



PO BOX 17
MOLONG NSW 2866

Government Information (Public Access) Act 2009 ACCESS APPLICATION

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 6392 3200 or visit our website at www.cabonne.nsw.gov.au.

Your details

Surname: **Title:** Mr / Mrs / Miss / Ms

Other names:

Postal address:

Day-time phone: **Postcode:**.....

Email:

I agree to receive correspondence at the above email address.

Government information being sought

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the council may refuse to process your application.

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Are you seeking personal information? **Yes / No** (circle one)

Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a **certified** copy of any one of the following documents:

- Australian driver's licence with photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address details

Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
- Access in another way (please specify)

Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

(Note: please do NOT send cash by post)

Disclosure log

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

Do you object to this? **Yes / No** (circle one)

Discount in 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).

AND / OR

- Special benefit to the public – please specify why below:

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Applicant's signature:

Date:

General information about the GIPA Act is available by calling the Information and Privacy Commission (IPC) on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Please post this form or lodge it at: **Cabonne Council, (99-101 Bank Street) PO Box 17 MOLONG NSW 2866** or email to council@cabonne.nsw.gov.au

Privacy & Personal Information Protection Notice

Purpose of collection: Public access to Council's documents

Intended recipients: Council staff and is publicly available under the Government Information (Public Access) Act 2009.

Supply: Voluntary, a consequence of non-provision is that insufficient information will be provided

Access/Correction: Requested for access/correction of information under the Government Information (Public Access) Act for Privacy & Personal information Protection Act 1998, contact the Council's Public Access Coordinator.

Storage: This form will be placed on a relevant file and/or will be saved on Council's main records management database when the request has been processed and the enquiry is closed.