FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

# Attention:

# Insert name & address detailsof Intergovernmental or Local Government

# agency you are consulting with

Dear *Insert name*

Our agency has received an application under the South Australian *Freedom of Information Act 1991* (the FOI Act) received by this agency on <<Application\_Date\_Received>> for documents concerning <<Application\_Summary>>.

A document that falls within the scope of the application concerns the affairs of your agency. Pursuant to section 25 of the FOI Act, I must seek your agency’s view as to whether or not the document is exempt by virtue of clause 5 of Schedule 1 to the FOI Act. A copy of the document, section 25 and clause 5, are attached. Your views will assist me in determining whether, on balance, it would be contrary to the public interest to release the information.

Any objections you have to the disclosure of the document must address the terms of clause 5. That is, you need to explain *why*, in your view, the document, or information contained within the document, is exempt. Enclosed with this letter is a Consultation Response Proforma; you can use this Proforma to help you provide a response.

Please note that although it is a legislative requirement that I consult with you and seek your views, I must make an independent determination as to whether the document is exempt. If you believe the document is exempt but I disagree and determine to provide access to the applicant, you will be notified and given an opportunity to seek a review of *(or appeal – if applicable)* my determination.

Please provide your written response by ‘*insert date’*as the FOI Act requires me to make a determination on the FOI application within 30 calendar days. If you are unable to reply by this date, or if you require further information about this matter, please contact me on <<FOI\_Phone>> or <<FOI\_Email>> at your earliest possible convenience.

Yours sincerely

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

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: Copy of document

 Section 25 and clause 5

 Consultation Response Proforma