



Australian Government

Department of the Prime Minister and Cabinet

ONE NATIONAL CIRCUIT
BARTON

FOI/2014/066

FREEDOM OF INFORMATION ACT 1982

REQUEST BY: Anonymouse- through Right to Know

DECISION BY: Ben Neal
Assistant Secretary
People, Capability and Performance Branch

FOI request

In an email dated 3 May 2014 to the Department of the Prime Minister and Cabinet ('the Department'), emails from the Department to the applicant dated 7 and 20 May 2014, and subsequent emails from the applicant on 9 and 22 May 2014, revising the scope of the request, the applicant made a request under the *Freedom of Information Act 1982* (FOI Act), in the following revised terms:

I am not interested in emails or written correspondence which detail the PM&C's social media policy to external departments, these can be excluded from my request.

I am seeking internal documents, what one might refer to as working documents, the types of which may be guidelines, procedures, policies, plans, reports etc. which dictate the communications and use of these social media platforms specifically related to the Prime Minister's accounts.

Authorised decision-maker

I am authorised to make this decision in accordance with arrangements approved by the Department's Secretary under section 23 of the FOI Act.

Search for documents undertaken by the Department

Having regard to my knowledge of where documents potentially relevant to the applicant's request would be held, if they existed, I arranged for the following actions:

- The Department's file management system was searched for potentially relevant files
- Consultations with ICT, HR and Communications colleagues in the Department
- The Department's ministerial correspondence database (Slipstream) was searched.

As a result of these searches, no relevant documents were found in the Department. In this regard, I note that the Department does not manage the Prime Minister's social media accounts.

Decision

I have decided to refuse the request under subparagraph 24A(1)(b)(ii) of the FOI Act. My reasons for decision are set out below.

Reasons for decision

Subsection 24A(1) of the FOI Act provides that:

An agency or Minister may refuse a request for access to a document if:

- (a) all reasonable steps have been taken to find the document;
and
- (b) the agency or Minister is satisfied that the document:
 - (i) is in the agency's or Minister's possession but cannot be found; or
 - (ii) does not exist.

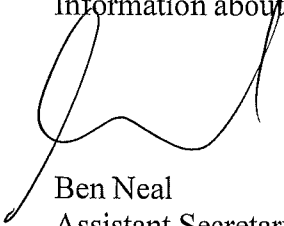
I am satisfied that all reasonable steps have been taken to identify documents relevant to the applicant's request and that no documents relevant to the request are in the possession of the Department. I have therefore decided to refuse the request under subparagraph 24A(1)(b)(ii) of the FOI Act.

Processing and access charges

I have decided not to impose processing charges in respect of the applicant's request.

Review and complaint rights

Information about the applicant's rights of review and complaint are attached.



Ben Neal
Assistant Secretary
People Capability and Performance Branch

29 May 2014