



**DEPARTMENT OF LEGISLATIVE ASSEMBLY**  
**APPLICATION FOR A REVIEW OF A DECISION**

An application for review must be lodged within 30 days of the notification of decision on an application to access government information (including personal information) or correct personal information. No fee applies for an application to review a decision.

***Details of Applicant***

<b>Surname:</b> _____		<b>First Name(s):</b> _____	
<b>Preferred Title:</b>	Mr / Dr / Mrs / Ms / Miss <i>(please circle)</i>	<b>Other:</b>	_____
<b>Name of organisation you are applying on behalf of:</b> _____			
<b>Address for Correspondence:</b> _____ _____			
<b>Email Address:</b> _____			
<b>Contact Numbers:</b>	A/H: _____	Mobile:	_____
	B/H: _____	Fax:	_____
<b>Preferred Method of Contact:</b> <i>please tick box(es)</i>			
<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Mail
<input type="checkbox"/>	Facsimile	<input type="checkbox"/>	Email
<b>Privacy:</b> The <i>Information Act</i> requires you to supply your name and an address for correspondence. Additional contact details will assist the organisation to deal with your application. Personal information supplied in the course of an application may be used or disclosed in order to deal with the application and any review or complaint arising from the application.			

***Details of Application***

<b>Organisation that made the decision:</b>	_____
<b>Date of decision:</b>	_____
<b>Person who made the decision:</b>	_____
<b>Reference Number:</b>	_____

*(As much detail should be provided to identify the decision and the application on which it was made.)*

I am aggrieved by the decision of your organisation and therefore seek a review of the decision because ***(please tick the appropriate box)***:

<b><i>Review Decision on Access</i></b>	
<input type="checkbox"/>	Refused access to all of the information.
<input type="checkbox"/>	Refused access to part of the information.
<input type="checkbox"/>	Information is unable to be found or identified.
<input type="checkbox"/>	Extending the time for the agency to make a decision.
<input type="checkbox"/>	Information is not held by the organisation.

**Review Decision on Correction**

	Request to correct personal information has been refused.
	Correction to my personal information is different from the one specified in my initial application.
	Not all reasonable steps were taken to associate with my personal information a statement from me that in my opinion the personal information held by your organisation is inaccurate, incomplete or out of date.
	Personal information was not historical and should have been corrected.

**Review Decision on Fees**

	ICharged too much on an application to access government information.
	Should not have been charged a processing fee for an application to access government information.
	Should not have been charged a processing fee for an application to access personal information.
	Other reason why I think the decision should be reviewed ( <i>please specify</i> ):

**Assistance**

If you need help, or are unable to complete this application form please contact the Information Manager for the Legislative Assembly, the Director of Corporate Services on 8946 1451, prior to lodging the application form.

**Declaration**

I certify that all the information supplied by me concerning this application is complete and accurate. If any information may be considered to be untrue or misleading in any respect, I understand that the Department/organisation may take such action as it believes necessary, including the disclosure of the information to any person or body the Department/organisation considers has a legitimate interest in receiving it, and I consent to such disclosure. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law.

SIGNATURE

Date: \_\_\_\_\_

**Office Use Only:**

Original Application Reference No:	_____
Reference No. (this application):	_____
Review Application Receipt Date:	_____
Recipient's Name: ( <i>please print</i> )	_____
Recipient's Signature:	_____

## **NOTES TO APPLICANT**

### **What can you ask to be reviewed?**

If you are aggrieved by a decision of a public sector organisation in relation to an application to access government and/or personal information (including a decision to charge a fee for providing access) or correct personal information, the *Information Act* gives you the right to ask that public sector organisation to review their previous decision. The review is conducted by a person(s) who was not involved in the initial decision.

### ***What the public sector organisation must do when it gets your request?***

The organisation should notify you of the outcome of the review within 30 calendar days. If not, it is deemed to have confirmed its initial decision. It may decide to confirm or vary the initial decision in whole or in part; or revoke the initial decision in whole or in part and substitute another decision. The organisation can refuse to review the decision if it is satisfied that the application for review was not made within 30 days after the applicant was notified of the initial decision. The organisation is taken to have confirmed its initial decision. The organisation can also transfer the application to another organisation if they processed the initial application.