

## **NON-ROUTINE REQUESTS DEFINED**

Providing the request is a valid FOI or EIR request and the information is not already reasonably accessible to the applicant by other means, the Council defines a non-routine request as one where it is 'necessary to take a considered view under the FOI Act or EIR on how to handle the request'.

A non-routine request is one:

1. which results in information being withheld under an exemption or exception from the right of access; or
2. where the request is not processed because the cost of complying would exceed the appropriate limit in accordance with section 12 of the Freedom of Information Act; or
3. where the request is not processed because of reliance on the provisions of section 14 of the Freedom of Information Act (vexatious or repeated requests).