

REVIEW AND APPEAL PROCESS

Internal Review (Section 39 - 40 and 54)

If you disagree with a decision made by an agency about your access application, your request for amendment of personal information or an access application where you are a third party, you have the right to apply to the agency for an internal review.

To apply for an internal review, you must lodge a written request with the WA Police Force within 30 days of being given this decision. An independent officer will be appointed to conduct your review within 15 days.

In some circumstances, the agency's Principal Officer may allow the application for internal review to be lodged after the specified period.

The application for internal review must:

1. Be in writing;
2. Give sufficient details of the decision/s you wish to have reviewed; and
3. Give an address in Australia to which notices can be sent.

There is no charge for lodging an application for an internal review.

Applications for internal review should be addressed and sent to:

**Police Freedom of Information Services
Public Access
Locked Bag 20
Perth Business Centre WA 6849**

External Review by the Information Commissioner (Section 65-66)

After internal review, if you still disagree with the agency's decision, you may lodge a complaint with the Information Commissioner, seeking external review of the agency's decision. The Commissioner is independent of executive government and reports directly to Parliament.

If you are the access applicant, you must apply for external review within 60 days after being given the agency's decision. If you are a third party who objects to disclosure of your information, you must apply for external review within 30 days after being given the agency's decision.

In exceptional circumstances, the Commissioner may allow a complaint to be lodged after these periods have elapsed.

A complaint to the Information Commissioner must:

1. Be in writing;
2. Give an address in Australia to which notices may be sent;
3. Give particulars of the decision you want reviewed;
4. Enclose a copy of this notice of decision; and
5. Be lodged at the Office of the Information Commissioner.

**Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000
Tel: (08) 6551 7888 or 1800 621 244 (Country)**