

Government Information (Public Access) Act 2009



Internal Review Application

If you disagree with a decision made under the *Government Information (Public Access) Act 2009* (GIPA Act), you may apply for an internal review of that decision.

Your application for an internal review must be submitted to Council **within 20 working days** after notice of the decision was provided to you. If your application was deemed refused eg the decision was not made within the required time frame, you must submit your application after the date the application became overdue. If more than one person is entitled to apply for a review, the review will commence 20 days after the initial decision was provided.

If you need help completing this form, please contact the Access to Information Officer on 02 4921 0333. General information about accessing government information under the GIPA Act is available on the Information and Privacy Commission website www.ipc.nsw.gov.au.

A \$40 application fee[^] is required to process your internal review application. If applying by post, please include your application fee in the form of a money order or cheque payable to Lake Macquarie City Council. If applying online, you will be contacted for payment of the fee on receipt of your application.

Your details

Surname*:

Title:

Given/other names*:

Organisation name (if applicable):

Postal address*:

Postcode*:

Day-time telephone*:

Email*:

Decision details

GIPA Application Reference Number

Decision to be reviewed (s80 of the GIPA Act):

Date of decision:

Has the original application been deemed refused* as the decision was not made within the required time frame?

Yes / No

Please outline the reason why you are seeking an internal review

Applicant's signature:

Date

^No fee is required if you are applying for an internal review of a decision to refuse to deal with an access application because the agency did not decide the access application within the required time frame (a deemed refusal).

*denotes a mandatory field.

OFFICE USE ONLY

Date application received:

Paid: