FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

<<Applicant\_Title>> <<Applicant\_Given\_Name>> <<Applicant\_Surname>>

<<Applicant\_Address1>>

<<Applicant\_Address2>>

<<Applicant\_Suburb>> <<Applicant\_State>> <<Applicant\_Postcode>>

Dear <<Applicant\_Title>> <<Applicant\_Surname>>

I refer to your application made under the *Freedom of Information Act 1991* (the FOI Act) on <<Application\_Date\_Received>> for access to <<Application\_Summary>>.

An assessment of your request has revealed that the total number of documents that fall within the scope of your application is approximately *insert number of documents*.

Pursuant to section 18(1) of the FOI Act, I have determined to refuse to deal with your application for the reasons set out below.

Section 18(1) states that *“an agency may refuse to deal with an application if it appears to the agency that the nature of the application is such that the work involved in dealing with it within the period allowed under section 14 (or within any reasonable extension of that period under section 14A) would, if carried out, substantially and unreasonably divert the agency’s resources from their use by the agency in the exercise of its functions.”*

## This agency’s resources and functions are:

* *Describe the resources of your agency*
* *Estimate and outline, with reasonable particularity, your agency’s resources which would needed to be employed in dealing with the application*
* *Describe the ‘functions’ of your agency*

Reasons for refusal under section 18(1)

* *Explain why you believe your agency’s estimated resources would substantially and unreasonably divert your agency’s resources from their use in the exercise of your agency’s functions.*

Section 18(2) states that *“an agency must not refuse to deal with such an application without first endeavouring to assist the applicant to amend the application so that the work involved in dealing with it would, if carried out, no longer substantially and unreasonably divert the agency’s resources from their use by the agency in the exercise of its functions.”*

## Attempts to amend the application

* *Explain the attempts you have made to assist the applicant to amend the application so that the work involved would no longer substantially and unreasonably divert the agency’s resources, and why these attempts were not successful.*

If you are unhappy with this determination you are entitled to apply for an internal review in accordance with section 29 of the FOI Act. To make an internal review application, please either write a letter or send the attached form entitled *Application for Review of Determination* to the Principal Officer of this agency, Mr/s *insert name*, within 30 (calendar) days after you receive this letter. Should you submit an application for an internal review, please include an application fee of *insert current fee if applicable*.

Should you require any further information please contact me on telephone<<FOI\_Phone>>.

Yours sincerely

Mr/Ms <<FOI\_Given\_Name>> <<FOI\_Surname>>

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: *Application for Review of Determination* form