



## Getting Started

### Before you start

- You can save this form to your computer so you can come back to it later.
- Fields marked with an asterisk (\*) must be completed before you can submit the form.
- You can save details of your original FOI request in a separate document (i.e. a Word document) and attach it to the Review Details section of this form.
- If you have trouble completing the form please send an email to [xxxxxxxx@xxxx.xxx.xx](mailto:xxxxxxxx@xxxx.xxx.xx)
- This form is sent to the Office of the Australian Information Commissioner via a secure system to ensure your personal information is protected.

### What happens to your application?

- Staff of the Office of the Australian Information Commissioner will assess the information you have provided and decide the appropriate next steps. We will then contact you.
- We will use the information you have provided to assess your application and conduct the review. We will usually disclose the information you give us to the agency or minister who made the FOI decision and, if necessary, others who have information relevant to your review. In the case of a challenge to a decision by this Office, we may need to disclose some information to a review body, for example a court or tribunal.
- Your personal information will be used and stored in accordance with the Australian Privacy Principles.

You can also submit a review request in writing, by [email](#), fax or in person by visiting one of our offices.

## Details

### Your Details (You must provide at least one contact method)

Title	First Name *	Last Name *
<input type="text" value="Mr"/>	<input type="text" value="Ben"/>	<input type="text" value="Fairless"/>

Please note, we are not able to accept anonymous requests for review of an FOI decision.

Are you representing an organisation? \*

Yes       No

Preferred contact method \*

Email       Phone       Post       Other

Phone (daytime)	Mobile
<input type="text"/>	<input type="text"/>

You must provide an email or postal address so that we can send you notices.

Email

Postal Address

  


City	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other contact details (eg. fax or international address)

Further instructions (for example, if you need an interpreter and in which language)

Are you submitting the application on behalf of someone else? \*

- Yes       No

### Minister or Agency Information

Please select the Australian Government agency or minister who made the FOI decision you want reviewed. \*

If you want more than one decision reviewed, you will need to make a separate application for each decision.

- Australian Government Agency  
 Minister

Please select the Australian Government Agency that made the decision you want reviewed. \*

- Australian Federal Police  
 Australian Taxation Office  
 Department of Defence  
 Department of Education  
 Department of Foreign Affairs and Trade  
 Department of Human Services  
 Department of Immigration and Border Protection  
 Department of Prime Minister and Cabinet  
 Department of Veterans' Affairs  
 Department of Employment  
 Department of Health  
 Refugee Review Tribunal  
 Migration Review Tribunal  
 Other

### Previous contact with the agency

If the agency has given you a reference number relevant to your FOI request, please tell us this number/s. (We do not need to know your tax file number so please do not provide it).

### Information Commissioner review details

Have you received a decision? \*

- Yes       No

Date of the decision you want reviewed. \*

24/08/2016

There are time limits for lodging a review application. Please see our website for more detail.

Please identify the reason you are applying for a review. \*

- the agency or Minister refused me access to documents or parts of documents I wanted to access.  
 the agency or Minister has deferred my access to the documents I wanted to access.  
 the agency or Minister has refused to make corrections to my personal information.  
 the agency or Minister decided to release information about me or my business and I believe it should not be released.

- I believe I have been charged incorrectly.
- the agency or Minister granted me access to documents but I have not received them.
- the agency or Minister granted access to a qualified person and not directly to me.
- the agency or Minister refused to extend the time for me to seek an internal review

Please provide a summary of why you think the decision is wrong

The Agency has advised that "The ATO does not process FOI requests received via righttoknow.org.au."

What action or result would you like from the Information Commissioner? \*

The OAIC should direct the ATO to process my request in accordance with the Freedom of Information Act and the FOI Guidelines.

If you have contacted us before about this matter, please provide the reference number we gave you

### Supporting documents

To start a review, the Office needs a copy of the decision you want reviewed. Without the decision, we will not be able to start your review. We also recommend that you attach a copy of your FOI request and internal review request, if applicable. If you are lodging the review for someone else, you should also attach any documents which indicate you are authorised to act for that person.

You can attach these documents electronically or by post. You may also attach other relevant documents that support your application.

Do you have any electronic documents that you want to send electronically with this online application for review? \*

- Yes       No

Please add any documents to be sent electronically with this form  
 (Please ensure that the total size of each attachment does not exceed 2MB  
 Please ensure that the total size of all attachments does not exceed 10MB)

 **Add Attachment/s**

Attachment Name	Size (in KB)	
correspondence.pdf	33.43	 

Do you have paper documents you are posting to the Office in support of your application? \*

- Yes       No

If you have documents to post, after you have submitted this form electronically, please print it and attach it to your documents so we can relate them to your electronic application. Post your documents to:

Director Compliance (Merits Review)  
 GPO Box 5218  
 Sydney NSW 2001

## Review Submission

### Submitting your application for an Information Commissioner review of an FOI decision

Please review the information contained in your application for a review. If you would like to change anything you can return to any area of the form to make changes.

Once you submit the application you will receive a confirmation message with a receipt number saying that your Application for Review has been sent to the Office of the Australian Information Commissioner for processing. Please take note of the receipt number so you can use it when enquiring about the status of your application.

What happens next? The Office will assess your application and then contact you about the next steps in our process.

If you have not yet completed your form and want to work on it later click:

 **Save** The 'Save' button allows you to save a draft copy of this form to your local computer so you can access this Review request form without being connected to the internet.

When you are ready to submit your form click:

 **Save & Submit** The 'Save & Submit' button will allow you to submit your application to the Office of the Australian Information Commissioner for processing and save a local copy.