FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

<<Applicant\_Title>> <<Applicant\_Given\_Name>> <<Applicant\_Surname>>

<<Applicant\_Address1>>

<<Applicant\_Address2>>

<<Applicant\_Suburb>> <<Applicant\_State>> <<Applicant\_Postcode>>

Dear <<Applicant\_Title>> <<Applicant\_Surname>>

I acknowledge receipt of your application made under the *Freedom of Information Act 1991* (the FOI Act) received by this agency on <<Application\_Date\_Received>> seeking access to <<Application\_Summary>>.

Your application is currently being processed in accordance with the FOI Act. Please find a copy of the Schedule of prescribed fees and charges that can be charged for dealing with an FOI application (*remove if not applicable).*

This agency is obliged to answer your application within 30 calendar days of receipt. If you are dissatisfied with the determination regarding your application, or if you do not receive a response within 30 calendar days, you are entitled to apply for an internal review in accordance with section 29 of the FOI Act. Your internal review application must be lodged within 30 calendar days after the day you receive your determination, or within 30 calendar days after the date the determination should have been made if you have not received a response.

To make an internal review application, you can write a letter or send the attached form entitled *Application for Review of Determination* to the Principal Officer of this agency, Mr/s *insert name*. Should you submit an application for an internal review, please include an application fee of *insert current fee* or if you qualify for a concession, please include a copy of your concession card as proof *(remove if not applicable)*.

If at any time you are dissatisfied with the way your application is being handled by this agency, please contact me on telephone number <<FOI\_Phone>> or contact the Ombudsman SA on telephone number (08) 8226 8699.

*Include following paragraph for non-personal applications.* In accordance with Premier and Cabinet Circular PC045, if you are given access to documents as a result of this FOI application, details of your application, and the documents to which access is given, may be published in the agency’s disclosure log. A copy of PC045 can be found at <https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>.

Should you require any further information please contact me on telephone<<FOI\_Phone>>.

Yours sincerely

<<FOI\_Given\_Name>> <<FOI\_Surname>>

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: Schedule of prescribed fees and charges

 *Application for Review of Determination* form