

# Internal Review Application

## Government Information (Public Access) Act 2009

Please complete this form to an internal review of a decision made under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

You must lodge this form within 20 working day and pay the \$40 internal review application fee (see below) after notice of the decision was given to you or within 20 working days of a deemed refusal. A deemed refusal is when City of Parramatta did not decide your application on time.

If you need help filling out this form, please contact the Right to Information Officer on 02 9806 5050 or email [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au).

## Your details

Title

Given name(s)

Surname

Organisation/person  
being represented

Postal address

Email (Block Letters)

Phone number

## Decision details

Give details of the decision to be reviewed: this can be limited to a particular aspect of a decision. See the next page for additional information about reviewable decisions. Attach reasons why you are seeking a review, and include any evidence supporting your application.

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Date of decision

File reference

Applicant's signature

Date of signature

## Application fee

The \$40 application fee can be paid by credit card over the phone by calling 02 9806 5050. Cheques or money orders should be made out to City of Parramatta.

## Reviewable decisions

### Access applicants

You can ask for a review of any of the following decisions (or a combination) under section 80 of the GIPA Act:

- a decision that an application is not a valid access application
- a decision to transfer an access application to another agency, as an agency-initiated transfer
- a decision to refuse to deal with an access application (including a decision that is deemed to have been made because the City of Parramatta did not decide your application on time)
- a decision to provide access or to refuse to provide access to information
- decision that government information is not held by the City of Parramatta
- a decision that information applied for is already available to you
- a decision to refuse to confirm or deny that information is held by the City of Parramatta
- a decision to defer the provision of access to information
- a decision to provide access to information in a particular way (or a decision not to provide access in the way requested by you)
- a decision to impose a processing charge or to require an advance deposit
- a decision to refuse a reduction in a processing charge
- a decision to refuse to deal further with your access application because you failed to pay an advance deposit within the time required for payment
- a decision to include information in the City of Parramatta's disclosure log despite your objections (or a decision that you were not entitled to object).

### Third parties

If you are not the access applicant, but instead a third party who was consulted in respect of a GIPA application, you can ask for a review of a decision to provide access to information contrary to your objections (section 80(d) of the GIPA Act).

As a third party, you can also ask for a review of a decision to include information in the City of Parramatta's disclosure log despite your objections (section 80(m) of the GIPA Act).

Please post this form or lodge it at:

**City of Parramatta Council**  
126 Church Street, Parramatta  
(PO Box 32 Parramatta NSW 2124)  
Email: [council@cityofparramatta.nsw.gov.au](mailto:council@cityofparramatta.nsw.gov.au)  
Enquiries ph: 02 9806 5050

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### **Privacy Notice:**

The information provided by you on this form will be used by City of Parramatta to process this application. The provision of this information is required and if not provided, council may not be able to fully process your request. Once collected by City of Parramatta, the information can be accessed by you in accordance with City of Parramatta Access to Information Policy and Privacy Management Plan or in special circumstances, where legislation requires or where you give permission for third party access. You may also amend or correct your personal information by contacting City of Parramatta.

City of Parramatta is the agency that holds the personal information and will store it securely.