FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

Attention:

# Insert name & address detailsof Intergovernmental or Local Government

*agency you consulted with*

Dear *Insert name*

I refer to your letter dated *Insert date* concerning an FOI application for a document that affects your agency's affairs.

I have taken into consideration your view that the document is exempt by virtue of clause 5 of Schedule 1 to the *Freedom of Information Act 1991* (the FOI Act). However, after taking into account all relevant considerations, I am of the view that access to the document should be granted for the following reasons.

(detailed reasoning for release of document, and why clause 5 exemption does not apply)

Accordingly, I have determined that the applicant should be given access to the document.

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 within 30 (calendar) days after you receive this letter. This agency will defer release of the document to the applicant until such time as any reviews or appeals are concluded or the time for making a review application has expired. Should you submit an application for an Internal Review, please include an application fee of *Insert current fee (if applicable)*.

If I have not received an application for internal review within the time allowed, I will proceed to make the document available to the applicant.

*Include this paragraph if this is related to a non-personal application where access is being provided.* In accordance with Premier and Cabinet Circular PC045, if the FOI applicant is given access to documents, details of the FOI application, and the documents to which access is given, may be published in the agency’s disclosure log. A copy of PC045 can be found at <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars>.

Should you require any further information please contact me on <<FOI\_Phone>>, <<FOI\_Email>> or Fax no *‘insert fax number including area code’.*

Yours sincerely

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

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: *Application for Review of Determination* form