



Government Information (Public Access) Act 2009

Internal Review Application

This form should be used if you wish to apply for an internal review of a NSW Environment Protection Authority (EPA) decision made under the *Government Information (Public Access) Act 2009* (GIPA Act). See over for decisions that can be reviewed.

You must lodge this form **within 20 working days** after notice of the decision was given to you or within 20 working days of a deemed refusal. A deemed refusal is when the EPA did not decide your application on time.

If you need help in filling out this form, contact a Right to Information/Privacy Officer on (02) 9995 6080 or (02) 9995 6497.

General information about accessing government information under the GIPA Act is available at www.epa.nsw.gov.au/whoweare/information.htm.

1 Your details

Surname: Title: Mr / Ms / Other (specify)

Other names:

Organisation/person being represented:

Postal address (compulsory):

Day-time telephone: Fax:

Email:

I agree to receive correspondence at the above email address.

2 Decision details

Decision to be reviewed – can be limited to a particular aspect of a decision – see over the page for additional information about reviewable decisions (attach reasons why you are seeking a review. Include any evidence to support your application):

.....
.....
.....

Date of decision File reference

Applicant's signature: Date:

Privacy notice: The information provided on this application form is being obtained for the purpose of processing your GIPA application. Providing this information is required by law. It will be stored securely. If you do not provide all or any of this information it could prevent or delay the processing of your application.

Application fee

Please include a cheque or money order made out to the Office of Environment and Heritage¹ to cover your application fee of \$40 (no fee is payable for a deemed refusal). *Do not* send cash by post. The fee may be paid by cash, credit card, eftpos, cheque or money order at OEH's Goulburn Street office. Post your application and payment, or submit it in person.

Right to Information/Privacy Officer
Office of Environment and Heritage
PO Box A290
Sydney South NSW 1232

Level 14, 59-61 Goulburn Street, Sydney NSW 2000

Reviewable Decisions

Access applicants

You can ask for a review of any of the following decisions under section 80 of the GIPA Act:

- a) A decision that an application is not a valid access application
- b) A decision to transfer an access application to another agency, as an agency-initiated transfer
- c) A decision to refuse to deal with an access application (including a decision that is deemed to have been made because OEH did not decide your application on time)
- d) A decision to provide access or to refuse to provide access to information
- e) A decision that government information is not held by OEH
- f) A decision that information applied for is already available to you
- g) A decision to refuse to confirm or deny that information is held by OEH
- h) A decision to defer the provision of access to information
- i) A decision to provide access to information in a particular way (or a decision not to provide access in the way requested by you)
- j) A decision to impose a processing charge or to require an advance deposit
- k) A decision to refuse a reduction in a processing charge
- l) A decision to refuse to deal further with your access application because you failed to pay an advance deposit within the time required for payment
- m) A decision to include information in a disclosure log despite your objections (or a decision that you were not entitled to object).

Third parties

If you are not the access applicant, but instead a third party consulted in respect of a GIPA application, you can ask for a review of a decision to provide access to information contrary to your objections (section 80(d) of the GIPA Act).

As a third party, you can also ask for a review of a decision to include information in a disclosure log despite your objections (section 80(m) of the GIPA Act).

¹ The Office of Environment and Heritage processes monies received in relation to GIPA applications on behalf of the EPA