
From: FOI
Sent: Thursday, 21 June 2018 8:53 AM
Subject: How to apply for FOI and provide more information

Dear xx

We refer to your correspondence of xx to the Department of Health (as below).

Section 15 of the FOI Act requires that a request for access meets certain requirements. A Freedom of Information (FOI) request must:

- state that the request is an application for purposes of the FOI Act;
- provide sufficient information about the document(s) to allow us to process the request; and
- provide an address for reply.

Further information about how to apply for your FOI is available on the Department of Health website:

In order for your correspondence to be processed under the provisions of the FOI Act, we require further information to enable us to identify the document or documents you are seeking.

We would greatly appreciate if you could provide us with more information on the specific documents that you require.

Please don't hesitate to contact me should you have any further questions.

Kind regards

FOI Unit – FOI and Legislation Section

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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.