



# 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 NA**

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

Dear <Name>

## Freedom of Information No Documents

I refer to your request under the *Freedom of Information Act 1982* (the FOI Act) regarding access to:

**"INSERT Wording of request"**

Your request was received on **INSERT Date**.

### The FOI Act

The FOI Act establishes a general right of access to documents held by State Government agencies, including the Department of Human Services (the department). However, in order to protect essential public interests and the private and business affairs of individuals, this right of access does not apply to documents identified by the FOI Act as exempt documents. For example, a document is exempt from release if it contains information about the personal affairs of another person and its release would be unreasonable.

### Decision

On the basis of your request, **INSERT the program area** conducted a search in an attempt to locate the documents relevant to your request. I advise that, after a thorough and diligent search, no documents have been located within this department regarding the information you requested as outlined above.

For your information, a summary of the search process is outlined below.

1. **INSERT a detailed description of the search processes undertaken (using dot points). Ensure you include ALL locations searched.**
2. **Also provide additional information as to the possible location of the documents and the reason(s) no documents could be located.**

3. If the documents have been destroyed include a copy of the Destruction Authority if available.

### Complaint rights

If you are not satisfied with my decision you have the right to apply to the Freedom of Information Commissioner (the Commissioner) and make a complaint. A complaint needs to be made in writing within 60 days.

I have enclosed a fact sheet providing further information on making a complaint to the Commissioner.

Should you wish to discuss the decision, 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 Delete one of the following numbers depending on whether it is a Non Personal or Personal request (03) 9096 8058 OR (03) 9096 8449. Please quote our reference number (F1#/#####) in any correspondence.

Yours sincerely

<Name>

Senior Freedom of Information Adviser/Officer  
Executive Services

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Enc.

1. Fact Sheet – FOI Commissioner - Complaints