



Ms Brianna Banks

By email: foi+request-3679-ca9dfe32@righttoknow.org.au

Our reference: C17/1296.

Dear Ms Banks,

Freedom of Information Request

1. I refer to your correspondence, dated 27 June 2017 as received by the Australian Public Service Commission (the **Commission**), requesting access under the *Freedom of Information Act 1982* (Cth) (the **FOI Act**) to the following documents:

I would like to see all emails sent to or from Commissioner Lloyd that either originate from, or were sent to a non .gov.au email address, during the period from 1 May 2017 to 27 June 2017.

Where duplicate emails exist I only request the latest email that shows the complete email chain history.

Your request would substantially and unreasonably divert the resources of the Commission

2. Because of the amount of work involved for the Commission were we to process your request, pursuant to sections 24AA(1)(a)(i), 24 and 24AA(2) of the FOI Act I intend to refuse your FOI request as a 'practical refusal reason' exists. The practical refusal reason is that processing your request 'would substantially and unreasonably divert the resources' of this agency.
3. The number of documents falling within the scope of your request is currently too voluminous. We are asking you to revise your request to provide more specific details about the document, or documents to which you seek access. If you decide not to make any revisions I will have to refuse your FOI request as a 'practical refusal reason' exists.
4. Based on our initial searches more than 540 documents, comprising of an estimated 1520 pages, are expected to fall within the scope of your request. To process your request the department would have to spend considerable time to find and process the documents you asked for, substantially diverting resources away from other functions of the agency.
5. Based on my experience, I estimate it would take up to 270 hours in processing time to properly administer your request. This includes considering each document to see whether redactions would apply, drawing the schedule of documents within scope, undertaking third party consultations where documents contain private information about another person, and writing a decision.



Amount of time to process your request

6. I have calculated the number of hours it would take to process your request in full, as follows:

Search for and retrieve 544 documents	18 hours
Examine 1520 pages for decision making at an average of two minutes per page	50 hours
Time of three minutes per page for about 500 pages needing redaction	25 hours
Consult 150 third parties at an average of 1 hour per individual	150 hours
Write statement of reasons for decision at an average of 3 hours plus 4 hours per 250 pages (rounded down to 1500 pages) for drawing annexed schedule	27 hours
Total	270 hours

How to make your revised request

7. Before I make a final decision on your request, you have the opportunity to submit a revised request pursuant to section 24AB of the FOI Act. This process is referred to as a request consultation process.
8. Within the next 14-days you must do one of the following, in writing:
 - withdraw the request
 - make a revised request, or
 - tell us that you do not want to revise your request.
9. If you do not contact us during the 14 day consultation period, ending **31 July 2017** we will assume you do not want to continue with your request and your request will be taken as withdrawn.
10. If you decide to make a revised request you should be more specific about what documents you actually want. This could help the department find the documents in less time and use fewer resources to process them.
11. The FOI Act provides a period of up to 30 days for processing your FOI request; however the time taken to consult with you via this process is not included in the 30 day time period.

Contact officer

12. The Commission will take reasonable steps to assist you to make your request in a manner that complies with section 15(2)(b) of the FOI Act. As mentioned, presently your request is too voluminous and to process the request would unreasonable and substantially divert the resources of the Commission. You are welcome to ask me for assistance in revising your request. Contact can be made by email. If you wish to discuss the matter by telephone, please provide your phone number and identify the time/s best suitable to you.

13. If you require clarification of any of the matters discussed in this letter you should contact the Commission by email at foi@apsc.gov.au.
14. When contacting the Commission please quote the reference number quoted at the top of this correspondence.

Yours sincerely

General Counsel
Authorised FOI decision maker
17 July 2017