**Application for Internal Review of Decision**

WA Freedom of Information Act 1992 (FOI Act) (s.39)

**Please note that an application for review must be lodged within 30 calendar days after being given written notice of the decision.**

**PART 1 – Applicant Details**

Surname:

Given Names:

Australian Postal Address:

Suburb: Postcode:

Telephone Number/s:

Email:

*If application is on behalf of an Organisation*

Name of Organisation/Business:

**PART 2 – Administration, Fees and Charges**

No application fee or charges applies to an internal review application.

**All enquiries and applications may be directed to:**

Manager – Information Governance Telephone: (08) 6488 1706
Information Governance M461 Email: foi@uwa.edu.au
University of Western Australia
Perth WA 6009

**PART 3 – Details of Application**

I have submitted an application under the FOI Act and as I am not satisfied with the decision made by the University, I now seek a review of that decision because:

(*Please tick the appropriate box)*

* I have been refused access to a document.
* I have been refused access to part of a document.
* I have been refused a request to amend personal information.
* I have been given access to a document but access has been deferred.
* I believe that I have been charged too much.
* I am a third party specified in the documents but I disagree with a decision to release the documents.

**COMMENTS**

Please include any additional information you wish to be considered in the review of the decision.

*If additional space required, please enclose an additional page.*

In accordance with section 43(1) of the FOI Act, UWA will advise you of its decision within 15 calendar days of receipt of this application.

**PART 4 – Additional Information**

If you are not satisfied with the internal review decision, you have the further right to lodge a complaint with the Information Commissioner, requesting an external review. The complaint must be lodged within 60 calendar days of being given written notice of the decision. A complaint to the Office of the Information Commissioner must:

* be in writing;
* have a copy of the internal review decision attached to it;
* give an address in Australia to which correspondence can be sent; and
* be lodged at the Office of the Information Commissioner.

There is no charge for lodging a complaint with the Office of the Information Commissioner.

The postal address is:

Office of the Information Commissioner

Albert Facey House

469 Wellington Street, Perth WA 6831

Should you have any further queries or require further information regarding your external review rights, you can visit the Office of the Information Commissioner website at <https://www.oic.wa.gov.au/en-au/> or phone (08) 6551 7888.