



23 August 2017

<mailto:foi+request-3971-54d61d5f@righttoknow.org.au>

Dear James Smith,

The Sydney Harbour acknowledges receipt of your FOI request on 8 August 2017.

The Trust is required to process valid requests within 30 days after the day a request was received. This 30 day processing period may be extended under certain circumstances, for example, where the Trust decides it reasonable to consult with third parties. If the processing period is extended, the applicant will be informed of the extension and the reasons for it.

I have taken your request to be as follows:

"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"

As at the date of writing, we are scoping your request. If it is a valid request under the FOI Act the statutory deadline for providing a decision on this request is 7 September 2017.

It is the usual practice of the Trust:

- not to disclose the personal information of junior officers or the personal contact details of senior officers of the State or Federal governments (including those of the Trust). The names of senior officers will generally be released. Your request will be processed on the assumption that you do not intend to capture these details within its scope.
- not to release duplicates of any document captured within the scope of the request. Further, where two documents fall within the scope one differs from the other only with respect to minor editorial changes (such as spelling or grammar corrections), only the later version of the document will be treated as within scope. Your request will be processed on the assumption that you do not intend to capture duplicates or documents that the Trust considers duplicates (as per the above explanation) within the scope of your request.

Please inform us if you do not agree to your request being processed by the Trust on the above assumptions.

Please note that information released under the FOI Act may later be published online on our disclosure log.

We will contact you using the email you provided. Please advise if you would prefer us to use an alternative means of contact.

The Act permits an agency to decide that an Applicant may be liable to pay a charge where an agency determines that a charge is applicable. I will notify you as soon as practicable if it is determined that any charges apply to your request.

If you have any questions, please contact me.

Regards
FOI Contact Officer
Sydney Harbour Federation Trust
PO Box 607
Mosman NSW 2088
foi@harbourtrust.gov.au