



18 April 2016

Mr James Smith

Our reference: LEX 18592

By email: foi+request-1825-d8cc7c9f@righttoknow.org.au

Dear Mr Smith

Your Freedom of Information Request - Acknowledgement

1. I refer to your request for access to documents under the *Freedom of Information Act 1982* (the **FOI Act**). I have taken your request to be for:

- '1. Current social media policy of the department, which covers departmental use and/or private use by employees in an individual capacity.
2. Any guidance material which is available for employees to make informed decisions about their social media use.'

2. Your request was received by the department on 15 April 2016 and the 30 day statutory period for processing your request commenced from the day after that date. You should therefore expect a decision from us by 16 May 2016. The period of 30 days may be extended if we need to consult third parties or for other reasons. We will advise you if this happens.

3. The department will advise you if a charge is payable to process your request and the amount of any such charge as soon as practicable. No charge is payable for providing a person with their own personal information.

Operational information

4. Under sections 8(2)(c) and 8(2)(j) of the FOI Act, the department is required to public a description of the functions and powers of the agency, the rules, guidelines, practices and procedures relating to those functions and powers.

5. This operational information is publicly available on the department's website:

<http://operational.humanservices.gov.au/public/Pages/SiteMap/siteMap.html>

6. In particular, the following article may be of interest to you:

- article 133-07000000 – Department of Human Services social media accounts
<http://operational.humanservices.gov.au/public/Pages/self-service/133-07000000-05.html>

7. Further to this, the department's website publishes the current policies on social media in the department, including the social media policy for departmental staff. These policies are available here:

<https://www.humanservices.gov.au/corporate/media/social-media-department>

8. I encourage you to access this publicly available information as it may satisfy some parts of your FOI request.
9. Please confirm as soon as possible and in any case by close of business **20 April 2016** whether you wish to revise the scope of your request to exclude this operational information. This will allow the department to more quickly and accurately determine the charge that may be payable to you.

Your Address

10. The FOI Act requires that you provide us with an address which we can send notices to. You have advised your electronic address is foi+request-1825-d8cc7c9f@righttoknow.org.au. We will send all notices and correspondence to this address. Please advise us if you wish correspondence to be sent to another address or if your address changes as soon as possible. If you do not advise us of changes to your address, correspondence and notices will continue to be sent to the address specified above.

Disclosure Log

11. Please note that information released under FOI Act may be published in a disclosure log on the department's website. Section 11C of the FOI Act requires this publication, however it is subject to certain exceptions, including where publication of personal, business, professional or commercial information would be unreasonable.

Exclusion of junior department employee details

12. The department is working towards ensuring that all employees have a choice about whether they provide their full name, personal logon identifiers and direct contact details in response to public enquiries. Where such details are included in the scope of a request, this may add to processing time and applicable charges as it may be necessary to consider whether the details are exempt under the FOI Act. On this basis, unless you tell us otherwise, we will assume that these details are out of scope of your request and they will be redacted under section 22 of the FOI Act.
13. Should you have any enquiries concerning this matter, please send an email to FOI.Legal.Team@humanservices.gov.au.

Yours sincerely,

Authorised Decision Maker
Freedom of Information Team
FOI and Litigation Branch | Legal Services Division
Department of Human Services