



Reference: FOI16 - 003

James Smith  
Right to Know  
Email: [foi+request-1874-8f11f41a@righttoknow.org.au](mailto:foi+request-1874-8f11f41a@righttoknow.org.au)

Dear Mr Smith,

**Acknowledgement of FOI Request**

I refer to your email on 18 April 2016 seeking access to documents under the *Freedom of Information Act 1982* (the FOI Act).

You requested access to the following documents:

- the current social media policy for departmental and private use, and
- guidance material on private use of social media by employees.

Your request was received by Safe Work Australia on 18 April 2016. The statutory timeframe for processing a request is 30 days from the date of receipt. Therefore the due date for Safe Work Australia's decision under section 26 of the FOI Act is 18 May 2016. The timeframe may be extended in certain circumstances, including where third party consultation may need to be undertaken.

If you wish to discuss this letter please contact me on 0262402471.

Yours sincerely

Joel Burns  
20 April 2016  
[foi@safeworkaustralia.gov.au](mailto:foi@safeworkaustralia.gov.au)