



# Internal Review Application Form

## 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 more than one person is entitled to a review, the review period will commence at the expiration of the 20 days. If you need help to fill out this form, please contact the Information Access and Governance Unit at [gipa@treasury.nsw.gov.au](mailto:gipa@treasury.nsw.gov.au) or visit our website at <http://www.treasury.nsw.gov.au>.

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).

### 1. Your details

Surname:..... Title: Mr / Ms/ Dr

Other names:.....

Postal address:..... Postcode: .....

Daytime telephone:..... Facsimile: .....

Email:.....

I agree to receive correspondence to the above email address.

### 2. 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: .....



**3. Internal Review Application Fee**

The **\$40 Application fee** payable to the NSW Treasury is enclosed via:

Cheque/Money Order  
(made payable to NSW Treasury)

Direct bank deposit (contact [gipa@treasury.nsw.gov.au](mailto:gipa@treasury.nsw.gov.au) for details)

(Note: please do NOT send cash by post)

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**4. Privacy Statement**

NSW Treasury is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW) which requires compliance with Information and Health Privacy Principles. Your personal information is being collected to process your Access Application for information pursuant to Part 4, Division 1 of the *Government Information (Public Access) Act 2009*. NSW Treasury may use your personal information for the purposes of processing your Access Application within the agency. NSW Treasury is required to collect personal information directly from the individual unless the individual has authorised collection of the information from someone else. NSW Treasury will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by NSW Treasury at Level 29, 52 Martin Place, Sydney NSW 2000. You have the right to access and correct the information if you believe that it is incorrect.

**5. Applicant's signature and lodgement**

Applicant's signature: ..... Date: .....

Please post or deliver this form and application fee to:  
Principal Solicitor, Head of Information Access  
and Governance  
Office of General Counsel  
NSW Treasury  
52 Martin Place  
GPO Box 5469, SYDNEY NSW 2001

**Office use only**

Date Internal Review Application received: .....  
File reference: .....