



Department of Health & Human Services

50 Lonsdale Street
Melbourne Victoria 3000
Telephone: 1300 650 172
GPO Box 4057
Melbourne Victoria 3001
www.dhhs.vic.gov.au

Our ref:
Your ref: **Delete line if NA**

<Name>
<Title>
<Company or organisation>
<Address 1>
<Address 2>
<SUBURB STATE POSTCODE>

Dear <Name>

Freedom of Information Request Notice of Intention to Refuse Access to Documents - Section 25A

I refer to your request under the *Freedom of Information Act 1982* requesting access to:

"INSERT Wording of request"

I am writing to advise that we have located the documents relevant to your request. These documents exceed **INSERT number of pages (round down to the nearest 100)**.

Section 25A(1)(a) allows an agency to refuse a request, without having caused the processing of the request to have been undertaken, if the agency or Minister is satisfied that the work involved in processing the request would substantially and unreasonably divert the resources of the agency from its other operations.

It is considered that should the total number of pages for a request exceed 500, it is unable to be processed within the statutory 45 day period. Therefore its processing is considered a substantial and unreasonable diversion of resources, as such we are unable to process your request with its current wording.

In accordance with section 25A(6)(a)(i) of the Act, I am providing you with written notice of my intention to refuse to grant access to the documents you have requested. In accordance with section 25A(6)(a)(ii) I am providing you with a reasonable opportunity to consult so as to remove the grounds for refusal.

During our telephone conversation on **INSERT Date**, you agreed to narrow the scope of your request to the following:

"INSERT Amended wording of request"

Or

In an effort to assist you in avoiding refusal under section 25A(1), I propose the following changes to your request so that it might proceed.

I suggest that you reword the request to be for:

"INSERT Suggested rewording of request"

Should you wish to accept these proposed changes to your request, please complete the attached 25A(1) Form. You may also offer an alternative, any alternative you may propose that does not remove the grounds for refusal noted here such as it fails to meet the requirements of section 25A(1) (or does not remove the grounds for refusal under section 17(2) of the Act), may lead to your request not proceeding.

Your request cannot proceed until written notification of your amended request has been received. Please provide written notification of your amended request by **INSERT DATE 14 days from today**. If no response is received by this time I will then advise you of my decision to refuse your application under section 25A(1) of the Act.

Should you wish to discuss your request, I can be contacted at the address indicated in the letterhead, or via email at foi@dhhs.vic.gov.au or on (03) 9096 8449. Please quote our reference number (F1#/####) in any correspondence.

Yours sincerely

<Name>

Senior Freedom of Information Adviser
Executive Services

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Enc.

1. s25A(1) Narrowed Scope Form