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 you may have access to the documents requested, however I cannot grant access in the form you have requested as it would:

*involve the unreasonable diversion of the agency's resources. (state facts and reasons).*

# *OR*

*involve an infringement of copyright. (state facts and reasons).*

# *OR*

*be detrimental to be preservation of the document. (state facts and reasons).*

I can, however, arrange for *insert details of alternative access, for example, inspection of the documents*.

*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 prior to access being provided. 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*.

Please contact me on telephone<<FOI\_Phone>> by *insert date* to advise if you still wish to proceed with your request so that the appropriate arrangements can be made. If I have not heard from you by that date, I will assume that you no longer require access to the documents.

Yours sincerely

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

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: *Application for Review of Determination* form

\* Section 22(3) provides that the applicant will not be required to pay a charge for access greater than the charge applicable if access had been given in the requested form