



Your ref : N/A  
Our ref : 2017/TBA  
Enquiries : Suzana Gligorov  
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Email : [foi@finance.wa.gov.au](mailto:foi@finance.wa.gov.au)

Attention: **Mr James Smith**

**SENT BY EMAIL:**

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Dear Mr Smith

**FREEDOM OF INFORMATION (FOI) APPLICATION**

I refer to your email correspondence received on 8 August 2017 by several business units of the Department of Finance (the Department) in which you requested to be given access to documents stating as follows:

*“This is a request under the Freedom of Information Act.*

*I request documents related to the ten most recent instances where an employee has sought information, advice, guidance, or opinion on their social media use in a private capacity.*

*I limit the scope of documents to:*

- *the original request from the employee*
- *the agency/department's response*
- *any follow-up questions and response*
- *only those sent to a relevant HR / conduct / social media (or similar) team (rather than managers across all areas of the organisation)*
- *where the original request was created in the last 2 years”*

Please note that the Office of State Revenue, Government Procurement, Building Management and Works and the Office of the Government Architect are business units of this Department and therefore your identical access applications have been amalgamated in one.

Irrespective, your access application does not meet the requirements for a valid application under the Western Australian *Freedom of Information Act 1992* ('the FOI Act'). To accept an access application as valid, the FOI Act requires that:

- the application be in writing;
- give enough information to enable the requested documents to be identified;
- give an address in Australia to which notices under this Act can be sent;
- give any other information or details required under the regulations; and
- be lodged at an office of the agency with any application fee payable under the regulations.

In view of these requirements, the following is required from you before the Department can accept your access application as valid:

- a. **Provide an Australian address** – please note that this should be a physical address, not a postal office box address; *and*
- b. **Pay the application fee of \$30 which applies to applications for access to documents of non-personal nature** –you can do this online by making your payment to the following bank account:

Commonwealth Bank  
Account name: Department of Finance Operating  
BSB: 066-040  
Account: 15000406

Please use "FOI" as your reference when making the payment.

The Department is unable to commence processing your access application under the FOI Act until it meets the requirements outlined in this letter.

While considering whether to continue with your application, you may also wish to note that, based on enquiries conducted within relevant areas of the Department, I am informed that no documents of the nature and description provided by your access application exist or are held in the Department's possession.

If you have any questions in relation to the above, please do not hesitate to contact me or email [foi@finance.wa.gov.au](mailto:foi@finance.wa.gov.au) .

Yours sincerely



Suzana Gligorov  
Freedom of Information Manager

21 August 2017