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 internal review application made pursuant to section *29 or 38 (remove whichever is not applicable)* of the *Freedom of Information Act 1991* (the FOI Act) on <<Application\_Date\_Received>> *make sure this is the internal review application date* in response to this agency’s initial determination of <<Application\_Determination\_Date>>.

Your application for review of the initial determination indicates that you feel aggrieved by the determination because *insert details as to why a review is sought and state any parameters of the review, e.g. the review is limited to the refusal of 2 documents etc.*

I have made the following determination on internal review.

*State each issue or document subject to the review and whether the agency is confirming, varying or reversing the initial determination.*

*State the reasons for the decision to confirm, vary or reverse the initial decision.*

*If you are confirming a decision to refuse access, you will need to address all elements in the relevant sections and clauses as you did in the initial determination, as well as include any additional findings along with the material questions of fact that those findings are based on.*

*If the initial determination is varied or reversed, explain that the application fee will be refunded.*

If you are unhappy with this determination you are entitled to exercise your rights of external review with the Ombudsman SA. Alternatively, you can apply to the South Australian Civil and Administrative Tribunal (SACAT). If you wish to seek a review, you must do so within 30 calendar days of receiving this internal review determination.

For more information about seeking a review, please contact the Ombudsman SAon telephone (08) 8226 8699 or SACAT on 1800 723 767.

*If the decision is to provide access or additional access, and the application is for non-personal information include the following paragraph.* 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>>