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Good morning Mr Lonsdale

Further to your Freedom of Information request, I am currently working through your request and reviewing the various documents provided. It has become evident that there is a very large number of documents however some of these may not be relevant. As the FOI Coordinator it is my responsibility to assist you in obtaining the documents that you require but also in deterring when the scope of an application is too broad.

On reviewing the documents so far we have identified that you will be provided with the following: sponsorship proposals, agreements and annual reports and emails that are relevant to these. There are also other documents that will be provided that include details of the sponsorship money and in-kind sponsorship – these will also be provided.

We have identified a large number of documents that simply contain the logo or name of the sponsor – these documents include presentations, brochures, hand-outs to students, unit guides, web page. It would be appreciated if you can advise whether you would agree to remove from the scope of the application any document that simply has the name or logo of the sponsor on the document.

There are also email communication between parties asking questions such as ‘is it ok to spend \$50 of the sponsorship money for a banner’. It would be appreciated if you can advise whether you require emails that relate to small amounts of sponsorship.

Giving consideration to the above it would be appreciated if you can advise whether you are willing to reduce the scope of the FOI application as outlined above.

Thank you Mr Lonsdale for your consideration of the above and please don't hesitate to contact me if you require clarification.

Kind regards

*Janis*

**Janis Wittber**

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