



Apply for external review of an access or amendment decision

If you have any questions when completing this form please contact the Office of the Information Commissioner's Enquiries Service on Telephone: (07) 3234 7373 or Email: enquiries@oic.qld.gov.au.

How to submit this form

This form can be submitted to the Office of the Information Commissioner by email, post or hand delivery.

When deciding how to submit this form please remember that your application must be received by the Office of the Information Commissioner within 20 business days of the date of the agency's decision.

Email: administration@oic.qld.gov.au

Postal address:

Office of the Information Commissioner
PO Box 10143, Adelaide Street
Brisbane Qld 4000

Office location:

Level 7
133 Mary St
Brisbane Qld 4000

The external review process

For information on the external review process please see the information sheet [What to expect at external review](#)

Form requirements

To complete this form you will need to know the name of the agency or Minister which you requested information from.

You may also wish to provide:

- the date of the application
- the date of the decision
- the name of the decision maker
- details of an internal review decision such as the date and decision maker
- any supporting documents such as a copy of the decision notice, and the access application
- your reasons for seeking review.

This information will allow OIC to quickly assess whether your external review application is within the Information Commissioner's jurisdiction. If you do not have this information, OIC will obtain this information from the agency after receiving your external review application. In order to do so, we will need to identify to the relevant agency that you have applied for external review.

Privacy Notice

There will be further opportunities to provide supporting documents to the Office of the Information Commissioner (OIC) if your application is accepted for external review. The Information Commissioner has the power to conduct external reviews of decisions made under the *Right to Information Act 2009* (Qld) (RTI Act), and Chapter 3 of the *Information Privacy Act 2009* (Qld) (IP Act). You are providing the information on this form to the OIC so that the Information Commissioner can conduct the external review you are requesting. Your personal information will only be used for this purpose, however you should be aware that the external review process may require the OIC to disclose your information to other participants in the external review (such as the relevant agency) or to concerned third parties. This will generally not include any information which is claimed to be exempt from release or contrary to the public interest as set out in Sections 48 and 49 of the RTI Act. Additionally, the RTI Act and the IP Act require the Information Commissioner to publish external review decisions and reasons for those decisions. Publishing will include posting the decision on the OIC's website. Published decisions usually include applicants' names and detail about the subject matter of the external review.

Applicant details

Note: if you are making an application on someone's behalf complete agent details.

Title	First name *	Last name *
Phone number *	Email address	
Address line 1 *		
Address line 2		
City / town *	State *	Postcode *

Agent or representative details

Title	First name *	Last name *
Company		
Phone number *	Email address	
Address line 1 *		
Address line 2		
City / town *	State *	Postcode *

Your contact needs

Please tell us your preferred mode of contact*

Do you need an interpreter?* Yes No

If yes, for which language or dialect?*

Please tell us if you have a disability or other special need and would like some assistance, please indicate the type of disability/ need and assistance you require i.e., Physical (e.g. wheelchair user), Sensory (e.g. hearing or sight)

Other, please specify

About your access application

Agency or Minister you requested the information from*

Date you applied to the agency* DD/MM/YYYY

An agency must generally process your initial access application within 25 business days. This can be extended in some circumstances.

Did you receive a decision within the required timeframe: Yes No

If you answered NO please provide the date the decision was due (if known): DD/MM/YYYY

About the agency or Minister's decision

Agency or Minister's reference number:

Agency contact person / decision maker (if known):

Date on decision letter (if received):

Date you received the decision letter:

Internal review application

Did you apply for an internal review of the agency or Minister's decision? Yes No

Date you applied to the agency for internal review: DD/MM/YYYY

The time period for an internal review decision is 20 business days.

Did you receive an internal review decision within the required time period: Yes No

If you answered NO please provide the date the internal review decision was due (if known): DD/MM/YYYY

About the internal review decision

Agency contact person / decision maker:

Date on internal review decision letter: DD/MM/YYYY

Additional information to assist our review

To assist us in progressing your review please provide some background about why you are seeking external review. (max 800 words)

Other information you consider to be relevant to this external review. (max 800 words)

If you need more space, attach a document to your application with additional details.

Supporting documents

Including supporting documents assists OIC to assess your application.

Examples of supporting documents include:

- initial access application
- initial agency decisions
- internal review applications
- any other significant correspondence between the agency and applicant
- authority for another individual to act on your behalf on external review.

Note: Attachments must not exceed 8MB in size. To start an application, OIC primarily seeks your initiating application, the initial decision, any internal review application and any internal review decision. If required, additional documents can be supplied after your initial application is received.