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 internal review application made under the *Freedom of Information Act 1991* (the FOI Act) received by this agency on <<Application\_Date\_Received>> seeking a review of the following application:

<<Application\_Summary>>.

Your internal review is currently being processed in accordance with the FOI Act. This agency is obliged to provide you with a determination within 14 calendar days of receipt of your application.

If you are dissatisfied with the determination, or if you do not receive a response within 14 calendar days, you are entitled to apply for an external review to the Ombudsman SA. An external review application must be lodged within 30 calendar days of receiving your internal review decision, or within 30 calendar days after the date the determination should have been made if you have not received a response.

To make an external review application to the Ombudsman SA please telephone (08) 8226 8699 or via email to ombudsman@ombudsman.sa.gov.au.

Alternatively you can choose to apply for a review by the South Australian Civil and Administrative Tribunal (SACAT). If you wish to apply for a review by SACAT, you must do so within 30 calendar days of receiving your internal review determination or, where you have not received a response, within 30 calendar days after the date the determination should have been made. For more information, please contact SACAT on 1800 723 767.

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>>