



*Our ref: 16/209*

12 May 2016

James Smith  
[foi+request-1843-d14fe041@righttoknow.org.au](mailto:foi+request-1843-d14fe041@righttoknow.org.au)

Dear Mr Smith

**Freedom of Information Request Decision: James Smith – Social Media Policy**

The Australian Transaction Reports and Analysis Centre (AUSTRAC) refers to your Freedom of Information request (FOI request) that was received on 18 April 2016, in which you sought access to documents under the provisions of the *Freedom of Information Act 1982* (FOI Act), that you understood to be held at AUSTRAC.

The documents you requested are:

- '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.'*

A search for documents held by AUSTRAC revealed a total of **three documents**, consisting of **13 pages**, were found to be within the scope of your FOI request. I examined the documents and have decided to release them in full.

Section 26 of the FOI Act requires AUSTRAC to provide a statement of reasons in support of a decision. My reason for this decision is set out in **Attachment A**.

The FOI Act provides a number of avenues for review if you are dissatisfied with any aspect of this decision. Your review rights are set out in **Attachment B**.

I have enclosed a copy of the schedule and released documents in accordance with the FOI Act. If you have any questions or require further information, please contact the decision maker on 02 6120 2630 or via email [INFO\\_ACCESS@austrac.gov.au](mailto:INFO_ACCESS@austrac.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Suzie Sazdanovic', written in a cursive style.

Suzie Sazdanovic  
Authorised Decision Maker  
AUSTRAC

enc: Schedule of documents  
Documents released under the FOI Act

## ATTACHMENT A

### Statement of Reasons

I, Suzie Sazdanovic, am an officer authorised under section 23 of the FOI Act to make a decision in relation to your request. The following is my decision and the reasons for that decision.

### Overview

The examination of the documents in AUSTRAC's possession revealed that a total of **three documents** were identified to be within the scope of your request. I have decided to release them to you in full in accordance with the FOI Act.

### Evidence/Material on which my findings are based

In reaching my decision to release the documents in full, I relied on the following documentary evidence:

- *Freedom of Information Act 1982*;
- Guidelines issued by the Australian Information Commissioner;
- the scope of the request received by AUSTRAC from you on 18 April 2016; and
- the documents identified to be within the scope of the request.

## ATTACHMENT B

### Review Rights

The following review rights apply.

Section 54 of the FOI Act gives you the right to apply for an internal review of the decision refusing to grant access to documents. An application for a review of the decision must be made in writing within 30 days of receipt of this letter. No particular form is required; however, it would assist the decision maker if the application grounds on which it is considered that the decision should be reviewed were set out.

Under section 53A of the FOI Act you may have ground for review under section 54 if you can establish that there are other documents held by AUSTRAC which have not been released.

Applications for review of the decision should be addressed to:

**Australian Transaction Reports and Analysis Centre**  
Freedom of Information  
c/- Attorney General's Department  
3-5 National Circuit  
BARTON ACT 2600  
Facsimile +612 6120 2601  
[www.austrac.gov.au](http://www.austrac.gov.au)

It is not necessary to seek internal review before seeking review of the decision by the Australian Information Commissioner.

### Office of the Australian Information Commissioner

As part of the 2016-17 Budget, the OAIC has been allocated \$37 million over the next four years to fund their ongoing Privacy and Freedom of Information functions. The OAIC will therefore remain operational and will continue to conduct Information Commissioner (IC) reviews.

IC review applications can be made to:

**Office of the Australian Information Commissioner**  
GPO Box 5218  
SYDNEY NSW 2001  
[enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

For further information about IC reviews please refer to the OAIC website.

### Administrative Appeals Tribunal

An application may be made to the Administrative Appeals Tribunal (AAT) after the OAIC has made a decision. The AAT may also review a decision by the OAIC not to undertake a review. An application must be submitted to the AAT within 28 days of being notified of the decision by the OAIC. The AAT can be contacted on 1300 366 700.

### Complaints

If you are not satisfied with the way AUSTRAC has processed your Freedom of Information request, you can complain to the OAIC. A complaint must be made in writing and must identify AUSTRAC as the agency that made the decision. There is no particular form required to make a request, however, the complaint should set out the grounds on which it is considered the action taken in relation to the FOI request should be investigated. Complaints can be made to the OAIC at the address listed above.

For up to date information please visit the OAIC website at <https://www.oaic.gov.au>.