



# Request to Review a Decision Form

Local Government Act 1999 (SA) s 270

## Part 3 – Additional information

This section requires further information to assist the **Internal Review Contact Officer (IRCO)** when assessing this application:

### Additional Information

I am seeking the following resolution as a result of this review: *Please give sufficient details with additional pages attached if required. For example, you may wish for the **reviewable decision** to be reversed, altered or an alternative decision may be available.)*

## Part 4 – Fee

This application must be accompanied by the prescribed fee, however you may request for Council to reduce, waive or refund (in whole or part). Please note, the paid fee does not guarantee the application's progression and any decision to waive the fee is required to be made by the Council (Elected Body). *Please tick the appropriate box below:*

I request the \$20 application fee be: ☐ Reduced ☐ Waived ☐ Refunded in whole ☐ Refunded by \$\_\_\_\_\_

## Part 5 – Additional information for the Applicant

This section provides further information to the **Applicant** regarding what a review of a decision *may* achieve in accordance with legislation.

### Additional Information for the Applicant:

In submitting this application, I understand that:

An application for review must be made within 6 months of the making of the decision, however Council may decide to progress this application if the decision was made more than 6 months ago on the basis of the information provided in this application.

An application for review must be accompanied by the \$20 fee, which does not guarantee progression, but can be requested to be reduced, waived or refunded (in whole or part) see **Part 4** above.

An application may be refused from proceeding on any one or more of the following;

- The application is made by an employee of council and relates to an issue concerning employment;
- It appears the application is frivolous or vexatious;
- The applicant does not have sufficient interest;
- The Council or person is satisfied that the subject-matter has been or is already the subject of review by the Council or an investigation, inquiry or review by another authority.

A new decision may be made or the **reviewable decision** may be affirmed or altered.

Further information is available on Council's website: [How to lodge a complaint compliment or feedback](#)

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Office use only

Received (date and time) EDRMS Number:

Date

Time

Acknowledged EDRMS Number:

Initial \_\_\_\_\_

Date

Approved by CEO and IRCO assigned EDRMS Number:

Yes ☐ No ☐

Date

Applicant notified: Yes ☐ No ☐ EDRMS Number:

In writing ☐ Verbally ☐

Date: