm Test live event** (Microsoft Teams Meeting) - Richards, Claire (DEW)
- **4:10pm - 4:20pm Private Appointment**

Tuesday, 19 July

6(1) Personal
affairs

Wednesday, 20 July

- **11:30am - 12:15pm Information Sharing Forum** (Microsoft Teams Meeting) - Vu, Carol (DEW)
- **2:00pm - 2:30pm MCEW correspondence with comment - Review and update** (our desks) - Richards, Claire (DEW)

Thursday, 21 July

- **9:00am - 9:15am Private Appointment**
- **12:00pm - 12:30pm Private Appointment**
- **3:30pm - 4:00pm Private Appointment**
- **4:00pm - 4:30pm Private Appointment**
- **4:10pm - 4:20pm Private Appointment**

Friday, 22 July

6(1) Personal
ff i

Saturday, 23 July

Sunday, 24 July

25 July 2022 - 31 July 2022

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

Monday, 25 July

- 9:00am - 9:30am Send ISF Agenda and insert Teams link for meeting ■
- 10:30am - 11:00am Follow up Working with boards briefing with Ali - see meeting 29/6
- 2:00pm - 2:30pm Urgent Priority Matters (IGB) (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment ■ 🔒

Tuesday, 26 July

6(1) Personal
affairs

Wednesday, 27 July

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW) ■
- 11:30am - 12:00pm Comments on briefings returned from MCEW (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 28 July

- Private Appointment - ■ 🔒
- 10:00am - 10:30am Update on UPMs (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 3:30pm - 4:00pm Private Appointment ■ 🔒
- 3:30pm - 3:40pm Private Appointment ■ 🔒
- 4:10pm - 4:20pm Private Appointment ■ 🔒

Friday, 29 July

6(1) Personal
affairs

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

- **3:30pm - 4:00pm UPM update** (Microsoft Teams Meeting) - Richards, Claire (DEW)
- **4:10pm - 4:20pm Private Appointment** ■ 🔒

Tuesday, 2 August

6(1) Personal

Wednesday, 3 August

- **10:00am - 10:30am MCEW correspondence with comment - Review and update** (our desks) - Richards, Claire (DEW) ■
- **10:30am - 11:15am 6(1) farewell morning tea** (Level 10 Kitchen) - Carruthers, Sandy (DEW)

Thursday, 4 August

- **11:30am - 12:00pm Private Appointment** ■ 🔒
- **3:30pm - 4:00pm Private Appointment** ■ 🔒
- **4:10pm - 4:20pm Private Appointment** ■ 🔒

Friday, 5 August

6(1) Personal

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

- 9:00am - 9:30am Finalise questions for Live event
- 11:00am - 11:15am Catch-up - ADS (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 9 August

6(1) Personal
affairs

Wednesday, 10 August

- 9:30am - 10:00am Print hard copy UPMs x4
- 2:00pm - 3:00pm UPM Review (DEW:81 Waymouth 10.5 Kauwi Kuu (14)) - Richards, Claire (DEW)

Thursday, 11 August

- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 12 August

6(1) Personal
affairs

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

- 10:00am - 10:15am Quick Touch Base (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 4:10pm - 4:20pm Private Appointment

Tuesday, 16 August

- 6(1) Personal
- 10:00am - 10:15am Quick Touch Base (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)

Wednesday, 17 August

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 10:00am - 10:15am Quick Touch Base (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)

Thursday, 18 August

- 8:00am - 8:30am Private Appointment
- 9:00am - 9:15am Private Appointment
- 10:00am - 10:15am Quick Touch Base (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 19 August

- 6(1) Personal
- affairs

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 11:00am - 11:30am Ministerial Comment - Brainstorming - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 23 August

6(1) Personal affairs

Wednesday, 24 August

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 2:40pm - 3:10pm Private Appointment
- 4:00pm - 5:00pm Private Appointment

Thursday, 25 August

- Private Appointment
- 8:00am - 8:30am Private Appointment
- 12:10pm - 12:40pm Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 3:30pm - 3:40pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 26 August

6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 11:30am - 12:00pm Working with Boards - follow up with EHS?
- 4:10pm - 4:20pm Private Appointment

Tuesday, 30 August

6(1) Personal

Wednesday, 31 August

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 10:40am - 11:10am Private Appointment

Thursday, 1 September

- 10:00am - 10:30am quick check in (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- 11:00am - 11:30am Private Appointment
- 2:00pm - 3:00pm Tracking Ministerial correspondence returned from MCEW with comment (MS Teams) - Richards, Claire (DEW)
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 2 September

6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 11:30am - 12:00pm quick check in (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 6 September

- 6(1) Personal
- 9:30am - 10:00am check in (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)

Wednesday, 7 September

- 8:30am - 9:00am Private Appointment
- 9:30am - 10:00am Remind KB re progress of Barossa Water Strategy (2.1.7 UPM)
- 10:00am - 10:30am UPM Review and update (Kerrie's office) - Richards, Claire (DEW)

Thursday, 8 September

- Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 9 September

- 6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 13 September

6(1) Personal

Wednesday, 14 September

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 15 September

- 9:00am - 9:15am Private Appointment
- 2:30pm - 3:30pm morning tea for Tom (level 10 kitchen) - Stasiak, Monika (DEW)
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 16 September

6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 11:30am - 12:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Tuesday, 20 September

6(1) Personal
affairs

Wednesday, 21 September

- 9:30am - 10:00am BAU UPM list / consider comments being split into two tables (open / closed)
- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 10:30am - 11:00am Private Appointment
- 1:00pm - 1:30pm Private Appointment
- 3:00pm - 3:30pm JSCOT comments due - response due 23rd

Thursday, 22 September

- Public Holiday
- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 3:30pm - 3:40pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 23 September

6(1) Personal
affairs

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

- 9:00am - 9:30am Send ISF Agenda and insert Teams link for meeting
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 11:00am - 11:15am Live event (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 1:30pm - 2:00pm Live event - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 27 September

6(1) Personal
ff i

Wednesday, 28 September

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 3:00pm - 3:30pm Review of UPMs (Kerrie's office) - Richards, Claire (DEW)

Thursday, 29 September

- 12:00pm - 12:30pm Private Appointment
- 2:30pm - 3:00pm SOG papers due
- 3:30pm - 4:00pm SOG check-in (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 30 September

6(1) Personal affairs

- 8:00am - 8:30am Send email to ED's 3 days prior to end of month requesting complaints data - quarterly

Saturday, 1 October

Sunday, 2 October

3 October 2022 - 9 October 2022

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

Monday, 3 October

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 4 October

- 6(1) Personal
- 3:45pm - 4:15pm SOG Catch up (DEW:81 Waymouth 10.1 Training Room - Teams VC (10)) - Carruthers, Sandy (DEW)

Wednesday, 5 October

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 6 October

- Private Appointment
- 2:00pm - 2:45pm Information Sharing Forum (Microsoft Teams Meeting) - Vu, Carol (DEW)
- 2:30pm - 5:00pm Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 7 October

- 6(1) Personal
- 10:00am - 11:00am SOG De-Brief (Microsoft Teams Meeting) - Carruthers, Sandy (DEW)

Saturday, 8 October

Sunday, 9 October

- 8:00am - 8:30am Private Appointment

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 11:30am - 12:00pm Follow up with Stuart Burns re 55 Exchange Place UPM
- 4:10pm - 4:20pm Private Appointment

Tuesday, 11 October

- 6(1) Personal
- 8:00am - 8:30am Private Appointment

Wednesday, 12 October

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 11:00am - 11:30am Canceled: Welcome to Leah Van Nieuwmans (Level 10 Kitchen) - Burmeister, Kerrie (DEW)
- 11:00am - 11:30am Complaints data due
- 11:15am - 11:45am OCE Mtg (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)

Thursday, 13 October

- 2:00pm - 2:30pm EMM - Forward planning (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 2:30pm - 3:00pm EMM Briefings due
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 14 October

- 6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:00pm - 4:30pm SOG and EMM - status check in (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 18 October

6(1) Personal affairs

Wednesday, 19 October

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 20 October

- Private Appointment
- 9:00am - 9:15am Private Appointment
- 10:00am - 11:00am Coffee with CE in foyer
- 2:00pm - 3:30pm Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 21 October

6(1) Personal

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 check with Peter Davis all is okay for Wednesday and confirm meeting point
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 11:30am - 12:00pm Ministerial correspondence returned with comment (Kerrie's Office) - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 25 October

6(1) Personal

- 8:00am - 8:30am Private Appointment

Wednesday, 26 October

- 9:30am - 11:30am Deputy Premier x DEW - Jaruzelski, Vanessa (DIIS)
- 9:35am - 10:50am DEW All Staff Live Event with CE and Deputy Premier (DIIS, 11 Waymount Street, Level 4) - Richards, Claire (DEW)
- 10:00am - 10:45am Live in conversation with the Deputy Premier (MS Teams) - DEW:Correspondence OCE
- 11:00am - 12:00pm various (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- 12:00pm - 12:30pm Follow up with Pete and Vanessa, thanking them for all their help.

Thursday, 27 October

6(1)

P

- 3:30pm - 4:00pm Private Appointment
- 3:30pm - 3:40pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 28 October

6(1) Personal

ff i

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 3:30pm - 6:30pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Tuesday, 1 November

- 6(1) Personal
- 8:30am - 9:00am Private Appointment

Wednesday, 2 November

- 10:30am - 11:00am Prep PRD
- 11:30am - 12:00pm Private Appointment
- 2:00pm - 2:30pm UPM Review (Kerrie's Office) - Richards, Claire (DEW)

Thursday, 3 November

- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 4 November

- 6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 8 November

- 6(1) Personal
- 2:00pm - 2:30pm Reminder: JSCOT Responses Due from OED's - Richards, Claire (DEW)

Wednesday, 9 November

- 9:00am - 9:30am FOI Meeting Notes
- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 11:00am - 11:30am Claire's PRD (Kerrie's Office) - Richards, Claire (DEW)
- 2:00pm - 2:30pm Ministerial correspondence returned with comment (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 10 November

- 10:30am - 11:00am Discussion of new Complaints Handling AS (Microsoft Teams Meeting) - Richards, Claire (DEW)
- 2:00pm - 3:00pm OCE Branch Plan (Microsoft Teams Meeting) - Burmeister, Kerrie (DEW)
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 11 November

- 6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 3:00pm - 3:30pm Discuss FOI processes (Microsoft Teams Meeting) - Vu, Carol (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 15 November

6(1) Personal

Wednesday, 16 November

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 10:30am - 11:15am Claire's PRD (DEW:81 Waymouth Reconciliation Room (10)) - Richards, Claire (DEW)
- 4:00pm - 5:00pm EMM - Biodiversity Markets (DEW:81 Waymouth 10.1 Training Room - Teams VC (10)) - Carruthers, Sandy (DEW)

Thursday, 17 November

- Private Appointment
- 9:00am - 9:15am Private Appointment
- 12:00pm - 12:30pm Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 18 November

6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 22 November

6(1) Personal
ff i

Wednesday, 23 November

- 1:30pm - 2:15pm Complaints Handling System - Discussion
(Customer service centre) - Richards, Claire (DEW)

Thursday, 24 November

- 3:30pm - 4:00pm Private Appointment
- 3:30pm - 3:40pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 25 November

6(1) Personal
affairs

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

- 9:00am - 9:30am Send ISF Agenda and insert Teams link for meeting
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 10:30am - 11:00am Raise protocol matter with Kerrie today
- 4:10pm - 4:20pm Private Appointment

Tuesday, 29 November

6(1) Personal

Wednesday, 30 November

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 10:30am - 10:45am UPM's - status review. (Kerrie's Office) - Richards, Claire (DEW)

Thursday, 1 December

- Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 2 December

6(1) Personal

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

- 8:00am - 8:30am Private Appointment
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 3:00pm - 3:15pm Record Keeping - OMCEW (Kerrie's Office) - Richards, Claire (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 6 December

- 6(1) Personal
- 10:00am - 11:00am Join the CE and Deputy Premier for a festive morning tea (Level 3, 81 Waymouth Street, Adelaide) - DEW:Correspondence OCE

Wednesday, 7 December

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 1:30pm - 2:00pm Information Sharing Forum (Microsoft Teams Meeting) - Vu, Carol (DEW)
- 2:00pm - 2:30pm Private Appointment

Thursday, 8 December

- 12:00am Private Appointment →
- 12:00am Private Appointment - →
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 9 December

- Private Appointment →
- Private Appointment - →
- 6(1) Personal

Saturday, 10 December

- Private Appointment →
- Private Appointment - →

Sunday, 11 December

- Private Appointment →
- Private Appointment - →

12 December 2022 - 18 December 2022

December 2022							January 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4						1
5	6	7	8	9	10	11		2	3	4	5	6	7
12	13	14	15	16	17	18		9	10	11	12	13	14
19	20	21	22	23	24	25		16	17	18	19	20	21
26	27	28	29	30	31			23	24	25	26	27	28
								30	31				

Monday, 12 December

- 12:00am Private Appointment
- 12:00am Private Appointment -
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 13 December

6(1) Personal
affairs

Wednesday, 14 December

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 11:00am - 11:30am Follow up with Tony re his equivalent in DIIS

Thursday, 15 December

- Private Appointment -
- 9:00am - 9:15am Private Appointment
- 1:00pm - 2:00pm Complaints Handling System - discussion (MS Teams) - Richards, Claire (DEW)
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 16 December

6(1) Personal
affairs

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment
- 4:30pm - 6:30pm OCE Christmas catch up (Union Hotel - 70 Waymouth St, Adelaide SA 5000) - Tripodi, Vince (DEW)

Tuesday, 20 December

6(1) Personal

Wednesday, 21 December

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 22 December

- 12:00am Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 3:30pm - 3:40pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 23 December

- Private Appointment
- 6(1) Personal

Saturday, 24 December

- Private Appointment

Sunday, 25 December

- Private Appointment

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

- Private Appointment →
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 27 December

- Private Appointment →
- 6(1) Personal

Wednesday, 28 December

- Private Appointment →
- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 29 December

- Private Appointment →
- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 30 December

- Private Appointment →
- 6(1) Personal

Saturday, 31 December

- Private Appointment →
- 8:00am - 8:30am Send email to ED's 3 days prior to end of month requesting complaints data - quarterly

Sunday, 1 January

- Private Appointment →

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

- Private Appointment →
- 8:00am - 8:30am Private Appointment
- 9:30am - 10:00am Report of centralised confidential register of reports of fraud, corruption and other criminal conduct, misconduct and maladministration to CE
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 3 January

- Private Appointment →
- 6(1) Personal

Wednesday, 4 January

- Private Appointment →
- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 5 January

- 12:00am Private Appointment
- 8:00am - 8:30am Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 6 January

- 6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 3:00pm - 3:30pm New 2023 Corro Spreadsheet (Microsoft Teams Meeting) - Holmes, Justin (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 10 January

6(1) Personal
affaire

Wednesday, 11 January

- 9:00am - 9:30am Follow up with Australian Government - Richards, Claire (DEW)

Thursday, 12 January

- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 13 January

6(1) Personal
affaire

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

- 8:00am - 8:30am Private Appointment
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 17 January

6(1) Personal affairs

Wednesday, 18 January

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 19 January

- 9:00am - 9:15am Private Appointment
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 20 January

6(1) Personal affairs

- 4:30pm - 5:00pm Complaint data due from OEDs - Richards, Claire (DEW)

Saturday, 21 January

Sunday, 22 January

23 January 2023 - 29 January 2023

January 2023							February 2023						
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					
30	31												

Monday, 23 January

- 9:30am - 10:00am Follow up Country Cabinet responses
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 24 January

6(1) Personal affairs

Wednesday, 25 January

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 10:30am - 11:00am DHS training proposal- follow up - Richards, Claire (DEW)

Thursday, 26 January

- Public Holiday
- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 3:30pm - 3:40pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 27 January

6(1) Personal affairs

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

- 9:00am - 9:45am Private Appointment
- 9:00am - 9:30am Send ISF Agenda and insert Teams link for meeting
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 12:00pm - 12:30pm Get back to Nicki re Corp Report data (Microsoft Teams Meeting) - Vu, Carol (DEW)
- 4:10pm - 4:20pm Private Appointment

Tuesday, 31 January

6(1) Personal

Wednesday, 1 February

- 10:00am - 10:30am Review of correspondence returned from OMCEW with comment (Microsoft Teams Meeting) - Richards, Claire (DEW)

Thursday, 2 February

- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 3 February

6(1) Personal

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 12:00pm - 12:30pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Tuesday, 7 February

6(1) Personal affairs

Wednesday, 8 February

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 10:30am - 11:00am Discuss 6(1) complaint (Microsoft Teams Meeting) - Vu, Carol (DEW)

Thursday, 9 February

- Private Appointment -
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 10 February

6(1) Personal affairs

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

- 12:00am Private Appointment →
- 8:30am Private Appointment - →
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment →

Tuesday, 14 February

- Private Appointment →
- Private Appointment - →
- 6(1) Personal
- ff i

Wednesday, 15 February

- Private Appointment →
- Private Appointment - →
- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 16 February

- Private Appointment →
- Private Appointment - →
- 9:00am - 9:15am Private Appointment →
- 3:30pm - 4:00pm Private Appointment →
- 4:10pm - 4:20pm Private Appointment →

Friday, 17 February

- Private Appointment →
- Private Appointment - →
- 6(1) Personal
- ff i

Saturday, 18 February

- Private Appointment →
- Private Appointment - →

Sunday, 19 February

- Private Appointment →
- Private Appointment - →

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

- 12:00am Private Appointment
- 5:30pm Private Appointment
- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 21 February

6(1) Personal affairs

Wednesday, 22 February

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)

Thursday, 23 February

- Private Appointment
- 9:00am - 9:30am Energy and Climate Change Ministerial Council meeting (Hunter Valley) - Richards, Claire (DEW)
- 9:30am - 10:00am Private Appointment
- 12:00pm - 12:30pm Private Appointment
- 2:30pm - 3:00pm Information Sharing Forum (Microsoft Teams Meeting) - Vu, Carol (DEW)
- 3:30pm - 4:00pm Private Appointment
- 3:30pm - 3:40pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 24 February

6(1) Personal affairs

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

- 10:00am - 10:30am Ministerial Correspondence with Comment
- 10:00am - 10:30am Send updated comments spreadsheet to KB, JH, CV and VB
- 4:10pm - 4:20pm Private Appointment

Tuesday, 28 February

6(1) Personal

Wednesday, 1 March

- 10:00am - 10:30am MCEW correspondence with comment - Review and update (our desks) - Richards, Claire (DEW)
- 1:00pm - 1:30pm SOG Verbal Pre-Brief (DEW:81 Waymouth 7.3 Teams Room South (8)) - Carruthers, Sandy (DEW)

Thursday, 2 March

- 12:00pm - 3:00pm SOG (Teams) - Richards, Claire (DEW)
- 3:30pm - 4:00pm Private Appointment
- 4:10pm - 4:20pm Private Appointment

Friday, 3 March

6(1) Personal

Saturday, 4 March

Sunday, 5 March