

NON-ROUTINE REQUESTS DEFINED

A non-routine request for information is one:

1. which meets the criteria in section 8 of the Freedom of Information Act and if the request falls under the Environmental Information Regulations it includes requests made in any form or context, including oral requests i.e. it meets the criteria to be a valid FOI request or the criteria for a valid EIR request; **and**
2. which is a request for information that is not already reasonably accessible to the applicant by other means; **and**
3. which results in the release of one or more documents (in any media) or inclusion of extracts of documents in the information released; **or**
4. which results in information being withheld under an exemption or exception from the right of access (either the Freedom of Information Act or the Environmental Information Regulations); **or**
5. where the request is not processed because the department estimates the cost of complying would exceed the appropriate limit in accordance with section 12 of the Freedom of Information Act; **or**
6. where the request is not processed because the department is relying on the provisions of section 14 of the Freedom of Information Act (vexatious or repeated requests); **or**
7. where a search is made for information sought in the request and it is found that none is held (excludes requests for information incorrectly addressed to the Council).