



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 decision made under the *Government Information (Public Access) Act 2009* (GIPA Act) by Historic Houses Trust of NSW, incorporating Sydney Living Museums (HHT). 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 writing 20 working days of a deemed refusal. A deemed refusal is when HHT did not decide your application on time.

If you need help in filling out this form, contact a Privacy Officer on (02) 8239 2288 (as for the Compliance & Knowledge Team).

General information about accessing government information under the GIPA Act is available at <http://sydneylivingmuseums.com.au/about-us/reports-plans/open-access-information>

HISTORIC HOUSES TRUST OF NSW
The Mint
10 Macquarie Street
Sydney NSW 2000

T 02 8239 2288
F 02 8239 2299
TTY: 02 9241 5866

ABN 33 412 983 678

info@sydneylivingmuseums.com.au
sydneylivingmuseums.com.au

1. Your details

Surname: **Title:** Mr / Ms

Other names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**

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 for details of reviewable decisions (attach reasons why you are seeking a review and please include any evidence to support your application:

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Date of Decision: **File Reference:**

Applicant's signature: **Date:**

3. Application fee

Please include a cheque or money order made out to the Historic Houses Trust of NSW 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 in cash, credit card, eftpos or money order but HHT's head office in Macquarie Street. Post your application and payment or submit it in person.

Privacy Officer
Compliance & Knowledge Team
Sydney Living Museums
10 Macquarie Street
Sydney NSW 2000

4. Reviewable Decisions

Access Applicants

You can ask for a review of any of the following decisions under section 80 of the GIPA Act. Please circle or underline the relevant decision(s) for review:

- 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 HHT 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 HHT
- 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 HHT.
- 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 contrary to your objections (section 80(d) of the GIPA Act).

Office use only

Date application received:

File reference:

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).

Office use only

Date application received:

File reference: