

## Government Information (Public Access) Act 2009

### INTERNAL REVIEW APPLICATION

This form should be used if you wish to apply for internal review of a decision made under the Government Information (Public Access) Act 2009 (GIPA Act).

You must lodge this form **within 20 working days** after notice of the decision was given to you. If more than one person is entitled to a review, the review period will commence at the expiration of the 20 days.

If you require assistance completing this form, please contact one of the Commission's Right to Information Officers by email at: [governancelegal@gcc.nsw.gov.au](mailto:governancelegal@gcc.nsw.gov.au).

General information about accessing government information under the GIPA Act is available on the IPC website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### Your details

The Commission is committed to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information provided on this form is collected for the purpose of reviewing your application as valid under the GIPA Act and to support your rights for review by notifying you of all decisions in writing. If you fail to provide appropriate contact information then we may not be able to accept your application as valid under the GIPA Act.

\*Surname: \_\_\_\_\_ Title: \_\_\_\_\_

\*First name: \_\_\_\_\_ Other given names: \_\_\_\_\_

Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_

\*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I agree to receive correspondence by the above email address.

### Decision details\*

\*Date of decision: \_\_\_\_\_ File reference: \_\_\_\_\_

\*Applicant signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

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Would you like the entire decision to be reviewed?\*

Yes – what is the decision to be reviewed (refer to s80 of the GIPA Act)?

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No – what particular aspect of the decision would like reviewed? (s82(3) of the GIPA Act)?

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**Comments**

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**Application Fee\***

Please specify your method of payment for the value of \$40:

direct bank deposit (contact [governancelegal@gcc.nsw.gov.au](mailto:governancelegal@gcc.nsw.gov.au) for details)

cheque/money order (attached to this application or delivered separately by post)

We will contact you within 5 working days of receiving your application and continue to keep you informed as your application is processed. We will try to deal with your request as soon as possible and within 15 working days of receiving your application. If we need to consult a third party or need to retrieve archived records, the 15-day period will be extended by 5-10 days.