



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 T: (07) 3234 7373 or E: enquiries@oic.qld.gov.au.

How to submit this form

This form can be submitted to the Office of the Information Commissioner by email, fax, 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

Fax

(07) 3405 1122

Office location

Level 7
133 Mary St
Brisbane Qld 4000

1. Your details Required fields are marked with an asterisk(*)

Title: _____ Last name*: _____ First name*: _____

Address*: _____

City/Town*: _____ State/Territory*: _____ Postcode*: _____

Phone: _____ Fax: _____ Email: _____

Organisation (if applicable): _____

If you are making this application on behalf of another person or organisation, include the name of this person or organisation and your relationship to them (e.g client, child, community group).

Person/Organisation: _____

Relationship: _____

2. Right to information/Information privacy application

Which agency or minister did you request the information from?*: _____

An application must generally be processed within 25 business days, but this can be extended in some circumstances. If you have applied for internal review, the time period for an internal review decision is 20 business days.

Date of application: _____

Did you receive a decision within the timeframe required?

☐ Yes, I did receive a decision within the required timeframe

☐ No, I did not receive a decision within the required timeframe

Date decision was due (if known): _____

Date of decision: _____

Name of decision maker: _____

3. Internal review of decision

☐ I have not applied for internal review

☐ I have applied for internal review

Date of the internal review application: _____

Date of the internal review decision: _____

Name of decision maker: _____

☐ I have applied for internal review, but have not received a decision within the timeframe required

4. Reasons

Outline reasons for seeking external review (*optional*).

Other information that you consider to be relevant to this external review.

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

5. Supporting documents

Including copies of supporting documents assists OIC to assess and process your application.

Examples of supporting documents include:

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

6. 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 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.