

Information Policy Unit
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File Ref: NTTIR2017/5

James Smith

Dear James Smith

RE: INFORMATION REQUEST UNDER THE *INFORMATION ACT*

I refer to your application to access government information made pursuant to section 18 of the *Information Act* (the Act), dated 8 August 2017, requesting:

"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."*

The Department of Treasury and Finance require further information to process your application. Section 18(2) of the Information Act 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 regarding the application may be sent to the applicant.*

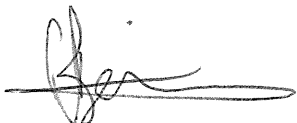
(2A) The application is to be accompanied by the application fee.

(3) Before accepting the application, a public sector organisation must satisfy itself as to the identity of the applicant.

Your application failed to provide a certified copy of identification as proof of identity and the prescribed application fee of \$30.00 for non-personal information. Please complete the attached request form with the necessary adjustments and return to us to commence processing.

If you wish to contact me, please do so on telephone (08) 8999 6982, or email foi.dtf@nt.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Christina Bailey', written over a horizontal line.

Christina Bailey
Information Policy Officer

10 August 2017