



Australian Government  
Austrade



 May 2015

Mr James Smith

**By Email Only:** [foi+request-1842-59fa6524@righttoknow.org.au](mailto:foi+request-1842-59fa6524@righttoknow.org.au)

Dear Mr Smith

### Freedom of Information request: Notice of decision

I refer to your FOI request of 18 April 2016 for access to a document under the *Freedom of Information Act 1982 (Cth)* ("**Act**"). You requested a copy of:

- 1) Austrade's current social media policy, which covers departmental use and/or private use by employees in an individual capacity; and
- 2) Any current guidance material available for employees to make informed decisions about their private social media use.

Austrade has located 2 documents which fall within the scope of your request as listed in the schedule of documents at Attachment A.

### Authority

I am authorised by the CEO of Austrade under section 23 of the Act to make a decision in relation to your request.

### Decision

I have decided to grant access to the document with irrelevant material deleted under section 22 of the FOI Act.

Under subsection 22(1) of the FOI Act, Austrade may provide an edited copy of a document with information that would reasonably be regarded as irrelevant to a request deleted. For example, contact details of Austrade staff.

I am satisfied that this information is not captured within the scope of your request, and is therefore irrelevant material under section 22 of the FOI Act. Accordingly, I have deleted this material from the documents and have given you access to an edited copy under section 11A of the FOI Act.

### Your rights of review

Under section 54 of the FOI Act, you may apply in writing to Austrade for an internal review of my decision. An internal review application must be made within 30 days of the date of this letter.

Where reasonably practical, please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days.

## Review by the Australian information Commissioner

If you are unhappy with my decision, you can request an independent review by the Australian Information Commissioner.

A request for an independent review by the Australian Information Commissioner needs to be made within 60 days of being notified of my decision. Your application must be made in writing and include a copy of this decision notice. You must also provide a contact address (i.e. your email address) where notices can be sent (eg your email address). Review applications to the Office of the Australian information can be made to:

**Online:** [www.oaic.gov.au](http://www.oaic.gov.au)

**Post:** GPO Box 5218 Sydney, NSW 2001

**Fax:** +61 2 9284 9666

**Email:** [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

For further details about the Information Commissioner please visit [www.oaic.gov.au](http://www.oaic.gov.au)

If you have any questions regarding this request, please contact the FOI Co-ordination Officer on (02) 9392 2000 or [foi.coordination.officer@austrade.gov.au](mailto:foi.coordination.officer@austrade.gov.au).

Yours sincerely



David Tonkin  
Chief Legal Counsel, Procurement and Fraud  
Corporate Services  
Australian Trade and Investment Commission (Austrade)

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## Schedule of documents

<b>Document no.</b>	<b>Date</b>	<b>Description</b>	<b>Decision on access</b>	<b>Exemption/Grounds for refusal</b>
1	Last modified 10 April 2015	Austrade social media policy	Granted	
2		Austrade Social Media module	Granted with irrelevant material redacted	Section 22