



**RIGHT TO INFORMATION ACT 2009  
APPLICATION FOR REVIEW OF DECISION  
s80**

**Details of Applicant:**

Title: Mr/Mrs/Ms/Dr

Given Names: \_\_\_\_\_

Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Phone number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I have :        Submitted an application requesting access to  
 documents in accordance with the *Right to Information Act 2009*

OR

Been consulted in relation to an RTI application

I am unhappy with the decision made by BSA and therefore seek a review of this decision because (please tick appropriate box):

- I have been refused access to a document
- I have been refused access to part of a document
- I believe I have been charged too much for providing copies of documents that I have applied for
- I have been consulted but disagree with a decision to release documents
- I am a third party specified in the documents but have not been consulted about giving access to another person



Date:     /     /

# **RTI– APPLICATION FOR INTERNAL REVIEW INFORMATION FOR APPLICANTS**

## **THE APPLICATION**

The *Right to Information Act 2009* states that an application for an internal review of a decision must:

1. be in writing;
2. specify an address in Australia to which notices under this Act may be sent;
3. be lodged within 20 business days of the notice of the decision made by this Authority.

## **WHEN ARE YOU ENTITLED TO LODGE AN APPLICATION FOR INTERNAL REVIEW?**

You are entitled to an internal review if you have lodged an application under the *Right to Information Act 2009* and:

1. BSA has refused to give you access to a document; or
2. BSA has granted access subject to a deferral; or
3. BSA has granted access subject to the deletion of an exempt matter; or
4. BSA has granted access subject to a charge for making the application or for giving access to that document that you feel is unreasonable; or
5. a charge for making the application or for giving access to a document, that you consider has been unreasonably incurred is payable by you.

You are also entitled to an internal review if another person has made application under the Act and:

1. BSA should have taken such steps as are reasonably practicable to obtain your views as to whether the documents contained matter which should have been exempt; or
2. BSA obtained your view, but the decision is not in accordance with your view.

## **WHEN AREN'T YOU ENTITLED TO LODGE AN APPLICATION FOR INTERNAL REVIEW?**

You are not entitled to an interval review of a decision made:

1. as a result of a previous internal review application;
2. by the General Manager of BSA.
3. a decision about the amount of a charge stated in the charges estimate notice.

## **DO YOU HAVE TO PAY FOR THIS?**

There is **NO** application fee for an application for Internal Review.

### **HOW LONG WILL IT TAKE TO PROCESS MY APPLICATION?**

A decision on your application will be made within 20 business days of receipt by BSA.

### **WHAT IF I AM STILL DISSATISFIED WITH THE DECISION?**

If you are dissatisfied with the internal review decision, you may request an external review by the Information Commissioner.

This application must be made in writing, specifying an Australian return address, to:

Office of the Information Commissioner  
GPO 10143  
Adelaide St.  
Brisbane Qld 4000  
Telephone: 07 3234 7373  
Facsimile: 07 3405 1122  
Email: [enquiries@oic.qld.gov.au](mailto:enquiries@oic.qld.gov.au)  
Website: [www.oic.qld.gov.au](http://www.oic.qld.gov.au)

or:

Level 8,  
160 Mary Street  
BRISBANE 4000

### **ENQUIRIES**

All enquiries regarding this application should be directed to the Right to Information Coordinator on:

or (07) 3225 2910  
(07) 3225 2991  
  
(07) 3247 5762 (facsimile)

The *Right to Information Act 2009* is available from the Government Printing Office or the website of the Office of the Queensland Parliamentary Counsel:  
[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)