



**Australian Government**

**Department of Health**

Department Reference: FOI <XX-XXXX>

<Title> < Name>

<Position> < Organisation>

<Address>

<SUBURB> < STATE> < Postcode>

Via email : < >

Dear <Title> < Surname>

## NOTICE OF DECISION - INTERNAL REVIEW

I refer to your application of <date> for an internal review of a decision dated <date> in relation to your request to the Department of Health (Department) seeking access under the *Freedom of Information Act 1982* (FOI Act) to:

*'INSERT exact request wording.'*

The primary decision was to .... <include the decision and exemptions claimed>

<For example: 'The primary decision was to give access to XX documents in full, to give access to XX documents subject to the deletion of exempt and irrelevant material as indicated in the schedule attached to the primary decision, and to refuse access to XX document as indicated in the schedule attached to the primary decision.>

This letter sets out my decision on your internal review application.

### Decision and reasons for decision

I am authorised under section 23(1) of the FOI Act to make decisions in relation to FOI requests. I am writing to notify you of my decision on your request.

In making a fresh decision on internal review, I have identified xx documents within the terms of your FOI request. The documents I have identified are set out in the schedule at Attachment A.

I have decided to affirm the primary decision of {date}. My reasons for this decision are set out at Attachment B.

## **Review rights**

If you are dissatisfied with my decision, you may apply for an internal review or Australian Information Commissioner (Information Commissioner) review of the decision.

### Information Commissioner review

Under section 54L of the FOI Act, you may apply to the Information Commissioner to review my decision. An application for review must be made in writing within 60 days of this notice (if you do not request an internal review).

The Australian Information Commissioner can be contacted by:

Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

Phone: 1300 363 992

More about the Information Commissioner review is available on the Office of the Australian Information Commissioner (OAIC) website at

<http://www.oaic.gov.au/freedom-of-information/requesting-a-review>

You may also make a complaint to the Information Commissioner about action taken by the Department in relation to your application. Further information can be obtained from the OAIC website.

## **Relevant provisions**

The FOI Act, including the provisions referred to in this letter, can be accessed from the Federal Register of Legislation website using the following link:

<https://www.legislation.gov.au/Details/C2018C00310>

## **Contacts**

If you require clarification of any of the matters discussed in this letter you should contact <Name of Contact> on <Telephone Number>.

Yours sincerely

<Name of Decision Maker>

<Position>

<Branch>

<Month> 2018