
134 Lachlan Street
Hay NSW 2711
Email: mail@hay.nsw.gov.au
Ph: 02 6990 1100
Fax: 02 6993 1288



INTERNAL REVIEW APPLICATION FORM (Government Information (Public Access) Act 2009)

This form is to assist you to apply for an internal review of a decision made under the *Government Information (Public Access) Act 2009 (GIPAA)*. This form cannot be used to seek review by the Information Commissioner or the Administrative Decisions Tribunal of a decision made by Hay Shire Council. This form also cannot be used if an internal review of a decision has already been conducted or if the original decision was made by the Principal Officer of Hay Shire Council (sections 82 and 88).

You are required to pay **\$40.00** when you lodge this request (section 85). There are no processing fees required to be paid by you in respect of this application (section 87).

The internal review will be decided within 15 days of receipt of a valid request for internal review. This period of time may be extended by up to 10 working days if consultation is required. You will be notified if an extension of time will be applied (section 86). Internal reviews are done by making a new decision, as if the original decision had not been made.

NOTE: Hay Shire Council is not required to conduct an internal review if this application is received by Council longer than **20 working days after notice of the decision** was given to the applicant (section 83(1)).

You may lodge this Application at Hay Shire Council 134 Lachlan Street, Hay NSW 2711 during regular business hours.

Your name: _____

A postal address to which Hay Shire Council may mail correspondence:

Telephone (optional):

Email Address:

I agree to receive correspondence at the above email address (tick)

Information Requested:

Decision to be reviewed

Date of Decision:

File Reference:

_____ **(Signature)**

_____ **(Date)**

Privacy Notice – Personal Information requested on this form is required to provide access to Council's records. The supply of information is voluntary but if you cannot provide the information requested, Council may not be able to process your application. The intended recipients of your information are council offices but information may be available to the general public under the Government Information (Public Access) Act 2009. Council is to be regarded as the agency that holds the information. Requests may be made for access or amendment to records under the Government Information (Public Access) Act or Privacy & Personal Information Protection Act 1998. This form will be placed in Council's record management system.