

10 August 2017

Mr James Smith
E: foi+request-3962-d18bdeb6@righttoknow.org.au

Our Ref: GIPA17/406
Matter No: 201702166

Dear Mr Smith

Invalid Access Application

I refer to your email dated 8 August 2017, where you requested access to the following information:

- *"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"*

Please note that as of 1 July 2010, the *Government Information (Public Access) Act 2009* (the GIPA Act) replaced the *Freedom of Information Act 1989*. Therefore, your request will be processed as a Formal Access Application in accordance with section 9(1) of the GIPA Act.

Please be advised that your application is invalid and cannot proceed until such time that the Right to Information Unit, Legal receives the following:

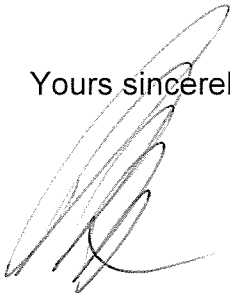
- Application fee made payable to Department of Family and Community Services by way of cheque or money order in the sum of \$30.00. This requirement is in accordance with section 41(1)(c) of the GIPA Act. The Formal Access Application fee may be reduced to \$15.00 if you receive a statutory benefit. If the fee reduction is being claimed, you must provide a copy of your Pension or Health Care Card together with the payment.

If you do not agree that your application is invalid, you may seek a review of this decision under Part 5 of the GIPA Act, by requesting any one of the following:

- An Internal Review which must be lodged with the Right to Information Unit within 20 working days of this notice. You must lodge your Internal Review at the address shown at the bottom of the first page and must be accompanied by the appropriate application fee of \$40.
- Alternatively, a request for an External Review may be lodged with either the Information and Privacy Commission, or the NSW Civil and Administrative Tribunal. Please note that you must lodge your request for an external review within 8 weeks of this notice.

If you have any questions or concerns in relation to this matter, please contact me on telephone (02) 9716 2662.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Bazzo', written in a cursive style.

Peter Bazzo
A/Manager
Right to Information Unit
Department of Family and Community Services, Legal