

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 4677 1100 or visit our website at www.wollondilly.nsw.gov.au.

YOUR DETAILS

Surname:..... Title: Mr /Mrs / Ms
Other names:
Postal Address:.....
Email:
Day-time telephone: and/or Mobile
Do you have special needs for assistance with this application:

PROOF OF IDENTITY

In Person – Original or certified copies must be show to a Council Officer
By Email/Post – Attach certified copies. Copies will be stored in Council’s Records Management System and will be used for verification of identity only.

- Australian driver’s licence Current Australian passport Proof of Age Card Photo ID
 Other proof of identity Expiry Date
 I am seeking access to information on someone’s behalf

Please provide details below and attach authorisation to act on that person’s behalf

Relationship to Applicant.....

GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it. Include a date range, property address and any relevant personal factors that can be taken into account.

.....
.....
.....

Have you applied at any time to another Council or agency for substantially the same information? Yes No

If yes, please provide the name of the other agency:.....

Are you, or someone acting in concert with you, a party to current proceedings before a court? Yes No

THIRD PARTY CONSULTATION

Council may need to consult with other parties to see if they have any objections to the disclosure of their information. Please indicate whether you consent to your identity (along with the reason for your request) being disclosed to any third parties:

I consent to my name being disclosed to a third party during consultation Yes No
I am not seeking personal information of other people

APPLICATION FEE \$30

- Cash / cheque / money order (circle one). (Note: please do NOT send cash by post)
 Credit Card payment (Please contact Customer Services on 4677 1100 for a credit card authorisation form)

FORM OF ACCESS

How do you wish to access the information?

- A copy of the document(s)
- Inspect the document(s)
- Documents on USB/DVD (\$20)
- Access in another way (please specify)

DISCLOSURE LOG

If the information sought is released to you and we consider it may be of interest to other members of the public, details about your application may be recorded in Councils 'disclosure log'. This is published on council's website.

You can object to the inclusion of information on Council's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research or the compilation or analysis of statistics that has been, or is being, or is intended to be, carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to this? Yes. I do not want details about my application recorded on Council's disclosure log
 No I do not object

Reasons

Please note: If Council decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

ADVICE & ASSISTANCE

Any communication in relation to an application will be limited to:

- 1. Clarifying the scope of an Access Application
- 2. Assisting in making an invalid application valid
- 3. Advising of third party consultation
- 4. Requesting an Advance Deposit

Any communication that is lobbying or attempting to influence a decision in relation to an access application will not be accepted.

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 463 626 or on its website: www.ipc.nsw.gov.au

PROCESSING CHARGES

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card).
- Special benefit to the public – please specify why below:

.....
.....

Note: There are no reductions in the initial \$30 application fee. A processing charge must not be discounted by more than 50% even if both financial hardship or special public benefit sections apply

Please post or lodge this form at: **Council Chambers, 62 – 64 Menangle Street, Picton OR PO Box 21, Picton**

Applicants signature: Date:

Privacy And Personal Information Protection Notice

The information on this form is collected by Wollondilly Shire Council for the purpose of processing your request for access to Council's information. Your personal information will be used by Council staff for the purpose of responding to your request and confirming your identity. This form will be placed on a relevant file in council's electronic records management system. You are entitled to access this form to correct or amend your personal information.

Please see Council's Privacy Management Plan or contact councils Privacy Contact Officer on 4677 1100 for more information.