

9th March 2018

Ms Kristin Dietrich
foi+request-4387-e48b75ea@righttoknow.org.au

ACMA file reference ACMA2018/124

Dear Ms Dietrich,

Request for access to documents under the *Freedom of Information Act 1982*

I refer to your Freedom of Information Act (FOI Act) request dated 21st February 2018 received by the Australian Communications and Media Authority ("ACMA") on 21st February 2018 in which you sought access to policies/procedures and or management instructions relating to the management of and or processes pertaining to Bullying and Harassment in the workplace; and in particular how such complaints are to be managed and investigated.

I confirm that I am an authorised decision maker within the meaning of section 23 of the FOI Act.

On 23rd February 2018 I wrote to you confirming that, in accordance with section 29 of the FOI Act, you were liable to pay charges. The preliminary assessment of charges was calculated as Nil.

I note that all documents in the ACMA's possession which fall within the scope of your request have been identified. I am satisfied that all reasonable steps were taken to identify all relevant documents including an extensive search of policies and procedures on the ACMA's intranet.

Attached is a schedule of documents which I consider fall within the terms of the request. All documents identified have been released in full in accordance with section 11A of the FOI Act.

Material taken into account

I have taken the following material into account in making my decision on access:

- the FOI Act
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act

Access to documents

Accordingly, enclosed are copies of the documents which are released to you.

Your rights of review

Please find enclosed the ACMA's Information Sheet entitled Freedom of Information Act 1982 - Rights of Review of Applicants.

If you have any questions in this regard please contact me on the contact details provided below.

Yours sincerely,



Shirley Hedditch

Manager, People and Workplace

Authorised decision maker pursuant to section 23(1) of the FOI Act

Email shirley.hedditch@acma.gov.au