



Department of
Premier and Cabinet

1 Treasury Place
Melbourne, Victoria 3002 Australia
Telephone: 03 9651 5111
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D17/245702

Mr James Smith
By email: foi+request-3980-6b8b37cc@righttoknow.org.au

8 August 2017

Dear Mr Smith

FREEDOM OF INFORMATION REQUEST – REF NO. 2017/18-11

Thank you for your request for documents under the *Freedom of Information Act 1982 (Vic)* (**the Act**), dated and received by the department on 8 August 2017.

You have requested 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.

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*

Section 17(2A) of the Act requires that an application fee of \$28.40 accompanies a request for access to documents. Payment can be made by cheque or money order. The application fee may be waived in circumstances of hardship. If you wish to seek waiver of the fee, you will need to provide evidence of hardship, such as a current healthcare or pension card.

Please note your request will not be considered valid and will therefore not be processed until payment or application for waiver is received and approved.

If I may be of assistance, please contact me on (03) 7017 3224 and quote reference number **2017/18-11**.

Yours sincerely

Matthew Thompson
Freedom of Information Officer