



If calling please ask for
Accredited FOI Officer

Telephone
08 8207 1522

AGD Reference
17/0598

10 August 2017

Mr James Smith

Email: [\[mailto:foi+request-3995-322863f0@righttoknow.org.au\]](mailto:foi+request-3995-322863f0@righttoknow.org.au)

Dear Mr Smith

Re Freedom of Information Application

I acknowledge receipt of your Freedom of Information application to the Attorney-General's Department as below:

- 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

Your request was received on 9 August 2017.

The *Freedom of Information Act 1991* (the Act) requires the payment of an application fee or evidence of your eligibility for a fee waiver for the application to be considered valid under the Act.

I refer you to S13(c) of the Act which states:

13-Applications for access to agencies' documents

An application for access to an agency's document—

(c) must be accompanied by such application fee as may be prescribed

Payment of the prescribed fee of \$34.25 can be made using the following options:

- online credit card payment via:
<https://www.bpoint.com.au/payments/attorneygeneralsdepartment>
- electronic funds transfer (EFT) - please include "FOI-your name" in the bank reference field.

Commonwealth Bank
AGD Corporate Account
BSB: 065-266
Account No: 10019434

- cheque or Money Order made out to the Attorney-General's Department. To be posted to:

The Accredited FOI Officer
Attorney-General's Department
GPO Box 464
ADELAIDE SA 5001

Alternatively, evidence of your eligibility for a fee waiver can be emailed to freedomofinformation@sa.gov.au.

In addition, I refer you to S13(e) of the Act which states:

13—Applications for access to agencies' documents

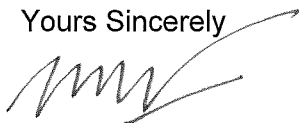
An application for access to an agency's document—

(e) must specify an address in Australia to which notices under this Act should be sent; and

Please note your application will be considered invalid until the criteria above is met. If no response is received from you by **25 August 2017**, your application will be closed.

For further information, I attach a copy of Your Right to Know, a publication issued by State Records of SA detailing the process of Freedom of Information in South Australia.

Yours Sincerely



Accredited Freedom of Information Officer