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 the documents that fall within the scope of your application are those listed in the attached document scheduleandthat access will be granted in full to each of thedocuments listed in the schedule.

*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 by insert date prior to access to the documents being provided. If I have not heard from you by the due date I will assume that you no longer require access to the documents. 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.*

*Include this paragraph if determination is for a non-personal application where access is being provided.* In accordance with the requirements of Premier and Cabinet Circular PC045, details of your FOI application, and the documents to which you are given access, will be published in the agency’s disclosure log. A copy of PC045 can be found at <https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>.

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