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>>.

Pursuant to section 23(1)(b) of the FOI Act I advise that, following extensive searches conducted throughout the agency, I have not been able to locate the documents you have requested.

Below I have outlined in detail the nature and extent of the searches and enquiries made in order to locate the documents you seek access to. Based on the searches and enquiries made, I have come to the conclusion that the documents *are either lost and/or never existed*.

*insert details of:*

* *where you searched – including locations*
* *the reasons searches were made in those locations*
* *an explanation of any enquiries that were made to locate documents*
* *a conclusion based on the above*

*insert details of any charges payable, or refundable, and how they have been calculated.*

Should you wish to discuss the above, please contact me on <<FOI\_Phone>>. If you are dissatisfied with the outcome of your FOI application you have the right to complain to the Ombudsman SA. Please contact the Ombudsman directly on (08) 8226 8699.

Yours sincerely

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

**Accredited FOI Officer**

<<FOI\_Agency>>