



Mr James Smith

By email: foi+request-3888-449eb9e6@righttoknow.org.au

Dear Mr Smith

Freedom of Information Request No.170805
Decision on Access

I refer to your request of 8 August 2017 to the Department of the Environment and Energy (the **Department**) under the *Freedom of Information Act 1982* (the **FOI Act**). Your request seeks access to the following documents:

[Item 1] The ten most recent instances where an employee has sought information, advice, guidance, or opinion on their social media use in a private capacity.

Limiting 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*

Authority

I am authorised by the Secretary of the Department under section 23 of the FOI Act to make a decision in relation to your request.

Decision

After considering your FOI request and conducting a search of the Department's records, I am satisfied that no relevant documents exist. Your request for this item is therefore refused pursuant to section 24A(1)(b)(ii) of the FOI Act.

ATTACHMENT A contains information regarding your review rights, should you wish to seek review of my decision.

Material considered in making my decision

I had regard to:

- the scope of the FOI request
- the content of the document subject to your request;
- the relevant provisions in the FOI Act;
- advice from subject matter experts within the Department; and
- the *Guidelines issued by the Australian Information Commissioner under s93A of the Freedom of Information Act 1982* (the **FOI Guidelines**).

Reasons for decision

Section 24A(1)(b)(ii)

Documents do not exist

Under subparagraph 24A(1)(b)(ii) of the FOI Act, the Department may refuse a request for access to a document if all reasonable steps have been taken to find the document, and the Department is satisfied that the document does not exist.

I am satisfied that all reasonable steps have been taken to locate the requested documents and that no relevant documents exist.

Accordingly, I have decided to refuse your request for access pursuant to subsection 24A(1)(b)(ii) of the FOI Act.

Further assistance

The FOI Contact Officer in the Department can be contacted by telephone on 02 6274 2098 or by email at foi@environment.gov.au.

Yours sincerely



Paula Goodwin
First Assistant Secretary
Corporate Strategies Division

7 September 2017

ATTACHMENTS:

A. Information sheet "Your Review Rights"



YOUR REVIEW RIGHTS

You may seek review of this primary decision either internally by the Department (Internal review), or externally by the Information Commissioner (Information Commissioner review).

Internal review

An Internal review is a review of the decision conducted by a senior officer within the Department. The reviewing officer will not be the same person whom made the primary decision.

If you wish to seek an internal review, you must submit a written application to the Department within 30 days after the day you are notified of this decision. Whilst there is no required form for the written Internal Review application, it is recommended that you include your reasons as to why the primary decision should be reviewed.

The decision on the Internal review will be provided to you within 30 days of the Department receiving your application.

You can submit your written Internal review application to the below addresses:

Email: foi@environment.gov.au

Post: FOI Contact Officer
General Counsel Branch
Department of the Environment
GPO Box 787
Canberra ACT 2601

Information Commissioner review

An Information Commissioner review is a review undertaken by the Information Commissioner (IC). The IC will make a decision on the disclosure of the documents, giving regard to any submissions from the Department, yourself as the applicant, and any third parties consulted as part of this decision.

There is no statutory timeframe for a decision on an IC request.

If you wish to request a review by the IC, you must apply to the IC within 60 days after the day you received it. Further details on how to request an Information Commissioner review can be obtained from the Office of the Australian Information Commissioner:

Online: <https://www.oaic.gov.au/freedom-of-information/foi-review-process>
Post: GPO Box 5218, Sydney NSW 2001
Fax: 02 9284 9666
Phone: 1300 363 992
Email: enquiries@oaic.gov.au

