

Dear FOI Officer,

I am writing to formally request access to documents under the *Freedom of Information Act 1982* (Cth) held by your institution.

Scope of Request

I seek access to official internal financial reports, final spreadsheets, or final executive briefing summaries regarding your institution's internal budgetary management from the financial years **2021–22, 2022–23, 2023–24, and 2024–25**.

Specifically, the scope is restricted to the following items:

1. Final internal ledger summaries or allocation reports detailing financial budgetary allocations provided to each major division, department, and internal sub-department.
2. Aggregate budget tracks or project briefs detailing corporate expenditure caps, non-consultancy expenses, and third-party contractor financial allocations.
3. Final financial variance analysis reports or end-of-year reconciliations detailing the aggregate **"actual spend"** against the original budgeted profile for each sub-department.

Documents and Material Excluded from Scope (Contention / Charge Reduction)

To prevent an administrative burden and ensure this request is processed efficiently, I explicitly exclude the following material from the scope of my request:

- Draft financial tables, working notes, duplicate copies, or automated system receipts.
- Personal signatures, phone numbers, or private contact info of staff.

Format of Access

Please provide copies of the requested information electronically via email in machine-readable formats (such as unprotected Excel workbooks or searchable PDFs) to the address listed below.