

Government Information (Public Access) Act 2009

Application for Internal Review

Complete this form to apply for internal review of a decision made under the *Government Information (Public Access) Act 2009* (GIPA Act). You must lodge this form within 20 working days of when the Notice of Decision was given to you.

For more information on review rights please contact the Information and Privacy Commission (IPC) on 1800 472 679 or see the IPC Fact Sheet – Your review rights under the GIPA Act <https://www.ipc.nsw.gov.au/your-review-rights-under-gipa-act>

1. Your details

Surname:			
Other names:			
Postal address:			
Telephone:		Email:	

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

2. Details of decision

Date of decision:

File reference (if known):

What is the decision to be reviewed?

Would you like the entire decision reviewed?

Yes

☐ No - Please specify which aspect of the decision you would like reviewed

Outline the reasons why you would like the decision to be reviewed. Attach additional pages and any additional relevant information if required.

If you are applying outside of the 20 working day period, please explain why the University should accept your application.

3. Application Fee:

A fee of \$40 applies unless you are applying for review of a deemed decision, i.e. where the University failed to decide your initial application within the required timeframe.

Please reference your payment with "GIPA review fee" and your name.

I attach payment of the **\$40 review fee** by cheque / money order (circle one) payable to Southern Cross University.

I have paid the **\$40 review fee** by EFT to the account below:

Southern Cross University: ANZ Bank account

BSB: 012-715

Account Number: 837 687 158

Applicant's signature:

Date:

Please post this form to: Information Access Officer, PO Box 157, Lismore, NSW 2480 or
email to: **privacy@scu.edu.au**