

# 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) by emailing: [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 [legislation.qld.gov.au](http://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

Email: [enquiries@oic.qld.gov.au](mailto:enquiries@oic.qld.gov.au)

Website: [oic.qld.gov.au](http://oic.qld.gov.au)

or, Level 8, 160 Mary Street, Brisbane 4000.

**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](mailto:rti@qbcc.qld.gov.au)

Alternatively, you may lodge your application at one of the QBCC's offices.

**PRIVACY NOTICE:** In making this review application, you are providing personal information such as name and contact details. This information will be used for the purpose of assessing your review application and ensuring we are able to remain in contact with you regarding the status of your application. Your personal information will be accessed by persons who have been authorised to do so, including the internal review officer. Your personal Information is handled in accordance with the *Information Privacy Act 2009*.

**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

**1. PERSONAL DETAILS**

Title  Mr  Mrs  Miss  Ms  Other

Surname

First name

Postal address

State  Postcode

Business phone  Home phone

Mobile

Email

**2. APPLICATION DETAILS**

**I have:**

- submitted an application requesting access to 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
- I have been refused a request to amend a personal document
- I believe that access charges should not have been issued for the documents I have applied for
- QBCC has refused to deal with my application
- I have been consulted but disagree with a decision to release documents
- Other

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 signature  D D / M M / Y Y Y Y