

# Internal Review Application Form

Government Information (Public Access) Act 2009



If you are not satisfied with a decision made under a formal access application, please complete this form to request a review of the decision under the *Government Information (Public Access) Act 2009 (GIPA Act)*. A request for an internal review must be lodged with Sydney Water within 20 working days from the date of the decision.

If you require assistance in filling out this application form, please contact Sydney Water's GIPA Team by calling (02) 8849 6834 or email [GIPA@sydneywater.com.au](mailto:GIPA@sydneywater.com.au).

## YOUR DETAILS

Title:	First name:	Surname:
Organisation name:		
Name of person or party on whose behalf you are acting (if applicable):		
Postal address:		
	State:	Postcode:
Email address:	Mobile Number:	
<input type="checkbox"/> I prefer to receive correspondence at the above email address		

## STATUS OF REQUESTOR

Please tick the box that best describes your status:

- ☐ Applicant or person representing the applicant
- ☐ Third party consulted as part of the access application process
- ☐ Other (please specify) .....

If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so.

## REVIEW REQUEST DETAILS

Section 80 of the GIPA Act specifies the types of decisions that are eligible for review. If you would like us to review multiple decisions, the deadline to lodge this internal review application form will be 20 working days after the last decision was made by our GIPA Officer.

	Decision(s) you wish to have reviewed (tick all that applies to this review)
<input type="checkbox"/>	GIPA application is not a valid access application - section 80(a)
<input type="checkbox"/>	GIPA application was transferred by Sydney Water to another agency - section 80(b)
<input type="checkbox"/>	GIPA application was refused to deal with - section 80(c)
<input type="checkbox"/>	GIPA application decision to refuse to provide access to information - section 80(d)
<input type="checkbox"/>	GIPA application decision that information was not held - section 80(e)
<input type="checkbox"/>	GIPA application decision that information applied for is already available - section 80(f)
<input type="checkbox"/>	GIPA application decision to refuse to confirm or deny that the information is held - section 80(g)
<input type="checkbox"/>	GIPA application decision to defer provision of access to the information - section 80(h)
<input type="checkbox"/>	Access was provided but not in the way it was requested in the access application - section 80(i)
<input type="checkbox"/>	A processing charge or advance deposit was required - section 80(j)
<input type="checkbox"/>	Decision to refuse to reduce the processing charge - section 80(k)
<input type="checkbox"/>	Decision to refuse to deal further with the application because the advance deposit was not paid within the required time - section 80(l)
<input type="checkbox"/>	Decision to include details of the application in the Sydney Water disclosure log - section 80(m)

## REASONS

Summarise in the box below reasons for the above decision(s) to be reviewed, attach any further details or supporting documents, if required.

## ACCESS APPLICATION DETAILS

Application reference number	
Date of decision(s)	
Date of information released	
GIPA Officer Name	

## REVIEW FEE

There is a mandatory review fee of \$40, the review will not commence until the review fee is paid. At this stage, Sydney Water is only accepting payments via:

<input type="checkbox"/> Electronic Funds Transfer (EFT)	Bank: Westpac BSB No: 032 001 Account No:188136 Account Name: Sydney Water Corporation Reference: GIPA Reference number – Internal Review  Enclose the remittance advice with this form
<b>NO PAYMENTS IN CASH ACCEPTED</b>	

## PRIVACY COLLECTION NOTICE

Sydney Water is collecting your personal information to process your application for information pursuant to Part 5, Division 1 and 2 of the GIPA Act. The provision of personal information is voluntary, however if you do not provide it, we may not be able to process your internal review application. Your information will be held and used by Sydney Water for the purpose of contacting you and processing your internal review application. Sydney Water will not disclose your personal information without your consent unless authorised by law to do so. Sydney Water is required to collect personal information directly from you unless you have authorised collection of the information from your representative.

Generally, you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so, please email [privacy@sydneywater.com.au](mailto:privacy@sydneywater.com.au). For further information refer to our [Privacy Policy](#).

Insert your digital signature below. Alternatively, print this form, sign and scan then send it via post or email.

**Applicant's Signature:**

**Date:**

## LODGMET DETAILS

Your application can be lodged by sending this completed form, together with any supporting documentation via the following methods:

- ☐ By Email to: [GIPA@sydneywater.com.au](mailto:GIPA@sydneywater.com.au) – this is the recommended and preferred method.
- ☐ By Post to: GIPA Officer, Sydney Water, PO Box 399, PARRAMATTA NSW 2124