



## Application for External Review

(Freedom of Information Act 1992, Section 66)

**PLEASE READ NOTES ON THE BACK OF THIS FORM**

Complainant details	
<b>Full name</b> Surname .....	Telephone Numbers Home .....
Given names .....	Work .....
Name of agent/solicitor (if you are represented) .....	Mobile .....
Postal address (for service of notices) ..... .....	Fax .....
Postcode .....	Email: .....
Are you the access applicant? <input type="checkbox"/>	
or Are you a third party objecting to disclosure? <input type="checkbox"/>	

Complaint details
Name of agency that made the decision .....
Date of agency's decision ...../...../.....
Give full details of that part of the decision to which the complaint relates, explaining why you do not accept the agency's decision ..... ..... ..... .....
(if more space is needed – attach a separate sheet)
<b>IMPORTANT: A copy of the agency's latest notice of decision must be attached</b>
Signature..... Date ...../...../.....
Office use
<input type="checkbox"/> Copy of internal review decision attached <input type="checkbox"/> Copies of other correspondence

## Guide to completing this form

### Complainant details

Please give your full name and contact details. The FOI Act requires that you give an address in Australia (section 12).

### Complaint details

Describe the decision or part of the decision you want reviewed and why.

You **must attach a copy of the latest Notice of Decision** supplied by the agency. This will usually be the notice of decision provided by the agency after it has considered your internal review application.

### Further information

#### Time Limits

Applications to the Information Commissioner must be lodged within the following times limits:

- **within 60 days** after being given written notice of the agency's decision (if you are the applicant for access or amendment)
- **within 30 days** after being given written notice of the agency's decision (if you are a **third party**)

#### Third Party

A third party is a person who objects to an agency's decision to give access to personal information or business information about that person to someone else.

#### Internal Review

Except where a decision is made by the principal officer of the agency, review by the Information Commissioner is not normally available until you have applied to the agency for internal review of the decision.

#### Decision not to deal with complaint

The Information Commissioner may decide not to deal with a complaint if it is not within the Information Commissioner's jurisdiction or if it is frivolous, vexatious, misconceived or lacking in substance. You will be given reasons for this decision if the Information Commissioner decides not to deal with the matter.

If there is not enough space on this form to complete the details required, attach separate pages.

#### Need more help?

The Information Commissioner has an advisory service if you have questions about the FOI process.

Telephone: (08) 6551 7888  
1800 621 244 (free call for WA country callers)  
Fax: (08) 6551 7889  
Email: [info@foi.wa.gov.au](mailto:info@foi.wa.gov.au)  
Website: [www.oic.wa.gov.au](http://www.oic.wa.gov.au)

#### This form or your written complaint should be sent to:

Information Commissioner  
Albert Facey House  
469 Wellington St  
PERTH WA 6000