



Mr James Smith

via email: foi+request-1852-5d4ea3b1@righttoknow.org.au

Dear Mr Smith

I refer to your request of 19 September 2016, for access under the *Freedom of Information Act 1982* (FOI Act) to:

'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'.

Decision to grant access to documents

I am authorised to make decisions under the FOI Act and my decision is set out below.

The department has in its possession three internal documents that fall within the scope of your request:

Document 1	Guideline: Use of social media (instructional material)
Document 2	Using social media (factsheet)
Document 3	Department of Agriculture and Water Resources Guideline on use of social media (intranet document)

I have decided that all documents are appropriate for release. I have enclosed copies of the documents.

Further, the department's Social Media Policy is a public document and is available at <http://www.agriculture.gov.au/about/jobs/benefits-conditions/policy>.

I have decided there will be no charge for processing your request.

Publication of information in the FOI disclosure log

Information released under the FOI Act may be published in a disclosure log on the department's website at http://www.agriculture.gov.au/about/accessing-information/foi/disclosure_log. I have decided that it would be reasonable to publish the documents released to you.

Review rights

If you are dissatisfied with the searches we did to locate documents related to your request or decision about material that is irrelevant to your request, you may apply for internal review or an Information Commissioner review of the decision. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

If you wish to seek an internal review, you must apply to the department within **30 days** after the day you are notified of this decision. An application for internal review must be made in writing. No form is required but it is helpful if you set out the grounds on which you consider that the decision should be reviewed. Your application for an internal review should be sent via email to foi@agriculture.gov.au, or to:

FOI Officer
Department of Agriculture
GPO Box 858
CANBERRA CITY ACT 2601.

Alternatively, you may apply directly to the Office of the Australian Information Commissioner (OAIC) to review my decision. An application for review by the Information Commissioner must be made in writing within **60 days** after the day you are notified of this decision. You can also make a complaint to the Information Commissioner if you have concerns about how the department handled your request. You can find information about requesting a review, making a complaint, and other information about FOI on the OAIC website www.oaic.gov.au . You can also phone the OAIC on 1300 363 992.

Contact details

Should you wish to discuss any issues arising from this letter, please contact FOI Officer Melissa Nickols on 02 6272 3537 or email foi@agriculture.gov.au.

Yours sincerely

[signed]

Melissa Brown
A/g Assistant Secretary
Parliamentary and Portfolio Business Branch
Corporate Strategy and Governance Division

18 October 2016