

21 August 2017

Mr James Smith  
Via email: James Smith <foi+request-3892-  
2cb97182@righttoknow.org.au>

David Brumby  
FOI Coordinator  
University Records  
The Australian National University  
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CRICOS Provider No. 00120C

Dear Mr Smith

***Freedom of Information Request No. 201700026***

I refer to your request under the *Freedom of Information Act 1982* received on 8 August 2017. I have taken your request to be for access to:

*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 and where the scope of documents is limited to:*

- *the original request from the employee*
- *the University's response*
- *any follow-up questions and response*
- *where the original request was created in the last 2 years.*

The relevant area of the University was contacted and a search conducted of their records for documents relating to instances where University staff have sought information, advice, guidance, or opinion on their social media use in a private capacity, but no relevant paper based or electronic documents could be located.

I am required to give you a decision on your request and as no document relating to your request exists, I have decided, as an officer authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests, to refuse your Freedom of Information request under section 24A(1).

Given that no relevant records were located concerning your request, no processing charge has been applied.

I refer you to the University's Guideline: Social media participation by ANU staff which applies to The Australian National University's community members who contribute to social media.

If you wish to discuss this decision, please contact me using the details below.

Yours sincerely



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## **Your review rights**

If you are dissatisfied with my decision, you may apply for internal review or Information Commissioner review of the decision. We encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns

### **Application for Internal Review of Decision**

Section 54A of the Act, gives you the right to apply for an internal review of my decision.

It must be made in writing within 30 days of receipt of this letter, no particular form is required but it is desirable to set out in the application the grounds on which you consider the decision should be reviewed.

The application should be addressed to:

Chief Operating Officer  
Office of the Vice-Chancellor  
Building 10  
The Australian National University  
Canberra ACT 2601

Or via email: [chris.grange@anu.edu.au](mailto:chris.grange@anu.edu.au)

### **Application for Information Commissioner Review of decision**

Under section 54L of the FOI Act, you may apply to the Australian Information Commissioner to review my decision. An application must be made in writing within 60 days of the date of this letter, and be lodged in one of the following ways:

online: [https://forms.business.gov.au/aba/oaic/foi-review-/](https://forms.business.gov.au/aba/oaic/foi-review/)  
email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)  
post: GPO Box 5218, Sydney NSW 2001  
in person: Level 3, 175 Pitt Street, Sydney NSW 2000

More information is available on the Office of the Australian Information Commissioner website. Go to [www.oaic.gov.au/freedom-of-information/foi-reviews](http://www.oaic.gov.au/freedom-of-information/foi-reviews)