## 20 Decision not made in time - letter to the Ombudsman

[Date]

Our reference: [agency reference]

Dear Ombudsman

**ACCESS APPLICATION – NOTICE OF DECISION NOT MADE IN TIME**

On [date received], the [name of agency] received an access application made under the *Freedom of Information Act 2016* (**FOI Act**).

The scope of the access application relates to [insert brief description of information requested].

I am writing to notify you that a decision on this access application was not made within the statutory processing period. This was because:

[insert brief processing history].

Despite the time to decide having expired, the [name of agency] will continue to deal with the application and make a decision on the access application.

The [name of agency] has also written to the applicant to advise of the deemed refusal process.

We will table this notice in the Legislative Assembly within 3 sitting days after a decision has been made on the access application.

Yours sincerely

[INSERT SIGNATURE BLOCK]