



Application for Internal Review of Decision

Government Information (Public Access) Act 2009

Department of
Communities and Justice

Complete this form to apply for an internal review of a decision by the Department of Communities and Justice under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help completing this form, contact Open Government, Information and Privacy on 02 9716 -2662.

Note: Applications for Internal Review must be made within 20 working days of the notice of decision being issued

APPLICANT DETAILS						
Type of Applicant <i>select from the following</i>						
<input type="checkbox"/> Member of the Public		<input type="checkbox"/> Legal Representative		<input type="checkbox"/> Private Sector		
<input type="checkbox"/> Member of Parliament		<input type="checkbox"/> Media Representative		<input type="checkbox"/> Not-for-Profit Organisation		
Applicant Details <i>or name of client</i>						
Title		Family Name		Given Names		
Previous Names <i>for members of the public only where applicable</i>						
Title		Family Name		Given Names		
If applicable, any known client reference number issued by the department, e.g a tenancy file number, application number, ChildStory reference number, etc.					Date of Birth	
					DD/MM/YYYY	
Company Name					ABN	
Postal Address						
				State	Postcode	
Contact No						
Email Address						
I agree to receive all correspondence related to this application at the above email address					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proof of Identity						
When seeking access to your own personal information, an applicant must provide proof of identity in the form of one of the following documents. Please attach a copy of identification to application.						
<input type="checkbox"/> Australian Drivers Licence		<input type="checkbox"/> Current Australian Passport		<input type="checkbox"/> Other proof of signature and current address details		
AUTHORISING A PERSON / AGENCY TO ACT ON YOUR BEHALF						
Attach a separate authority or Complete this section ONLY if you are acting on behalf of another person						
Name of person/solicitor/agency			Given Names			
Company Name						
Postal Address						
				State	Postcode	
Signature:						



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DETAILS OF DECISION

Reference number of the decision you are seeking review of: (e.g GIPA19/123)

Date of the Decision:

OR, no decision been made within 20 working days

Grounds for Review

Please clearly outline:

- the reason for your review;
- the department's decision that you do not agree with;
- why you do not agree with the decision; and
- (if applicable) the Government Information not provided to you that you are seeking.

Or, has it has been more than 20 working days from lodging your access application and you have not received a decision?

*(attach additional pages if necessary)

APPLICATION FEE

I attach payment of the \$40.00 application fee* by way of:

EFT Transfer

Cheque / Money Order*

Bank Account: Department of Justice Operating Account

BSB: 032001 Account number: 201716

If paying by EFT you must attach proof of payment to this application

*Cheques/Money orders are to be made payable to the **Department of Family and Community Services**

Financial hardship – Some applicants may be entitled to a 50% reduction in the application fee.

If you wish to apply for a discount, please indicate the reason below and attach supporting documents (e.g. Health Card, Pension or Centrelink card).

***No Decision received** – if your access application has not been decided within 20 working days AND the department has NOT since issued a late decision, you are not required to pay an application fee.



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CONSULTATION

The agency may be required to consult with third parties. Please note that a 10 business day extension may be applied if consultation is required. For the purposes of consultation, please indicate if the agency can disclose the following information about you to third parties:

Your name and/or company name	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Your reason for making the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DISCLOSURE LOG

If the information sought is released to you and would be of interest to other members of the public, details about your application (excluding your personal information) may be published in the agency's 'disclosure log' on our website.

Do you object to information released being included in the Disclosure Log?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you do object, please tell us WHY?

PRIVACY STATEMENT

The Department of Communities and Justice (the department) is subject to the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

Your personal information is being collected to process your application and review under 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 application. The department may use your personal information for the purposes of processing your application within the agency. The department will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by the department.

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 contact the Privacy Officer by email at privacy@facsnsw.gov.au or call 02 9377 6000.

Applicant's Signature*		Date	
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*** by signing this form, I certify the information provided in this form is true and accurate to the best of my knowledge.**

Applications can be lodged using the following methods:

POST	EMAIL
Open Government Information and Privacy Department of Communities and Justice Legal Locked Bag 4028 ASHFIELD NSW 2131	facsgipa@facsnsw.gov.au <i>Proof of a completed EFT funds transfer must accompany any emailed application</i>