



If calling please ask for
Accredited FOI Officer

Telephone
08 8207 1522

AGD Reference
17/0598

9 October 2017

Mr James Smith

Finance, People &
Performance

Performance & Business
Services

Level 4
45 Pirie Street
Adelaide SA 5000

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Adelaide SA 5001
DX 336

Tel 08 8204 2125

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 refer to 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

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

On 10 August 2017 a letter was sent to you requesting the prescribed application fee of \$34.25 or evidence for your eligibility for a fee waiver by 25 August 2017. Our records indicate that you have not paid the application fee, or provided evidence of eligibility for a fee waiver by the due date.

Pursuant to section 18(3) of the FOI Act, an agency may refuse to continue dealing with an FOI application if payment of the application fee or eligibility for a fee waiver has not been made within the period specified. Therefore I have determined to cease processing your application and have closed your file.

For further information, I enclose a copy of Your Right to Know, a publication issued by State Records of SA about how to use Freedom of Information in South Australia.

Yours Sincerely

Accredited Freedom of Information Officer