



Our reference: 16/55163

19 April 2016

James Smith

By email: foi+request-1834-3338a6c7@righttoknow.org.au

Dear Mr Smith,

Freedom of Information Request ACC 16-7

I refer to your request for access to documents relating to social media use under the *Freedom of Information Act 1982*. 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 current guidance material which is available for employees to make informed decisions about their private social media use.*

We received your request on *Monday 18 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 **Wednesday 18 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.

Please note that information released under the FOI Act may later be published online on our disclosure log <http://www.crimecommission.gov.au/foi/foi-disclosure-log>, subject to certain exceptions.

We will contact you using email address you provided. Please advise if you would prefer us to use an alternative means of contact. If you have any questions, please contact the following officer:

Shelby Simadas
FOI Coordinator
foi@crimecommission.gov.au

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Shelby", with a stylized flourish at the end.

Shelby Simadas
FOI Coordinator