

# Internal review application

Government Information (Public Access) Act 2009

---

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 you need help in filling out this form, please contact Council's Right to Information Officer by telephone 02 4980 0255.

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

Title (Dr/Mr/Mrs/Ms): \_\_\_\_\_

Given name: \_\_\_\_\_ Surname: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

---

I agree to receive correspondence to the above email address.

Decision details - Would you like the entire decision reviewed?

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

.....

No – what particular aspect of the decision would you like reviewed? (s82(3)) of the GIPA Act. *Please include in your internal review application the Notice of Decision.*

.....

Date of decision: .....

File reference: .....

Applicant's signature: .....

Date: .....

---

Please include your application fee of **\$40** when you post this form or lodge it at Port Stephens Council, PO Box 42 or 116 Adelaide Street, Raymond Terrace NSW 2324. Council accepts cash, cheque and credit card payment.

#### **YOUR PRIVACY**

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** To request an internal review of a decision under the *Government Information (Public Access) Act 2009*.

**Intended recipients:** Council officers and other government agencies.

**Supply:** legally.

**Consequence of Non Provision:** Council may not be able to conduct an internal review.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on (02) 4980 0255 to enquire how you can access information.