

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Internal Review Application

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The information that Council is collecting from you via this application may be personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council. Any person may apply to inspect the application in accordance with the Government Information (Public Access) Act 2009. The supply of the information by you is voluntary and if you cannot, or do not wish to provide the information sought, Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

About this form

Please complete this form to apply for 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 days after notice of 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.

How to complete this form

- 1 Ensure that all fields have been filled out correctly. If you need help in filling out this form, please contact a Right to Information Officer on 4227 7223.
- 2 Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3 Once completed please refer to the lodgement details section for further information

SECTION 1 APPLICANT DETAILS

Company Name *			
Name *	Mr Mrs Ms	Surname	Other Names
Postal Address *	Suburb		Postcode
Contact Number *	E-mail		

☐ I agree to receive correspondence at the above email address.

SECTION 2 REVIEW DETAILS *(Please provide further details below or attach further documentation)*

GIPA File Reference	Date of Decision
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☐ Part Decision (S.82(3)) *an internal review can apply to a particular aspect of a decision*

☐ Whole Decision (S.80) *Refer to the reviewable decisions under [Your review rights under the GIPA Act](#)*

SECTION 3 APPLICATION FEE

I attach payment of the \$40 review fee by:

- ☐ Request Tax Invoice for online payment
 ☐ Cash/EFT at Council's Administration Building (Customer Service)
 ☐ Bank cheque / money order by mail

Details for tax invoice: If same as Applicant Details, tick here ☐ or provide details below.

Name	
Address	
Email	

SECTION 4 APPLICANT DECLARATION

Applicant Name		<i>*No signature required if form submitted by email</i>	Date
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SECTION 5 LODGEMENT DETAILS

You can lodge the completed application by:

Post The General Manager, Wollongong City Council, Locked Bag 8821, Wollongong DC NSW 2500
In Person Wollongong City Council Administration Building, 41 Burelli Street, Wollongong
Email council@wollongong.nsw.gov.au
What now? Once your application is received, a Council Officer will contact you if further information is required.
For further information regarding your application please contact us by:
Telephone: (02) 4227 7111
Website: www.wollongong.nsw.gov.au

FURTHER INFORMATION

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