



# Review Application Form

The Office of the Australian Information Commissioner (the OAIC) can review a Freedom of Information (FOI) decision made by an Australian Government agency or an Australian Government Minister. The Office encourages you to apply for an internal review by the agency before lodging a request for review with this Office.

The Office does not review FOI decisions made by State, Territory or local government agencies.

An application for review must be submitted in writing. If you have trouble completing this form please send an email to [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or call our enquiries line on 1300 363 992.

## What happens to your application?

Staff of the Office of the Australian Information Commissioner will assess the information you have provided and decide the appropriate next steps. We will then contact you.

## Your personal information

If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our privacy policy available on our website.

## Use and disclosure of your information

We will use the information you have provided to assess your matter and handle your IC review. In handling your matter, the respondent will be provided with a copy of your application for review to respond to, and the OAIC may disclose the information you give us, including a copy of the documentation you have provided us, to other parties to the IC review. Where appropriate we may also disclose your information to others who have information relevant to your application. If we think we may need to disclose your information to an overseas entity to handle your matter, we will discuss this with you first. The OAIC is required by the FOI Act to publish reasons for decision following an IC review, and these published reasons may include your personal information (though you may choose to have your name withheld).

In case of a review of a decision by the OAIC, we may need to disclose information to a review body, for example a court or tribunal.

## Collection of your information

We may need to collect further information from you in order to handle your matter. If you do not provide this information to the OAIC, it may affect how we handle your matter.

We may collect information about you from the respondent. We may also collect information about you from others if they have information relevant to your matter.

## Accessing your information

If you would like to access to the information about you that the OAIC holds, please contact the enquiries line. More information is available on the Access our information page on our website.

Please send the completed form to us by:

Post	Email	Fax
Director of FOI Dispute Resolution GPO Box 5218 Sydney NSW 2001	<a href="mailto:enquiries@oaic.gov.au">enquiries@oaic.gov.au</a>	+61 2 9284 9666

## About You – the FOI Applicant

Name:

Please note we are not able to accept anonymous requests for review of an FOI decision.

**Preferred contact method** (you must provide at least one contact method)

☐

Email

☐

Phone

☐

Post

☐

Mobile phone

☐

Other

Phone (daytime) .....

Mobile .....

Email .....

Postal Address .....

Other contact details (eg. Fax or international address)

.....

## Previous Dealings

If you have contacted our Office previously about this or another matter, please provide your previous reference number (eg E11/00001)

.....

## Representative

Do you have someone that you would like to represent you in your application?

☐

Yes

☐

No

If yes:

What is your representative's relationship with you? (eg. lawyer) : .....

Representative name:

Representative organisation name:

.....

Representative's preferred contact method (you must provide at least one contact method)

☐

Email

☐

Phone

☐

Post

☐

Mobile phone

☐

Other

Phone (daytime) .....

Mobile .....

Email.....

Postal Address .....

Other contact details (eg. Fax or international address).....

## Agency or Minister Information

Please provide details of the Australian Government agency or minister who made the FOI decision you want reviewed.

Name of Agency / Minister.....

Phone (daytime) .....

Email.....

Postal Address .....

## Previous contact with the agency / minister

If the agency / minister has given you a reference number relevant to your FOI request, please tell us this number/s. (We do not need to know your tax file number so please do not provide it).

If you want more than one decision reviewed, you will need to make a separate application for each decision.

## Information Commissioner review details

Have you received a decision?

☐

No -      Date decision was due

☐

Yes -      Date of the decision you want reviewed

Please identify the reason you are applying for a review:

- ☐ the agency or Minister has not provided me with a decision
- ☐ the agency or Minister refused me access to documents or parts of documents
- ☐ the agency or Minister has deferred my access to the documents
- ☐ the agency or Minister has refused to make corrections to my personal information
- ☐ I believe I have been charged incorrectly
- ☐ the agency or Minister granted me access to documents but I have not received them
- ☐ the agency or Minister granted access to a qualified person and not directly to me
- ☐ the agency or Minister refused to extend the time for me to seek an internal review
- ☐ the agency or Minister decided to release information about me or my business

Please provide a summary of why you think the decision (if there is one) is wrong

**Resolution**

What action or result would you like from the Information Commissioner?

**Supporting information**

To start a review, the Office needs a copy of the decision you want reviewed. Without the decision, we will not be able to start your review. We also recommend that you attach a copy of your FOI request and internal review request, if applicable. If you are lodging the review for someone else, you should also attach any documents which indicate you are authorised to act for that person.

You may also attach other relevant documents that support your application.

**Please sign and date this form**

Signature:.....Date