



5 January 2017

Our reference: LEX24845

Mr Justin Clacherty  
Right to Know

By email: [foi+request-2889-d777d8a9@righttoknow.org.au](mailto:foi+request-2889-d777d8a9@righttoknow.org.au)

Dear Mr Clacherty

### **Your Freedom of Information request**

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

'The number of Centrelink clients who have over the period 1<sup>st</sup> January, 2015 to 31<sup>st</sup> December, 2016, threatened to Centrelink that they will commit self-harm...I request that the data be broken down into calendar months'.

### **My decision**

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

Your request does not currently meet the requirements of the FOI Act.

The FOI Act provides a right of access to documents, rather than to information. Generally, the FOI Act does not require the department to create a new document in response to a request for access.

In order for the department to process your request we ask that you be specific about the documents you want that detail the nature of the information you are seeking.

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

**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](mailto:FOI.LEGAL.TEAM@humanservices.gov.au)

### **Further assistance**

If you have any questions please email [FOI.LEGAL.TEAM@humanservices.gov.au](mailto: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](mailto:FOI.LEGAL.TEAM@humanservices.gov.au)