



Australian Government
Department of Health

Department Reference: FOI 294-1415

Stephen Proust

Via email: foi+request-1087-e839223e@righttoknow.org.au

Dear Mr Proust

NOTICE OF DECISION

I refer to your request of 6 June 2015 to the Department of Health (Department) seeking access under the *Freedom of Information Act 1982* (FOI Act) to:

“A copy of the current Human Resources policy on smoking for employees at the Department of Health and the metadata associated with this document, as recorded by your electronic document management system. This may include information recorded about when the document was created, the version history, who edited the document, and when it was approved.”

You have advised you do not seek the names of specific officers who edited this policy.

I am writing to advise you of my decision.

Decision

I have identified two documents falling within the terms of your request. The documents are set out in the schedule at [Attachment A](#).

I have decided to give access to both documents in their entirety.

Review rights

If you are dissatisfied with my decision, you may apply for an internal review or Australian Information Commissioner (Information Commissioner) review of the decision.

Internal review

Under section 54 of the FOI Act, you may apply in writing to the Department for an internal review of my decision. The internal review application must be made within 30 days of the date of this notice (or such further period as the Department allows). Where possible please provide reasons why you consider review of the decision is necessary. The internal review will be carried out by another officer of this Department within 30 days. An application for an internal review should be addressed to:

Email: FOI@health.gov.au

Mail: FOI Coordinator (MDP 350)
Department of Health
GPO Box 9848
CANBERRA ACT 2601

Information Commissioner review

Under section 54L of the FOI Act, you may apply to the Information Commissioner to review my decision. An application for review must be made in writing 60 days of this notice (if you do not request an internal review).

The Australian Information Commissioner can be contacted by:

Email: enquiries@oaic.gov.au
Phone: 1300 363 992

More about the Information Commissioner review is available on the Office of the Australian Information Commissioner (OAIC) website at <http://www.oaic.gov.au/freedom-of-information/requesting-a-review>

You may also make a complaint to the Information Commissioner about action taken by the Department in relation to your application. Further information can be obtained from the OAIC website.

Relevant provisions

The FOI Act, including the provisions relevant to your request can be accessed from the ComLaw website using the following link: <http://www.comlaw.gov.au/Series/C2004A02562>

Publication

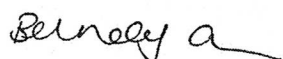
You should be aware that as I have decided to release documents to you, the Department may also publish the released material on its Disclosure Log. The Department will however, not publish information (such as personal or business information) where it would be unreasonable to do so.

For your reference the Department's Disclosure Log can be found at:
<http://www.health.gov.au/internet/main/publishing.nsf/Content/foi-disc-log>

Contacts

If you require clarification of any of the matters discussed in this letter you should contact the FOI Unit on (02) 6289 1666.

Yours sincerely



Belinda Casson
A/g Assistant Secretary
People Branch
29 June 2015

ATTACHMENT A

SCHEDULE OF DOCUMENTS - FOI 294-1415

Doc. No.	No. of Pages	Date	Author	Addressee	Description of Document	Decision ¹
1	6		Department of Health	Department of Health	Smoke Free Workplace Policy	R
2	1		Department of Health	Department of Health	Metadata for Smoke Free Workplace Policy	R Staff name redacted

¹ R= Release, RE = Release with Exemptions applied, E = Exempt in Full, I = Irrelevant

