



# Department of Health & Human Services

## Freedom of Information Search Memorandum

<Reference no.>  
For action

**To:** Deputy Secretary, <Insert Division>

**Attention:** Divisional FOI Contact and/or program area contacts

**From:** Freedom of Information unit, Executive Services & Oversight, Executive Services

**Freedom of Information request by <Insert applicant name (company)> for <Insert documents> <Use sentence case and no full stops>**

**Action required by: DD Month 2015**

The Freedom of Information unit requires the search response to be provided by this date in order to assist our unit to meet the statutory time frame for providing a decision on a request as specified within the *Freedom of Information Act 1982*.

### Purpose

- To request that you conduct a thorough and diligent search for documents and that you provide supporting information to meet this Freedom of Information (FOI) request.

### Background

- On <DD Month YYYY> the department's FOI unit received the following request for documents under the Act:

**Applicant:** <Insert applicant's name (company).>

**Applicant's request:** <'Insert wording of request in italics and single inverted commas.'>

A copy of the application is attached. Delete this line if the request has been clarified or re-scoped.

### Current situation

- An acknowledgement letter has been sent to the applicant advising that the department is processing the request.

### Time frames

- FOI received: DD Month YYYY (Delete if N/A)  
FOI clarified: DD Month YYYY (Delete if N/A)  
FOI re-scoped: DD Month YYYY (Delete if N/A)  
FOI due: DD Month YYYY (Delete if N/A)

### Action required

- The FOI unit now requires the following from the division:
  - Documents:**  
<'List of documents required'>  
Please supply all documents in PDF format.

- If the document already exists in an electronic format, please convert/print to PDF directly (rather than printing and then scanning the printed copy).
  - If the document only exists in hard copy, please scan into PDF (in colour where appropriate). Please ensure that the resulting document can be read.
  - Please provide documents in either chronological order or some alternative order (where appropriate/possible) and ensure that PDF documents are appropriately titled/named.
  - If the provided document is created as an excel spreadsheet, please also provide the document in .xls format (as well as in PDF format). (delete if N/A)
- b. **A memorandum** addressed to the Manager, Freedom of Information from an Executive officer of the <Insert division>, which should include:

In relation to the requested documents:

- any relevant concerns or issues (particularly with respect to the release of the documents)
- contextual or explanatory information concerning the documents (such as whether documents or information were provided in confidence, draft documents or if the documents contain information relating to a **category one** incident)
- secrecy provisions in any legislation that may apply to the documents
- advice on which (if any) of the requested documents are publicly available (eg on the department's website)
- any additional information that the program area may wish for the FOI unit to provide to the applicant when providing the notice of decision for this request.

Details of the search conducted:

- who conducted the search
- where the search was conducted or which area produced the document/s
- what filing or record keeping systems were searched OR which database/s was/were used to create the documents
- the time taken to conduct the search OR the time taken to produce the document/s
- the date the search was conducted.

Noting of the documents:

- whether noting of the proposed documents for release by the program area is required

Pursuant to section 27(1)(e) of the Act, where the decision is to the effect that the requested documents do not exist (or cannot be located after a thorough and diligent search) the applicant will be informed of their right to complain to the Freedom of Information Commissioner, who may investigate the matter.

6. The division should consult (only where considered necessary) with the following areas:
- The Media unit
  - The Minister's Office
  - Legal Services Branch

### **Recommendation:**

7. That you arrange for the documents and memorandum outlined in point 5(b) above to be provided to the FOI unit by **DD Month YYYY**.

If you have any questions or would like further information, please contact:

Name

Senior Freedom of Information Adviser

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Phone: 9096 xxxx