

Please complete this application if you wish to apply for internal review of a decision Liverpool City Council made under the *Government Information (Public Access) Act 2009* ('GIPA Act').

You must lodge your application with us **within 20 working days** after notice of decision was given to you.

If you need any more assistance, please contact Council's Governance team on 1300 36 2170.

General information about accessing government information and rights of review under the GIPA Act is available on the Office of the Information Commissioner's website: www.ipc.nsw.gov.au

Please fill in the details below:

Your full name:

Your postal address:

Telephone number:

Email address:

Please advise when you received your notice of decision and the reference number:

Please provide your reasons for requesting an internal review:

Pursuant to section 85 of the GIPA act you must pay the mandatory \$40 application fee. (must be attached to your application)

You can download this application and post or deliver it:

Post: Governance Coordinator, Locked Bag 7064 Liverpool BC NSW 1871

Delivery in person: Councils Customer Service Centre at Ground Floor, 33 Moore Street Liverpool

Applicant's

Signature:

Date:

Privacy Statement

Liverpool City Council is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW) which requires compliance with Information and Health Privacy Principles. Your personal information is being collected to process your Access Application for information pursuant to Part 4, Division 1 of the *Government Information (Public Access) Act 2009*. Liverpool City Council may use your personal information for the purposes of processing your Access Application within the agency. Liverpool City Council is required to collect personal information directly from the individual unless the individual has authorised collection of the information from someone else. Liverpool City Council will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by Liverpool City Council in Electronic Records management System at 33 Moore Street Liverpool. You have the right to access and correct the information if you believe that it is incorrect.