

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

This form should be used if you wish to apply for internal review of a decision made by RSPCA NSW under the *Government Information (Public Access) Act 2009 (GIPA Act)*. You must lodge this form **within 20 working days** after notice of the decision was given to you. If more than one person is entitled to a review, the review period will commence at the expiration of the 20 days.

If you need help in filling out this form, please email our GIPA Officer at GIPA@rspcansw.org.au.

More information about your review rights under the GIPA Act is available on the IPC's website at: <https://www.ipc.nsw.gov.au/fact-sheet-your-review-rights-under-gipa-act>.

1. Your details

Surname: Title:

Other names:

Postal address: Postcode:

Day-time telephone: Mobile:.....

Email:

☐ I agree to receive correspondence at the above email address.

2. Decision details

Date of decision: Reference No. (GIPA##/###):

☐ I have attached a copy of the Notice of Decision.

Would you like the entire decision reviewed?

☐ If YES - what is the decision to be reviewed?

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☐ If NO - what particular aspect of the decision would you like reviewed?

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3. Internal review application fee

In accordance with section 85 of the GIPA Act, your application for internal review must be accompanied by payment of a **\$40.00 fee***. If paying by cheque/money order, please make payable to RSPCA NSW.

☐ I enclose payment of the \$40.00 application fee by **cheque / money order** (circle one).

☐ I have paid the \$40.00 application fee by **direct deposit**. Date of payment:

Account name: RSPCA NSW

Account number: 800 525

BSB: 032 074

Bank/branch: Westpac Auburn

Reference: [GIPA reference number] review

E.g.: GIPA21004 review

*Payment of the fee is not required if:

- you are asking for an internal review of a decision to refuse to deal with an access application because RSPCA NSW did not decide the access application within time; and/or
- the internal review was recommended by the NSW Information Privacy Commissioner.

Your signature:

Date:

Please lodge this form by post or by email:

GIPA Officer
RSPCA NSW
PO Box 34
Yagoona NSW 2199

Email (preferred): GIPA@rspcansw.org.au

Privacy statement: By submitting this form, you are providing personal information to RSPCA NSW (we, us, or our). We are collecting your personal information to process your application for internal review under the *Government Information (Public Access) Act 2009*. Supplying your personal information is voluntary, however we may not be able to process your application if you do not provide it. Further details about how we manage personal information is contained in our Personal Information Collection Notice at rspcansw.org/collection-notice and Privacy Policy at rspcansw.org.au/privacy-policy.

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or by visiting the IPC's website at www.ipc.nsw.gov.au