



2 December 2016

Our reference: LEX 23965

Jan Jones

By email: foi+request-2770-708cdd6f@righttoknow.org.au

Dear Sir or Madam

Your Freedom of Information Request

I refer to your request for access to documents under the *Freedom of Information Act 1982* (the **FOI Act**). I have taken your request to be for:

'Can you please supply the number of casual employees who had their employment terminated and also the number who received other sanctions in the period 2014-2015'.

I understand that on 28 November 2016 you were sent an acknowledgement letter. I have reviewed your application, and, for the reasons detailed below, consider that it is appropriate that you clarify the scope of your request.

My decision

I am authorised to make decisions under section 23(1) of the FOI Act.

I have considered your request under the *Freedom of Information Act 1982* (the **FOI Act**).

Your request does not currently meet the requirements for the department to release documents to you under the FOI Act.

The FOI Act provides a right of access to documents. Providing answers to questions posed by applicants is not a function envisioned by the legislation. The terms of your request are more akin to a query than a request for documents of an agency. In order for the department to identify relevant material, we ask that you clarify the scope of your request and specify the documents you are seeking.

Please note, I have consulted with the relevant business area regarding your request, and preliminary searches have been carried out. On the basis of their advice, I am advising you that due to the nature of the searches that would have to be conducted in order to identify relevant documents, it is likely that a practical refusal reason exists. For this reason, in clarifying your request to be for particular documents, please also consider narrowing the scope.

The department will consider your request valid from the date that we receive your revision.

If you do not reply within 30 days from the date of this letter, I will understand that you no longer wish to proceed with the matter and I will consider the matter finalised.

How to make an FOI request

You can submit your request by post, email or you can attend a departmental office but your request must:

- be in writing;
- state that the request is an application for the purposes of the FOI Act;
- provide information about the documents to assist us to process your request; and
- provide an address for reply.

If you would like to proceed please reply in writing specifying what documents you require under the FOI Act.

- Reply by mail to:
 - Department of Human Services, PO Box 7820, Canberra BC, ACT, 2610. No stamp is required for this PO Box number.
- Reply by e-mail to:
 - FOI.LEGAL.TEAM@humanservices.gov.au

Further assistance

If you have any questions please email FOI.LEGAL.TEAM@humanservices.gov.au.

Yours sincerely

Freedom of Information Legal Team
FOI and Litigation Branch | Legal Services Division
Department of Human Services
FOI.LEGAL.TEAM@humanservices.gov.au