



## FOI Review Application Form

The National Education and Care Services Freedom of Information Commissioner (NECS FOI Commissioner) can review a Freedom of Information (FOI) decision made by the Australian Children's Education and Care Quality Authority (ACECQA) or by a State or Territory Education and Care Services Regulatory Authority. The Commissioner encourages you to apply for an internal review by the agency before lodging a request for review with this Office.

An application for review must be submitted in writing. If you have trouble completing this form please send an email to [enquiry@necsopic.edu.au](mailto:enquiry@necsopic.edu.au) or call the office on (03) 9654 1077

The form can be completed and submitted by post, email or in person.

Post	Email	In person by appointment only
NECS FOI Commissioner PO Box 202 CARLTON SOUTH VIC 3053	<a href="mailto:enquiry@necsopic.edu.au">enquiry@necsopic.edu.au</a>	Level 3 15-31 Pelham Street CARLTON VIC 3053

## About You – the FOI Applicant

Name: Mr. / Mrs. / Miss / Ms. / Dr

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

**Preferred contact method** (you must provide at least one contact method)

Email     Phone     Post     Mobile phone     Other

Phone (daytime).....      Mobile.....

Email.....

Postal Address.....

..... Postcode.....

Other contact details (eg. Fax or international address).....

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## Representative

Do you have someone that you would like to represent you in your application?

Yes     No

If yes:

What is your representative's relationship to you? (eg. lawyer) : .....

Representative name: Mr. / Mrs. / Miss / Ms. / Dr.....

Representative organisation name (if applicable):

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**Representative's preferred contact method** (you must provide at least one contact method)

Email     Phone     Post     Mobile phone     Other

Phone (daytime).....      Mobile.....

Email.....

Postal Address.....

..... Postcode.....

## Agency Information

Please provide details of the agency that made the FOI decision you want reviewed (ie ACECQA or a State or Territory Education and Care Services Regulatory Authority)

Name of Agency .....

### Previous contact with the agency

If the agency has given you a reference number relevant to your FOI Review request, please tell us this number

Reference Number:.....

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

Please identify the reason you are applying for a FOI Commissioner Review:

- the agency has not provided me with a decision
- the agency refused me access to documents or parts of documents
- the agency decided to release information about me or my business
- the agency has deferred my access to the documents
- the agency has refused to make corrections to my personal information
- I believe I have been charged incorrectly
- the agency granted me access to documents but I have not received them
- the agency refused to extend the time for me to seek an internal review

Please provide a summary of why you think the decision (if there is one) is wrong

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**Resolution**

What action or result would you like from the NECS FOI Commissioner?

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**Supporting information**

To start a review, the Commissioner needs a copy of the FOI 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 initial FOI request you made to the agency and your internal review request to the agency if you made one. 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 may also attach other relevant documents that support your application.

**Please sign and date this form**

Signature:..... Date ...../...../.....