

## 18. Application for Internal Review (pursuant to Part 5 Division 2 of the GIPAA)

**INFORMATION:** This form should be used if you wish to apply for internal review of a decision made pursuant to Part 5 Division 2 of the *Government Information (Public Access) Act 2009 (GIPAA)*.

Unless the review is of a deemed refusal, this form must be accompanied by \$40.00 application fee pursuant to section 85(1) of the GIPAA. You must lodge this form with us **within 20 working days** of the date of the notice of the decision, or within 20 working days of the deemed refusal. If an application is made after this time period has elapsed, Council may at its discretion, agree to accept the late application.

If you need help in filling out this form, please contact the Office of the Information Commissioner on 1800 194 210. General information about accessing government information under the GIPA Act is available on the Office's website: <http://www.informationcommissioner.nsw.gov.au>.

You may lodge this Access Application at Tweed Shire Council offices:

Civic and Cultural Centre  
Tumbulgum Road  
Murwillumbah NSW

Civic Centre  
Brett Street  
Tweed Heads NSW

**OR**

**Mail to:**  
General Manager  
Tweed Shire Council  
PO Box 816  
Murwillumbah NSW 2484

Internal review of a decision is not available if the decision is made by the principle officer of Council, pursuant to section 82(1) of GIPAA.

There is to be no internal review of a decision that is or has been the subject of review by the Information Commissioner, except for internal review conducted on the recommendation of the Information Commissioner, pursuant to section 82(4) of GIPAA.

There is to be no internal review of a decision that is or has been the subject of review by the Administrative Decisions Tribunal, pursuant to section 82(5) of GIPAA.

| 1. YOUR DETAILS            |                      |                   |                                                            |
|----------------------------|----------------------|-------------------|------------------------------------------------------------|
| <b>Surname:</b>            | <input type="text"/> | <b>Title:</b>     | <input type="checkbox"/> Mr / <input type="checkbox"/> Mrs |
| <b>Other names:</b>        | <input type="text"/> |                   |                                                            |
| <b>Postal address:</b>     | <input type="text"/> |                   |                                                            |
| <b>Day-time telephone:</b> | <input type="text"/> | <b>Facsimile:</b> | <input type="text"/>                                       |
| <b>Email:</b>              | <input type="text"/> |                   |                                                            |

## 18. Application for Internal Review

Technology and Corporate Services

| 2. DECISION DETAILS                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Decision to be reviewed:                                                                                                                                   |  |
| Date of Decision:                                                                                                                                          |  |
| File Reference:                                                                                                                                            |  |
| <b>If there is any other information which you think may be relevant to the determination of the internal review please outline that information below</b> |  |
|                                                                                                                                                            |  |

\_\_\_\_\_ (Applicant's Signature)

\_\_\_\_\_ (Date)

Pursuant to section 83(3) of the GIPAA, Council will acknowledge receipt of your application for internal review within 5 working days of the date on which the application is received.

In line with section 84 of the GIPAA, Council will undertake the internal review by making a new decision in relation to the Access Application, as if the original decision had not been made.

The internal review will not be undertaken by the person who made the original decision, and will not be undertaken by a person less senior than the person who made the original decision.

The decision made on the internal review will not be reviewable again by way of internal review. The Information Commissioner, pursuant to Part 5, Division 3 of the GIPAA, and the Administrative Decisions Tribunal pursuant to section 100 of the GIPAA may review the decision made to this internal review.