



Application for Internal Review of a Decision

Western Australian Freedom of Information Act 1992, S.40

How to complete this form

1. Ensure that you answer all questions.
2. Print using CAPITAL letters in a blue or black pen.

Details of Applicant	
Title	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
	Other <input type="text"/>
First given name	<input type="text"/>
Second given name	<input type="text"/>
Family name	<input type="text"/>
Australian postal address	<input type="text"/>
Suburb/Town	<input type="text"/>
Postcode	<input type="text"/>
Phone 1	<input type="text"/>
Phone 2	<input type="text"/>
Email	<input type="text"/>
Freedom of Information (FOI) ref number	<input type="text"/>

Details of Application
I have submitted an application for access to documents in accordance with the <i>Freedom of Information Act</i> and I am unhappy with a decision made by your agency.
I therefore seek a review of this decision because:
<input type="checkbox"/> I have been given access to an edited copy
<input type="checkbox"/> Department of Communities (Housing) has refused to deal with my access application
<input type="checkbox"/> I have been refused access to a document
<input type="checkbox"/> I have been given access to a document but the access has been deferred
<input type="checkbox"/> I have been given access via a suitable qualified person under <i>Freedom of Information Act</i> , S.28; or
<input type="checkbox"/> access had been withheld by that person
<input type="checkbox"/> I consider that I have been charged too much
OR
I am a third party specified in the documents and:
<input type="checkbox"/> I have not been consulted about giving access and disagree with the decision to give access to the documents
<input type="checkbox"/> I have been consulted but I disagree with the decision to give access to the documents
OR
I have submitted an application for amendment of personal information and:
<input type="checkbox"/> Housing has refused to make the requested amendment
<input type="checkbox"/> Housing has refused to make a notation or attachment to the information



Internal Review

Western Australian Freedom of Information Act 1992, S.40

This leaflet provides you with information on internal and external reviews – what they are, when you should use them and how to use them.

What is an internal review?

If you are unhappy with a decision made by the Department of Communities (Housing) on your Freedom of Information (FOI) request, you are entitled to ask for an internal review. You may ask for an internal review if:

- You have been given access to an edited copy of a document.
- Housing refuses to deal with your application.
- You have been refused access to a document.
- You have been given access to a document but access as been deferred.
- The documents you seek access to contain medical or psychiatric information about yourself and Housing will not give you access to them or will only give the information to a medical practitioner nominated by you.
- You believe you have been charged too much and the costs are unreasonable.
- You are a third party mentioned in the documents but have not been consulted about giving access to another person; or
- You have been consulted but disagree with a decision to release the documents against your wishes.

How do I ask for an internal review?

Applications for Internal Review must be made in writing, direct to Housing. You must give details of the decision that you wish reviewed and provide an address in Australia to which notices can be sent to you.

The application can be made by letter or you can obtain an Application for Internal Review of a Decision form from a Housing office.

You must apply within 30 days of receiving the notice of decision.

What will happen with my request for a review?

Someone other than, and not subordinate to, the person who made the original decision, will look at your application. Within 15 days you will be advised of the outcome of the review.

What will it cost me for a review?

There is no charge for an Internal Review.

What happens if I disagree with the result of the internal review?

You can apply to the Information Commissioner to have the decision reviewed again.

The Information Commissioner is the independent external review authority established by the *Freedom of Information Act*, to investigate and review decisions of agencies and Ministers.