



# Government Information (Public Access) Act 2009

## INTERNAL REVIEW APPLICATION

This form may be used if you wish to apply for internal review of a decision by the Department of Education made under the *Government Information (Public Access) Act 2009* ('GIPA Act').

You must lodge your application with us **within 20 working days** after notice of decision was given to you.

If you need help filling out this form, please contact the Information Access Unit on 9561 8100.

General information about accessing government information and rights of review under the GIPA Act is available on the Office of the Information Commissioner's website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### 1. Your details

**Surname:** ..... **Title:** Mr / Ms / Other .....

**Other names:** .....

**Postal address:** .....

..... **Postcode:** .....

**Day-time telephone:** ..... **Email:** .....

**Signature:** ..... **Date:** .....

### 2. Decision to be reviewed

Please select from this list (i.e. tick the relevant box) and if you wish to, attach details about why you are seeking a review. **I am not satisfied with the following decision(s):**

<input type="checkbox"/> that the application is not a valid access application (s.80(a))	<input type="checkbox"/> to defer access to the information (s.80(h))
<input type="checkbox"/> to transfer the access application to another agency (s.80(b))	<input type="checkbox"/> to provide access in a particular way, or not <input type="checkbox"/> to provided information the way requested by the applicant (s.80(i))
<input type="checkbox"/> that the department refuses to deal with the access application (including such a decision that is deemed to have been made (s.80(c))	<input type="checkbox"/> to impose a processing charge, or require an advance deposit (s.80(j))
<input type="checkbox"/> that the department refuses to provide access to all or part of the information requested (s.80(d))	<input type="checkbox"/> to refuse a reduction in a processing charge (s.80(k))
<input type="checkbox"/> that the information requested is not held by the department(s.80(e))	<input type="checkbox"/> to refuse to deal further with the access application because the applicant failed to pay an advance deposit within the time required (s.80(l))
<input type="checkbox"/> that the information applied for is already available to the applicant (s.80(f))	<input type="checkbox"/> that the information released will be included in the department's disclosure log, despite an objection (s.80(m))
<input type="checkbox"/> to refuse to confirm or deny that the information is held by the department (s.80(g))	

### 3. Lodgement details

Please include credit card payment details, cheque or money order for the **\$40** application fee.

**Post to:**

The Manager, Information Access Unit  
NSW Department of Education  
GPO Box 33, SYDNEY NSW 2001

**Lodge at:**



Information Access Unit  
NSW Department of Education  
Level 7, 35 Bridge Street  
Sydney NSW 2000

**ENQUIRIES AND CONTACT:**

Telephone: 9561 8100  
Facsimile: 9561 1157  
Email: [iaunit@det.nsw.edu.au](mailto:iaunit@det.nsw.edu.au)  
Website: [www.det.nsw.edu.au/information-access](http://www.det.nsw.edu.au/information-access)

## DEPARTMENT OF EDUCATION - Credit Card Payment Form

Enter the details of the payment below. All information with an asterisk \* is mandatory.

*	Family Name:		Family name of person making the application
*	Given Name:		Given name of person making the application
*	Cardholder name:		Name on Credit Card
*	Card Number:	_____ / _____ / _____ / _____	
*	Card Type:		 or  only
*	Card Expiry Date:	_____ / _____	e.g. 05/13
*	Amount:	\$	
	Internal Review Application Fee Payment:	\$40.00	
	Optional: Send receipt to:		

(Please forward with your Internal Review application form.)

### Merchant Details

Merchant Name:	Department of Education
ABN:	40 300 173 822
Address:	GPO Box 33 SYDNEY NSW 2001
Email Address:	<a href="mailto:iaunit@det.nsw.edu.au">iaunit@det.nsw.edu.au</a>
Phone:	(02) 9561 8100
Website:	<a href="http://www.det.nsw.edu.au">http://www.det.nsw.edu.au</a>

**This form will be securely stored until payment has been confirmed. Once payment is confirmed, the credit card information will be destroyed according to Department procedures.**