

# Application for internal review

## *Information Privacy Act 2009*

### The application

The *Information Privacy Act 2009* states that an application for an internal review of a decision must

- be in writing
- specify an address in Australia to which notices under the *Information Privacy Act 2009* may be sent
- be lodged within 20 business days of the notice of the decision made by this Commission.

### Enquiries

All enquiries regarding this application should be directed to the Manager Right to Information (RTI) on:

Telephone: 07 3613 3143 Facsimile: 07 3225 2999 or Email: [rti@qbcc.qld.gov.au](mailto:rti@qbcc.qld.gov.au)

The *Information Privacy Act 2009* is available from the website of the Office of the Queensland Parliamentary Counsel: at [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

### When are you entitled to lodge an application for internal review?

You are entitled to an internal review if you have lodged an application under the *Information Privacy Act 2009* and the QBCC:

- has refused to give you full or part access to a document
- has refused to amend a personal document
- has refused to deal with your application
- has granted access subject to an access charge that you feel is not applicable.

You are also entitled to an internal review if another person has made an IP application and the QBCC obtained your view, but the decision is not in accordance with your view.

### When aren't you entitled to lodge an application for internal review?

You are not entitled to an internal review of a decision made:

- as a result of a previous internal review application
- by the Commissioner of the QBCC.

### Do you have to pay for this?

There is no application fee for an application for internal review.

### How long will it take to process my application?

A decision on your application will be made within 20 business days of receipt by the QBCC.

### What if I am still dissatisfied with the decision?

If you are dissatisfied with the internal review decision, you may request an external review by the Information Commissioner. This application must be made in writing, specifying an Australian return address, to:

**Office of the Information Commissioner**, GPO 10143, Adelaide St, Brisbane Qld 4000

Telephone: 07 3234 7373 Facsimile: 07 3405 1122 Email: [enquiries@oic.qld.gov.au](mailto:enquiries@oic.qld.gov.au) Website: [www.oic.qld.gov.au](http://www.oic.qld.gov.au)  
or, Level 8, 160 Mary Street, Brisbane 4000.

**Completing this form**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid — any amendments should be crossed out and initialled

**ADVICE OF THE DECISION:** The QBCC will undertake this internal review and advise you of a decision within 20 business days of receipt of this application. This application will be reviewed by the Manager, RTI as per authorised delegation by an officer whose official status is at least as high as that of the officer who made the original decision. Your application must be lodged within 20 business days from the date of the original decision.

*Please address your application to:*

The Manager RTI, Queensland Building and Construction Commission, GPO Box 5099, Brisbane Qld 4001 or Email: rti@qbcc.qld.gov.au  
Alternatively, you may lodge your application at one of the QBCC's offices, contact us on 07 3613 3143 for details.

**1. PERSONAL DETAILS**

Surname:																					
First names:																					
Postal address:																Postcode:					
Business ph:											Home ph:										
Mobile ph:											Fax:										
Email:																					

**2. APPLICATION DETAILS**

**I have:**

- submitted an application requesting access to/amendment of documents in accordance with the *Information Privacy Act 2009*
- been consulted in relation to an IP application

**I am unhappy with the decision made by QBCC and seek a review of this decision because (please tick appropriate box):**

I have been refused full or part access to a document	<input type="checkbox"/>	QBCC has refused to deal with my application	<input type="checkbox"/>
I have been refused a request to amend a personal document	<input type="checkbox"/>	I have been consulted but disagree with a decision to release documents	<input type="checkbox"/>
I believe that access charges should not have been issued for the documents I have applied for	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Comments:**

Please provide the reasons why you believe that the decision requires review and/or include any additional information you wish to be considered in the review of the decision (include additional pages if necessary).

Applicant's signature:

Date:

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