



Department of Health & Human Services

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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 (FOI) Section 17(2) Notice of Refusal of Unclear Application

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

"INSERT Wording of request"

I also refer to my letter dated **INSERT date** in which I advised that your application in its current form is subject to refusal, as it does not meet the criteria established in section 17(2) of the Act. In this correspondence I advised that the wording of your request did not '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' you seek.

Or

I also refer to my letter dated **INSERT Date** in which I requested that the application fee be provided or your request would be refused as it is not a valid request.

I formally advise you of my decision to refuse to process your application under section 17(2A) of the Act, as it is not a valid FOI request.

A copy of this letter is attached.

As you have not responded to my letter dated **INSERT date**, I formally advise you of my decision to refuse to process your application under section 17(2) of the Act, as it is not a valid FOI request.

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 request for a complaint to the Commissioner.

Yours sincerely

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

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Enc.

1. Fact Sheet – FOI Commissioner - Complaints