



# 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 Right to Access on 7814 3525.

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

**Post to:**

The Manager, Right to Access  
NSW Department of Education  
GPO Box 33, SYDNEY NSW 2001

**Lodge at:**

Right to Access  
NSW Department of Education  
Level 5, 105 Phillip Street  
Parramatta NSW 2150

**ENQUIRIES AND CONTACT:**

Telephone: 7814 3525

Email: [GIPA@det.nsw.edu.au](mailto:GIPA@det.nsw.edu.au)

Website: <https://education.nsw.gov.au/about-us/rights-and-accountability/information-access>

Please include credit card payment receipt (instructions below), cheque or money order for the **\$40** application fee.

## DEPARTMENT OF EDUCATION - Credit Card Payment Information

**Payment to be made at the following address:**

**GIPA/FOI –** <https://www.payway.com.au/MakePayment?BillerCode=301333>

**GIPA Ref/Applicant Name:** 10 character limit

In this field please use the surname of the person who's records you seek. I.e, your surname if seeking your own records, or your client's surname if seeking your client's records.

For non-personal applications, please use your own surname.

If you have a current GIPA or FOI reference number (for an open matter) please use this as the reference for this field (excluding dashes and spaces – eg GIPA220500).

Once payment has been made, a receipt will be emailed to you from the payment portal. Please send us a copy of the receipt with your application form, or with an email notifying us of payment of an advanced deposit/processing charges to [GIPA@det.nsw.edu.au](mailto:GIPA@det.nsw.edu.au)

**Subpoenas -** <https://www.payway.com.au/MakePayment?BillerCode=301341>

**Court Reference:** 10 character limit.

In this field please use the court reference located on the subpoena.

Once payment has been made, a receipt will be emailed to you from the payment portal. Please send us a copy of the receipt with your subpoena to [subpoenas@det.nsw.edu.au](mailto:subpoenas@det.nsw.edu.au)