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 refer to your application made under the *Freedom of Information Act 1991* (the FOI Act) on <<Application\_Date\_Received>> for access to <<Application\_Summary>>.

I have determined that the documents that fall within the scope of your application are those listed in the attached document schedule.

Section 20(4) of the FOI Act provides that if it is practicable to give access to a copy of a document with exempt matter deleted, and it appears that the applicant would wish to be given such a copy, the agency must give access to a copy of the document to this limited extent. Therefore, I have determined to grant you partial access to these documents and to refuse you access to the remaining parts of the documents I consider to be exempt.

The reasons I have refused access to certain parts of the documents are summarised in the attached document schedule and are explained in more detail below.

*State the clauses you are claiming for each piece of information you are redacting, as well as the following:*

* *Findings of material questions of fact – material questions of fact are defined as the matters upon which the decision turns, i.e. facts relevant to the decision. The findings are the conclusions reached by the decision maker on the factual issues and includes how the conclusions are reached.*
* *Make sure you address every element of the exemption clause(s).*
* *If relevant, insert public interest test argument – if the exemption requires that the public interest test be met, then the notice of determination must explain why it would be contrary to the public interest to release the information.*

*Insert details of any charges payable, or refundable, and how they have been calculated, such as:*

*I have determined that the charge for access to these documents will be $insert charges payable. This amount must be paid by insert date prior to access to the documents being provided. If I have not heard from you by that date I will assume that you no longer require access to the documents. The attached sheet sets out details of the charges.*

*Include this paragraph if access to information is contrary to a third party’s objections under s25, 26, 27 or 28. However, I am required to defer access to document XXX as a third party has objected to its release.  Sections [s25, 26, 27 or 28] of the Act give the party concerned their rights of review and appeal conferred by the Act.  Once this review has concluded or the timeframe for response has lapsed, I will release this/these documents you if the original determination to provide access is upheld.*

If you are unhappy with this determination you are entitled to apply for an internal review in accordance with section 29 of the FOI Act. To make an internal review application, please either 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*, within 30 (calendar) days after you receive this letter. Should you submit an application for an Internal Review, please include an application fee of *insert current fee if applicable*.

*Include this paragraph if determination is for a non-personal application where access is being provided.* In accordance with the requirements of Premier and Cabinet Circular PC045, details of your FOI application, and the documents to which you are given access, will 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

Mr/Ms <<FOI\_Given\_Name>> <<FOI\_Surname>>

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: Document schedule

*Application for Review of Determination* form