



## 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](http://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 Request Section 18(2) – Transfer of Request**

A request under the Freedom of Information Act 1982 has been made to this department by **INSERT Applicant Name**, and was received on **INSERT Date**. The applicant is seeking access to:

***“INSERT Wording of request”***

As discussed on **INSERT Date**, the subject matter and records relating to this request are more closely connected with the functions of your agency; as such I am transferring this request under section 18(2) of the Act to you for a decision.

#### **OPTIONAL INSERTS**

Please note that an application fee made payable to this department has been returned to the applicant. The applicant has been advised that you may require an application fee to be paid.

**OR**

I advise that the applicant has paid the application fee of \$26.50 and has received a receipt.

I have informed **INSERT Applicant Name** of this transfer. Please respond to the applicant directly.

Should you wish to discuss the transfer, 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  
Executive Services

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