



Apply for external review of a decision about government information

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 or Minister'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 11
53 Albert Street
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 and the date which you applied.

You may also wish to provide:

- 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 your 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.

Our Privacy Obligations

The personal information you provide on this form is collected for the purposes of assessing your application for external review and conducting the external review (if your application is accepted). OIC is authorised to collect this information under the *Right to Information Act 2009* and the Chapter 3 of the *Information Privacy Act 2009*.

OIC will use your personal information to communicate with you and to conduct a survey when your matter is finalised. OIC must also disclose your personal information to the agency or Minister who made the decision. OIC may also disclose your personal information to a third party (if consultation is required).

If OIC wants to rely on submissions you make to us, we may have to give another participant in your external review enough detail about your submissions to give them a fair opportunity to respond. We will try to resolve your external review through mediation – but if this does not work, OIC is required to publish external review decisions and its reasons on OIC’s website. This can include an applicant’s name and subject matter of the external review.

*Fields marked with * are required*

External review applicant details

Your name

Title First name * Last name *

Please select one of the following options and complete relevant details for that section

Who is making the application for external review? *

I am the individual making the application

I am making an application on behalf of this individual

Title First name Last name

I am making an application on behalf of this organisation
(eg. a corporation, community association, media group)

Organisation ACN or ABN

Your contact details

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 you answered YES, for which language or dialect?

Do you have accessibility requirements relevant to your participation in the external review process?* Yes No

If yes, please indicate the type of assistance you require

About the decision to be reviewed

Your application

What type of application did you make to the agency or Minister? *

An application for access to document/s

An application for amendment of document/s

Agency or Minister you applied to*

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

Agency or Minister's decision

Did you receive a decision? * Yes No

If you answered YES please provide

Reference number

Contact person / decision maker

Date on decision letter DD/MM/YYYY

Date you received the decision letter DD/MM/YYYY

Please only complete the below internal review details, if you applied for an internal review.

Internal review application

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

Internal review decision

Did you receive an internal review decision Yes No

If you answered YES please provide

Contact person / decision maker

Date on internal review decision letter DD/MM/YYYY

Date you received the 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 (optional, 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:

- access application
- agency decision/s
- 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.