

Information Access Unit  
Corporate Services  
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**File Ref:** IA17/0051

Mr James Smith  
c/- Right to Know Organisation

Email: [foi+request-3949-6a43c9ba@righttoknow.org.au](mailto:foi+request-3949-6a43c9ba@righttoknow.org.au)

Dear Mr Smith

### **Request for Government Information under the *Information Act* (NT)**

Thank you for your applications to the Department of Housing and the Department of Local Government and Community Service to access government information under section 18 of the *Information Act* (the Act) dated 8 August 2017.

**Please note:** the Department of Housing and the Department of Local Government and Community Services have been merged into the one agency, namely the Department of Housing and Community Development. Therefore, I will be responding to both your submitted applications under the new structure.

Your request was for:

*I request documents related to the ten most recent instance 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/departments response*
- *Any follow up question 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.*

In accordance with the provisions of section 18(2) of the Act, the department requires additional information from you to be able to process your request for government information.

Section 18(2) states an application is to:

- (a) be in writing; and
- (b) specify the name of the applicant; and
- (c) include sufficient details to identify the information; and

- (d) specify an address to which correspondence regard the application may be sent to the applicant.
- (2A) The application is to be accompanied by the application fee.
- (3) Before accepting an application, a public sector organisation must satisfy itself as to the identity of the applicant.

In order to commence processing your request I am required to adhere to provisions of the Act. To support your application, could you please forward a copy of your photographic identification along with the scheduled \$30.00 application fee.

To assist you complete the application process, I enclose a Request for Government Information; Proof of Identity Requirement; an Application to Waive or Reduce Fees; and fact sheets on "Making an Application" and "Information Access: What does it cost".

Should you require further assistance or information, please do not hesitate to contact me.

Yours sincerely



Karan L Aitken  
Information Access Manager

10 August 2017