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 to refuse access to the documents that fall within the scope of your application. The reasons I have refused access are summarised in the attached document schedule and are explained in more detail below.

Section 20 of the FOI Act provides that an agency may refuse access to a document if *insert explanation of the relevant subsections of section 20, e.g. s20(1)(a) the document is exempt.*

*If you are claiming an exemption, state the relevant exemption clauses 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 clauses.*
* *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.*

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*.

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