FOI 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) of <<Application\_Date\_Received>> for access to <<Application\_Summary>>.

The statutory 30 (calendar) day deadline to deal with your application is due to expire on *insert due date.*  Pursuant to section 14A of the FOI Act, I have determined that it is not practicable to deal with your application in that time period. Therefore I have determined to extend the time in which this agency has to deal with your application by a period of *insert number of* calendar days, making the due date *insert extended due date*. I have outlined below detailed reasons why I have extended the time period to deal with your application.

# Reasons for the extension

Under section 14A(1)(a) an application may be extended if it seeks access to a large number of documents or necessitates a search through a large quantity of information and dealing with the application within the 30 calendar days would unreasonably divert the agency’s resources from exercising its functions.

provide reasons why the above elements are satisfied

OR

Under section 14A(1)(b) an application may be extended if the application is for access to documents which require consultation that is not reasonably practicable to complete within 30 calendar days.

*provide reasons why the above elements are satisfied*

If you are unhappy with this determination to extend the time limit, you are entitled to exercise your rights of review. As this determination is made by the principal officer of this agency you may apply for an external review with the Ombudsman SA. Alternatively, you can apply for a review with the South Australian Civil and Administrative Tribunal (SACAT). If you wish to seek a review, you must do so within 30 calendar days of receiving this determination.

For more information about seeking a review or appeal, please contact the Ombudsman SAon telephone (08) 8226 8699 or SACAT on 1800 723 767.

Please do not hesitate to contact the Freedom of Information Officer on telephone number <<FOI\_Phone>> if you have any queries.

Yours sincerely

### Chief Executive / Director / Vice Chancellor

<<FOI\_Agency>>