

## Freedom of Information – Internal Review

### Application for Internal Review

Pursuant to Section 39 of the *Freedom of Information Act 1992 (WA)*

### Applicant Details

<b>Surname:</b>				<b>Given Name:</b>			
<b>Address:</b>							
<b>Postcode:</b>							
<b>Contact No:</b>	<b>(H)</b>	<b>(W)</b>		<b>(M)</b>			
<b>Email:</b>							

***If Application is on behalf of an Organisation:***

<b>Name of Organisation/Business:</b>			
<b>Agent/Representatives Name:</b>			

### Details of Request

I wish to apply for an Internal Review of the decision made by \_\_\_\_\_ on the  
 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date of Decision) for the following reason/s:

- I have been refused access to a document.
- I have been refused access to a part of a document.
- I have been refused a request to amend a personal record.
- I have been granted access to a document but access has been deferred.
- I am a third party specified in the document but have not been consulted about giving access to another person.
- I am a third party that has been consulted but disagree with the decision to release the documents.
- Other: \_\_\_\_\_



## Comments

You may wish to include any additional comments to be considered in the review of the determination

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## Additional Information

- This application **MUST** be lodged within 30 days of receiving the written notice of decision.
- You may be required to prove your identity.
- Your application will be dealt within 15 days.
- There is no fee associated with an internal review.
- Internal review is not available if the decision maker is the principal officer of the agency. If the decision was made by the principal officer, apply immediately for external review by the Information Commissioner.
- The Freedom of Information Act is available to download for free from the State Law Publisher at [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- Further information can be obtained from Council's Freedom of Information Officer.

## Application Lodgement

<b>By Post to:</b> FOI Coordinator City of Armadale Locked Bag No. 2 ARMADALE WA 6992	<b>In Person to:</b> FOI Coordinator City of Armadale 7 Orchard Avenue ARMADALE WA 6112	<b>By Email to:</b> <a href="mailto:info@armadale.wa.gov.au">info@armadale.wa.gov.au</a>
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