

# Internal Review Application Form

Government Information (Public Access) Act 2009



If you are not satisfied with a decision made under a formal access application, please complete this form to request a review of the decision under the *Government Information (Public Access) Act 2009 (GIPA Act)*. A request for an internal review must be lodged with Sydney Water within 20 working days from the date of the decision.

If you require assistance in filling out this application form, please contact Sydney Water's GIPA Team by calling (02) 8849 6834 or email [GIPA@sydneywater.com.au](mailto:GIPA@sydneywater.com.au).

## YOUR DETAILS

Title:	First name:	Surname:
Organisation name:		
Name of person or party on whose behalf you are acting (if applicable):		
Postal address:		
		State:
		Postcode:
Email address:		Mobile Number:
<input type="checkbox"/> I prefer to receive correspondence at the above email address		

## STATUS OF REQUESTOR

Please tick the box that best describes your status:

- Applicant or person representing the applicant
- Third party consulted as part of the access application process
- Other (please specify) .....

If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so.

## REVIEW REQUEST DETAILS

Section 80 of the GIPA Act specifies the types of decisions that are eligible for review. If you would like us to review multiple decisions, the deadline to lodge this internal review application form will be 20 working days after the last decision was made by our GIPA Officer.

	Decision(s) you wish to have reviewed (tick all that applies to this review)
<input type="checkbox"/>	Access application is not valid
<input type="checkbox"/>	Access application was transferred by Sydney Water to another agency
<input type="checkbox"/>	Sydney Water refused to deal with the access application
<input type="checkbox"/>	Access to information was or was not provided
<input type="checkbox"/>	Sydney Water responded that they did not hold the information
<input type="checkbox"/>	Information applied for is already publicly available
<input type="checkbox"/>	Sydney Water refused to confirm or deny that they hold the information
<input type="checkbox"/>	Sydney Water has deferred provision of access to the information
<input type="checkbox"/>	Access was provided but not in the way it was requested in the access application
<input type="checkbox"/>	A processing charge or advance deposit was required
<input type="checkbox"/>	Sydney Water refused a request to reduce the processing charge
<input type="checkbox"/>	Sydney Water refused to deal further with the application because the advance deposit was not paid within the required time.
<input type="checkbox"/>	Sydney Water decided to include details of the application in the Sydney Water disclosure log despite your objection

## REASONS

Summarise in the box below reasons for the above decision(s) to be reviewed, attach any further details or supporting documents, if required.

## ACCESS APPLICATION DETAILS

Application reference number	
Date of decision(s)	
Date of information released	
GIPA Officer Name	

## REVIEW FEE

There is a mandatory review fee of \$40, the review will not commence until the review fee is paid.  
I have attached payment of \$40 for the review fee by:

<input type="checkbox"/> Electronic Funds Transfer (EFT) This is the preferred and recommended method of payment.	BSB No: 032 001 Account No:188 136 - Westpac Account Name: Sydney Water Corporation Reference: GIPA Reference number – Internal Review Enclose the remittance advice with this form
<input type="checkbox"/> Cheque	Enclose and post out a cheque made payable to Sydney Water Corporation along with this form
<input type="checkbox"/> Money Order	Enclose and post out a money order made payable to Sydney Water Corporation along with this form
<b>NO PAYMENTS IN CASH ACCEPTED</b>	

## PRIVACY COLLECTION NOTICE

Sydney Water is collecting your personal information to process your application for information pursuant to Part 5, Division 1 and 2 of 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 internal review application. Your information will be held and used by Sydney Water for the purpose of contacting you and processing your internal review application. Sydney Water will not disclose your personal information without your consent unless authorised by law to do so. Sydney Water is required to collect personal information directly from you unless you have authorised collection of the information from your representative.

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 email [privacy@sydneywater.com.au](mailto:privacy@sydneywater.com.au). For further information refer to our [Privacy Policy](#).

Insert your digital signature below. Alternatively, print this form, sign and scan then send it via post or email.

**Applicant's Signature:**

**Date**

## LODGMET DETAILS

Your application can be lodged by sending this completed form, together with any supporting documentation via the following methods:

- By Email to: [GIPA@sydneywater.com.au](mailto:GIPA@sydneywater.com.au) – this is the recommended and preferred method.
- By Post to: GIPA Officer, Sydney Water, PO Box 399, PARRAMATTA NSW 2124