

**Sent:** Friday, 28 June 2019 11:59 AM  
**Subject:** FOI Request Received – FOI XX (Applicant) (Branch/Division) – 3-4 words about request

**CURRENT TEMPLATE – PLEASE DON'T SAVE OVER**

Hi All,

In accordance with *Corporate Business Rule 10 – FOI Requests*, this email is being sent to notify you of a Freedom of Information (FOI) request received by the department.

**Details of request**

**FOI Reference Number:** FOI XXXX  
**Applicant Name:** XXXX  
**Applicant Organisation:** XXXX

**Request**

*'Request.'*

**Summary of relevant timeframes**

<b>Date FOI received</b>	
<b>Date Applicant to be advised</b>	

**Sensitivities**

You will be consulted separately by the Decision Maker regarding any sensitivities identified in relation to this request.

**Details of the Decision Maker**

**Name**  
**Position**  
**Branch**  
**Telephone Number**

**Action and next steps**

No action is required in relation to this notification. You will be notified of the decision three (3) days before the Applicant is advised of the decision.

FOI and Legislation Section

Legal Advice & Legislation Branch  
Legal & Assurance Division | Corporate Operations Group  
Australian Government Department of Health  
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*The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*

*If you receive this email in error, please delete it and contact the sender immediately.*