

# Internal Review Application Form

## Government Information (Public Access) Act 2009 (GIPA Act)

Please complete this form if you wish to apply for an internal review of a decision made under the GIPA Act. You must lodge this form with Council within 20 working days after notice of the decision was given to you.

If you need help in filling out this form, please contact the Right to Information Officer on (03) 5027 5027 or visit our website at [www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au).

### Applicant Details

Title (e.g. Mr, Mrs, Ms, Miss)	Given name/s	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name (if applicable)	<input type="text"/>	ABN/ACN (if applicable) <input type="text"/>
Postal address	<input type="text"/>	
Preferred method of contact	Phone <input type="checkbox"/>	Mobile <input type="checkbox"/>
	Email <input type="checkbox"/>	Post <input type="checkbox"/>
Phone	<input type="text"/>	Mobile <input type="text"/>
Email	<input type="text"/>	
<input type="checkbox"/> I agree to receive correspondence at the above email address.		

### Details of Decision

Date of decision:	Council Reference Number:
<input type="text"/>	<input type="text"/>
Decision type to be reviewed:	
<input type="checkbox"/> Application not a valid access application	<input type="checkbox"/> Government information not held by agency
<input type="checkbox"/> Agency initiated transfer	<input type="checkbox"/> Information applied for already available to the applicant
<input type="checkbox"/> Provide or refuse to provide access	<input type="checkbox"/> Refuse to confirm or deny agency holds information
<input type="checkbox"/> Defer the provisions of access	<input type="checkbox"/> Access provided in a particular way (or not provided as requested by the applicant)
<input type="checkbox"/> Refusal to reduce a processing charge	<input type="checkbox"/> Refusal to deal further with access application due to failure to pay advance deposit within time
<input type="checkbox"/> Processing charge imposed or advance deposit required	<input type="checkbox"/> Refusal to deal with an access application (including deemed refusal)
<input type="checkbox"/> Information included in Disclosure Log despite objection (or not entitled to object)	

Please outline the reason why you are seeking an internal review:

## 5. Application Fee

I will make payment of the \$40 application fee by:

Note: Please do NOT send cash by post.

Cash

Cheque

Money Order

Eftpos

Credit Card

Note: If paying by credit card, please complete a [Credit Card Authorisation Form](#), located on Council website.



## Privacy and Personal Information Protection Notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary and it will not be used for any other purpose without seeking your consent. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*.

You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*.

Our Privacy Management Plan sets out how you can access or correct your personal information.

Please visit [www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au) for a copy of the plan.

General information about the GIPA Act is available by calling the Office of the Information and Privacy Commissioner on **1800 472 679** or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

## Applicant Declaration

Name

Signature

Date



**Please post this form or hand deliver to:** Wentworth Shire Council Offices

61 Darling Street (PO Box 81), Wentworth NSW 2648

Once your application is received, a Council Officer will acknowledge your application within five (5) working days, with a determination provided within fifteen (15) working days in most instances.



**Alternatively, email to:** [council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au)

## OFFICE USE ONLY

Date application received

Received by

Receipt Number

Fee Paid