



Administrative Appeals Tribunal

Our ref: 2016/7 25 IR

21 November 2016

Mr Ben Fairless

Email: foi+request-2559-5a011fe3@righttoknow.org.au

Dear Mr Fairless,

Re: Your Freedom of Information Request

I refer to your application for an internal review of a decision made on 17 November 2016 under the *Freedom of Information Act 1982* (the FOI Act), regarding a request for access to documents received by us on 2 November 2016.

The documents relevant to your application for internal review are -

- the FOI Act
- your email received on 21 November 2016
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act.

As an officer authorised under the FOI Act to make decisions on access, I have decided to release the AAT's FOI delegations in full. A copy of the documents is enclosed.

Information about how you can apply for review of this decision or complain about how we have dealt with this matter is set out in the attached fact sheet, FOI2.

If you have any questions, please contact me on 9276 5502 or at foi@aat.gov.au.

Yours sincerely,

Sandra Koller
Director, Legal and Policy
Principal Registry
Administrative Appeals Tribunal

Information about reviews and complaints under the Freedom of Information Act

What should I do prior to applying for internal review or contacting the Office of the Australian Information Commissioner?

Before you apply for an internal review or contact the Office of the Australian Information Commissioner, we recommend that you telephone the officer who made the FOI decision. It is often possible to resolve concerns or answer your questions using this approach and, if not, the officer will be able to assist you in applying for review.

How do I apply for internal review to the AAT?

You can apply to us for an internal review of the FOI decision. The application for internal review must be made within 30 days or such further period as we allow, after the day the decision is notified to you. To apply for an internal review you must do so in writing. You may also wish to explain why you are not satisfied with the decision. A different and more senior officer authorised under the *Freedom of Information Act 1982* (the FOI Act) will conduct the internal review and make a new decision within 30 days after receipt of your application.

If you have already applied for internal review and want to seek a further review of that decision, you will need to apply to the Australian Information Commissioner.

How do I apply for review to the Australian Information Commissioner?

You may also apply directly to the Australian Information Commissioner for review of the FOI decision. The application for review must be made within 60 days after the day notice of the decision was given. An application for review must be in writing, include details of how notices in relation to the review are to be sent to you and include a copy of the decision. You may also wish to explain why you are not satisfied with the decision. An online application form is available on the Office of the Australian Information Commissioner's website, details of which are provided below.

What if I want to make a complaint about the handling of a Freedom of Information request?

If you have a complaint about the way in which we have processed your request for access under the FOI Act you can ask the Australian Information Commissioner to investigate. An online complaint form is available on the Office of the Australian Information Commissioner's website, details of which are provided below.

Where can I find further information or contact details for the Office of the Australian Information Commissioner?

Further information is available on the Office of the Australian Information Commissioner's website at www.oaic.gov.au and you can contact the office on 1300 363 992 or by email at enquiries@oaic.gov.au.