

## **FREEDOM OF INFORMATION ACT 1982**

### **INFORMATION ON RIGHTS OF REVIEW IN RELATION TO DECISIONS MADE BY THE DEPARTMENT OF THE PRIME MINISTER AND CABINET**

Information about your review rights is set out in the attached Fact Sheet 'Freedom of Information – Your review rights' published by the Office of the Australian Information Commissioner (the OAIC). The fact sheet explains that you may apply to the department for internal review, or you may apply to the OAIC for external review.

You have the right to apply for an internal review of a decision refusing to grant access to documents in accordance with your request, including a decision to defer access, or a decision to impose charges. If you apply to internal review, an authorised officer of the Department (not the person who made the original decision) will conduct a review and make a fresh decision on the merits of the case. You should apply in writing for a review of the decision within 30 days of receipt of this letter. If you wish to apply outside this period, you would also need to request an extension of time to apply, and give reasons why an extension should be granted.

No particular form is required to request an internal review, it is desirable (but not essential) to set out in the request the grounds on which you consider that the decision should be changed.

Your request for internal review of the decision should be addressed to:

The FOI Co-ordinator  
Department of the Prime Minister and Cabinet  
PO Box 6500  
CANBERRA ACT 2600

Email: [foi@pmc.gov.au](mailto:foi@pmc.gov.au)

Telephone: (02) 6271 5849  
Facsimile: (02) 6271 5776

If you request internal review and are dissatisfied with the internal review decision, you could then seek OAIC review of that decision. The attached Fact Sheet explains how to apply to the OAIC for external review of an agency's decision.