## 17 Third party consultation – Decision notice covering letter

[Date]

Our reference: [agency reference]

[Name]  
[Address]  
  
Via email only: [Email address]

Dear [third party]

**DECISION TO GRANT/REFUSE ACCESS TO INFORMATION SUBJECT TO ACCESS APPLICATION**

I am writing to tell you of my decision to [grant/refuse] access to information subject to an access application under the *Freedom of Information Act 2016* (**FOI Act**). I previously sought your comments on their release on [date of consultation notice].

*Authority*

I am an information officer appointed by the Director-General of the [agency name] to make decisions about access to government information, in accordance with section 18 of the FOI Act.

*Background*

On [date of consultation notice], I consulted with you under section 38 of the FOI Act, as information relating to [your personal or business affairs or *name of business*] was identified within the scope of an access application. I attached the relevant information to my consultation notice.

On [date consultation response received], you wrote to the [agency name] outlining your objections to the release of the information

In particular, you contended:

[quote objections]

*Decision and reasons for my decision*

I [have considered your submission[s] and] have decided to grant/refuse access to the information. Please find attached a copy of the decision notice which explains the reasons for my decision (Attachment B).

Note: the personal information of any third party has been redacted.

*[IF deciding to grant access]*

*What happens now*

We will defer disclosure of the information to give you an opportunity to request a review of my decision.

Your review rights are set out below. If you advise us that you do not wish to seek a review or do not do so in the available period, we will proceed to disclose the information as outlined in my decision.

If you do not intend to make an application for review, please advise us in writing as soon as possible so that the disclosure of the information is not unnecessarily delayed.

*Your review rights*

You may apply to the ACT Ombudsman to review my decision under section 73 of the FOI Act

An application for review by the ACT Ombudsman must be made in writing within 20 days of my decision being published in the disclosure log on [date].

You may submit a request for a review of my decision to the ACT Ombudsman by writing in one of the following ways:

Email (preferred): [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

Post: The ACT Ombudsman  
GPO Box 442   
CANBERRA ACT 2601

More information about ACT Ombudsman review is available on the ACT Ombudsman website at: <http://www.ombudsman.act.gov.au/improving-the-act/freedom-of-information>.

*Further assistance*

If you have any questions, please contact me on [insert telephone number] or email [positional email].

Yours sincerely

[INFORMATION OFFICER]