

TIPS

Decision-writing

under the
Right to Information Act 2009 (Qla)
&
Information Privacy Act 2009 (Qla)

1

Organise your thoughts



2

Summarise your decision



4

Define the information in issue



3

Recap the terms of the application



5

Nail down your facts



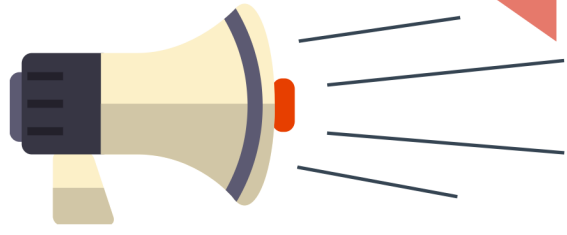
6

Spell out the law



8

Re-state your decision



7

Set out your findings



9

Sign off formalities

Name	☒
Date	☒
Delegation	☒
Rights of review	☒

More information visit:



Office of the Information Commissioner
Queensland



decision writing