

REQUEST FOR INTERNAL REVIEW OF GIPA DECISION

Government Information (Public Access) Act 2009 (NSW)

Requesting an internal review of a decision under the GIPA Act

If you are not satisfied with certain decisions made as part of an access application, you can request that the decision be reviewed by UTS under the [Government Information \(Public Access\) Act 2009 \(NSW\)](#). This form will assist you to prepare and lodge an internal review request with UTS for reviewable decisions.

You have 20 working days to lodge your request for an internal review from the date you were notified of the decision in question.

Note: if there are multiple parties with internal review rights, an internal review will not commence until all affected parties have the opportunity to lodge a request for review.

The personal information you provide on this form will be used to contact you and facilitate processing of your review request. It may also be used in cases where a further review request is made. This may include disclosing information to an external agency who is undertaking a related or further review of a decision in relation to the access application in question.

Contact for assistance

If you need assistance to complete this form, contact the Right to Information Contact Officer, Governance Support Unit by phone +61 2 9514 1245 or +61 2 9514 9766, by email right.to.information@uts.edu.au, or by visiting [reviewing decisions](#) on our website.

1. Your details

Full name		Date	
Daytime telephone			
Address	A postal or email address must be provided for correspondence to be sent to you about your review request. An email address is preferred. Where both are provided, we may communicate with you via email.		
	Email address		
	Postal address		
Your status	Applicant on the original access application		
	Third party consulted as part of the access application process		
	Other party – please specify below:		

2. Grounds for Internal Review

Only certain decisions may be subject to a review under section 80 of the GIPA Act. If you are appealing multiple decisions, the deadline to lodge this review request will be 20-working days after latest notification date for the relevant decisions.

Original GIPA access application number allocated by UTS (e.g. GIPA2020/10)	
Select the decision(s) you are requesting UTS review	
a) Access application is not valid	
b) Access application was transferred by UTS to another agency	
c) UTS refused to deal with the access application	
d) Access to information was or was not provided	

e) UTS responded that they did not hold the information
f) Information applied for is already publicly available
g) UTS refused to confirm or deny that they hold the information
h) UTS has deferred provision of access to the information
i) Access was provided but not in the way it was requested in the access application
j) A processing charge or advance deposit was required
k) UTS refused a request to reduce the processing charge
l) UTS refused to deal further with the application because the requested advance deposit was not paid within the required time
m) UTS decided to include details of the application in the UTS disclosure log despite your objection
Summarise why you are requesting the decision(s) be reviewed (attached further details/clarification if needed).

3. Fees and charges

The application fee for an internal review is **\$40**. (Note: no fee will apply if the review relates only to UTS refusing to deal with the access application (review point c above), or where the review is being undertaken following a recommendation arising from an external review conducted by the NSW Information Commissioner.

There are three way to pay the \$40 application fee:

Credit card	Contact us in advance to discuss payment options. DO NOT email your credit card details to us.
Cheque	Cheque or money order payments are to be made out to 'University of Technology Sydney'.
Australian money order	

4. Lodging this application form and your application fee

You can lodge your application form via one of the following methods. Please note that your application fee must be received before we can consider your application.

Email	Right.to.information@uts.edu.au . Payment of the application fee will need to be arranged separately. A cheque or money order can be mailed or delivered in person (see below). Contact us if you need to pay by credit card. DO NOT email your credit card details to us.
Postal mail	Address to: Right to Information, Governance Support Unit University of Technology Sydney PO Box 123, Broadway, NSW 2007 You can include your application fee with your application form. Note that if you include your credit card details via post we cannot guarantee its security if your application does not arrive.
In person	Deliver to: Right to Information Contact Officer Governance Support Unit, Level 26, Building 1 (UTS Tower Building) University of Technology Sydney 15 Broadway, Ultimo NSW 2007 It is advised you check in advance to ensure staff are available to receive you in person.

Note: When saving this form, use a meaningful title so the email is not identified as spam when submitted. It is recommended you retain the file name of the form itself and add your last name.

If you have not received a formal acknowledgment within 5-working days, contact us (see contact details on the front of this form).