



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 or call the office on (03) 9910 9868.

The form can be completed and submitted by post, email or in person. It can also be submitted online at necsopic.edu.au.

Post	Email
NECS FOI Commissioner PO Box 177 Carlton South VIC 3053	enquiry@necsopic.edu.au

About You – the FOI Applicant

Title Mr Mrs Miss Ms Dr Anonymous

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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? (e.g. 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:/...../.....