



Department of Justice and Regulation

Information Integrity & Access

Freedom of Information
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9 August 2017

Our ref: CMS 51541
CD/17/437534

Mr James Smith
foi+request-3884-5c44f1c5@righttoknow.org.au

Dear Mr Smith

Freedom of Information

I refer to your request for documents under the *Freedom of Information Act 1982* (the FOI Act), received in this office on 9 August 2017, in which you sought access to:

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.*

Application fee

Section 17(2A) of the FOI Act requires that an application fee of \$28.40 accompanies a request for access to documents. The application fee may be waived in circumstances of hardship. If you wish to seek waiver of the fee, you will need to provide evidence of hardship, such as a current healthcare or pension card

Please note your request will not be considered valid and will therefore not be processed until payment or application for waiver is received and approved.

Proof of identity

Please note that as a matter of general policy, this office requires an applicant to provide identification (i.e. a copy of driver's licence, passport, birth certificate or similar) when seeking access to personal documents. This is a routine requirement of all applicants seeking access to personal documents and ensures that documents are not inappropriately released to third parties.

I would appreciate it if you would respond to the issues raised above within 28 days of the date of this letter, otherwise I will assume that you do not wish to continue with your request and no further action will be taken by the department.

If you have any queries, please contact this office by telephone on (03) 8684 0063, or by writing to the mailing address shown at the top of this letter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Seyhan Balkis', with a horizontal line extending to the right.

Seyhan Balkis
FOI Officer (Business Support)