

Your Right To Information (RTI)

TO LODGE A RIGHT TO INFORMATION REQUEST, YOU WILL NEED TO SUPPLY:

- An application form
- Fee \$48.00 (no fee if it is your own personal information)
- Certified ID if you want your personal information
- Authority to act and certified ID of your representative

THE ASSESSMENT AND DECISION MUST BE MADE WITHIN:

- **25 business days**; OR
- **35 business days** if other people are involved and their view is required. While a person may object to his/her information being disclosed, the RTI/IP decision maker will make his/her own decision in support or against disclosure.
- **Note:** documents WILL NOT be released until all appeals are finished.

UNHAPPY WITH THE DECISION?

OPTION 1:

- Lodge a request for **external review** with the Office of the Information Commissioner.
- Must be within **20 business days** from the original decision date.
- There is no set time frame for OIC to make a decision on your appeal.

OPTION 2:

- Lodge a request for **internal review (IR)**
- Must be within **20 business days** from decision date
- RTI Manager **MUST** give you a decision notice within 20 business days.

STILL UNHAPPY WITH THE DECISION?

- Lodge a request for **external review** with the Office of the Information Commissioner.
- Must be within **20 business days** from the date of the new IR decision.
- There is no set time frame for OIC to make a decision