



## Department of Health & Human Services

50 Lonsdale Street  
Melbourne Victoria 3000  
Telephone: 1300 650 172  
GPO Box 4057  
Melbourne Victoria 3001  
www.dhhs.vic.gov.au

Our ref:  
Your ref: **Delete line if not applicable**

<Name>  
<Title>  
<Company or organisation>  
<Address 1>  
<Address 2>  
<SUBURB STATE POSTCODE>

Dear <Name>

### Freedom of Information Application Section 17(2) Clarification

I refer to your application under the *Freedom of Information Act 1982* requesting access to:

“INSERT Wording of request”

I also refer to my previous correspondence dated \_\_\_\_\_ where I advised preliminary enquiries were conducted and that pursuant to section 17(2) of the Act, it will be necessary for you to further clarify, or specify, your request so that specific documents can be identified. Accordingly I wish to reiterate the following. (Use for follow up letter when no response is received)

Preliminary enquiries have been conducted and I write to advise that pursuant to section 17(2) of the Act, it will be necessary for you to further clarify, or specify, your request so that specific documents can be identified.

Please note that section 17(2) states:

*“A request shall provide such information concerning the document as is reasonably necessary to enable a responsible officer of the agency, or the Minister, as the case may be, to identify the document.”*

In accordance with this section of the Act, an applicant is required to provide such information concerning the documents they seek as is reasonably necessary to enable the department to identify the documents.

To avoid refusal under section 17(2) of the Act it will be necessary for you to clarify your application so that specific documents can be identified.

*You may wish to clarify by specifying which Provide Suggestion.*

Such phrasing would capture the documents on the subject matter that are relevant to your request OR relevant to this part of your request.

Or

As discussed on Insert Date, to avoid refusal under section 17(2) of the Act it will be necessary for you to clarify your application so that specific documents can be identified.

During our telephone conversation, you agreed to clarify your request to the following:

Should you wish to accept these proposed changes to your request, please complete the attached Clarification Form. You may offer an alternative phrasing, however any alternative you may propose that does not remove the grounds for refusal noted here such as it fails to meet the requirements of section 17(2) (or does not remove the grounds for refusal under section 25A of the Act), may lead to your request not proceeding.

I would appreciate it if you would respond to the issues raised above by insert date 14 days from date of this letter, otherwise I will assume that you do not wish to clarify your request and no further action will be taken by the department.

Should you wish to discuss the clarification of your request, I can be contacted at the address indicated in the letterhead of this letter, or via email at [foi@dhhs.vic.gov.au](mailto:foi@dhhs.vic.gov.au) or on (03) 9096 8449. Please quote our reference number (F1#/####) in any correspondence.

Yours sincerely

<Name>  
Senior Freedom of Information Officer / Adviser  
Executive Services

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