

8 December 2016

Matthew Clare

By email: [foi+request-2765-60c8978a@righttoknow.org.au](mailto:foi+request-2765-60c8978a@righttoknow.org.au)

Dear Mr Clare,

### Freedom of Information Request

Thank you for your email of **22 November 2016** in which you are seeking access to a document outside of the formal process of [Freedom of Information Act 1982 \(Vic.\)](#) ('Act').

The University can confirm that the document you seek access to will not be released as you have requested. Should you wish to proceed with a formal request under the Act, the following information will be of assistance.

In order to be valid under Section 17 of the Act, a request must satisfy three criteria. The three criteria are:

- 1) The request must be in writing (which includes email);
- 2) The request must be accompanied by the necessary fee, which is currently **\$27.90**; and
- 3) The request must be sufficiently clear to enable us to undertake a search for relevant documents.

Your request clearly meets the first criterion.

In order to meet the second criterion, the fee can be paid via cheque or money order made payable to 'The University of Melbourne', or by credit card by telephoning 9035 7929, or online at <http://go.unimelb.edu.au/e8zn>. If you are unable to pay the fee on the basis of hardship, please state your reasons in writing and provide any evidence that you believe supports your claim. A decision will then be made as to whether your hardship claim is accepted or not.

The third criterion requires us to ascertain whether your request is sufficiently clear to enable us to undertake searches for the relevant documents. Once we have received your fee and we have had an opportunity to consider your request in detail, we may need to contact you for further clarification about your request.

For further information, including documents covered by the Act, visit <http://go.unimelb.edu.au/7dea>.

Kind regards,

**FOI Office**