



18 April 2016

Mr James Smith

By email: foi+request-1863-c08695ad@righttoknow.org.au

Dear Mr Smith

Freedom of Information request
FOI Reference number: 15/16-53

I refer to your correspondence dated 18 April 2016, received by the Fair Work Commission (**the Commission**) on the same day in which you seek access to documents under the *Freedom of Information Act 1982 (FOI Act)*.

In your email you request access 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.*

The 30 day statutory time period for processing this request commenced on the day following the day on which your request was received (subsection 15(5) of the FOI Act). You should therefore expect a decision on your FOI request on or before 18 May 2016. The Commission will contact you if further clarification is required regarding your request.

However, if the Commission is required to consult with third parties about the release of any documents falling within the scope of your request, the timeframe for processing your request may be extended by a further 30 days. We will notify you in writing if the processing timeframe is so extended.

The Commission will advise you if a charge is payable to process your request and an estimate of any such charge as soon as practicable.

Please note that information released under the FOI Act may be published on the agency's FOI Disclosure Log on the Commission's website, as required under section 11C of the FOI Act, unless the publication of any personal, business, professional or commercial information would be unreasonable.

Should you have any queries about this matter, please contact me on (03) 8656 4544. Alternatively you may send queries via email to foi@xxx.xxx.xx.

We will correspond with you by email in relation to your FOI request.

Yours Sincerely

Kate Scarlett
Legal Officer
Reporting, Planning and Legal
Fair Work Commission