



**Australian
Human Rights
Commission**

Our Ref: F2016/18

21 April 2016

Mr James Smith

By email: foi+request-1837-49c06311@righttoknow.org.au

Dear Mr Smith

Request for documents under the *Freedom of Information Act 1982 (Cth)*

I refer to your 18 April 2016 request under the *Freedom of Information Act 1982 (Cth)* (FOI Act), for access to the following documents:

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.

I am an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests.

1 Searches

On receipt of your FOI request, I forwarded it to the Human Resources Manager of the Commission, as this is the section of the Commission which is responsible for workplace / staff policies. As the Manager was on leave, I then forwarded your request to the second most senior member of the Human Resources team. This individual subsequently confirmed with me that the Commission has four policies / guidance documents which fall within the scope of your FOI request. These are:

- Social Media Protocols;
- Proper use of Commission's ICT Facilities;
- Harassment Policy; and
- Public Comment Policy.

These documents have been folio numbered 1 to 45.

2 Decision

I have decided to grant full access to the documents at folios 1 to 45.

3 Avenues of review

For your information, I also enclose information relating to your rights of review of the Commission's decision.

Please call me if you have any questions in relation to this matter.

Yours sincerely



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