

Access to Information Held by Council Policy

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	24 July 2018
Author	Administration Manager
Owner <i>(Relevant director)</i>	Director of Finance & Corporate Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
Next Review Date	Within 12 months of Council being elected
Minute number <i>(once adopted by Council)</i>	18/07/14

2 Summary

This policy is to describe Council's principles regarding public *and councillor* access to information and to facilitate the processing of requests for such access.

3 Approvals

Title	Date Approved	Signature
General Manager	23/08/2010	

4 History

Minute No.	Summary of Changes	New Version Date
08/10/17	Adopted by Council	20 October 2008
10/02/17	Ratified by Council	15 February 2010
10/08/23	Amended for Implementation of GIPA Act 2009 - Adopted by Council	23 August 2010
10/12/25	Amended to include the Administration Officer as an additional Right to Information Officer and to include reference to Councillors' access to information as per DLG Circular 10-30.	20 December 2010
11/06/14	Adoption reaffirmed at June Council meeting	27 June 2011
13/09/30	Readopted as per s165(4)	17 September 2013

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18/07/14	DLG changed to OLG. Changes made to policy names in Related Documents and throughout document. Minor typographical errors corrected. Updated 10 working days to one week or two working days when received via email for responses to customer service requests. Readopted as per s165(4)	24 July 2018
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5 Reason

Cabonne Council is committed to the following principles regarding public access to documents and information:

- Open and transparent government
- Consideration of the overriding public interest in relation to access requests
- Proactive disclosure and dissemination of information
- Respect for the privacy of individuals

6 Scope

- The “Access to Information Guidelines” document associated with this policy identifies the documents and types of information that are available for public access and any restrictions that may apply.
- *Provides for Councillors’ access to information.*
- Council will assess all requests for access to documents and information in a timely manner and in accordance with the “Access to Information Guidelines” and relevant legislation.
- Depending upon the nature of the request and the form of access requested charges may be applied in accordance with Council’s Schedule of Fees and Charges and relevant legislation.

7 Associated Legislation

- Government Information (Public Access) Act 2009
- Government Information (Public Access) Regulation 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Companion Animals Act 1998

8 Definitions

GIPA - Government Information (Public Access) Act 2009

LGA - *Local Government Act 1993*

Information - references in this policy to information do not include questions, either with or without notice, at council meetings unless specified.

OLG - *Office of Local Government*

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9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

The General Manager is also responsible for ensuring Councillors are provided with the necessary information they require in order to make informed decisions and to carry out their civic duties effectively.

The General Manager will act in accordance with the relevant law when providing information to Councillors e.g. Privacy and Personal Information Protection Act 1998.

9.2 The Director of Finance & Corporate Services

The Director of Finance & Corporate Services is delegated to as the officer authorised to:-

- a) To take responsibility, as a senior executive, for compliance with the Government Information (Public Access) Act and for leading a change management process to transition from FOI to the new Right to Information regime.
- b) To be responsible for responding to applications for an internal review under Part 5 of the Government Information (Public Access) Act.

9.3 Administration Manager and Administration Officer

The Administration Manager *and Administration Officer* (as the Right to Information Officers) are delegated as the officers authorised to:-

- a) be responsible for responding to formal access applications under Part 4 of the Government Information (Public Access) Act.

9.4 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

All Directors and Managers are responsible to:

- a) Ensure records are kept in accordance with the State Records Act and Council's policies and procedures.
- b) Provide information as requested by the Right to Information Officer in response to formal access applications.
- c) Assess requests for information and determine the appropriate form of release.
- d) Review documents prior to release to ensure appropriate content e.g. DA submissions.

9.5 Employees

All staff are authorised to release information based on position held and category of information once delegated by the General Manager.

Relevant employees are required to abide by the requirements as set out in this Policy in relation to Request for Personal Information to serve a Notice under the Dividing Fences Act, 1991 Section 21.

All staff are required to keep records in accordance with the State Records Act and Council's policies and procedures.

10 Related Documents

Document Name	Document Location
Access to Information Guidelines	Annexed to this policy
Informal Access Request Form	Appendix 1
GIPA (formal) Access Application Form	Appendix 2
<i>Councillor's Access to Information Request Form</i>	<i>Appendix 3</i>
Accessing Information Held By Council Frequently Asked Questions (FAQs)	Records management system
Records and Information Management Policy	Policy database
Limits on Service and Communication Policy	Policy database
Customer Service Policy	Policy database

11 Policy Statement

Council publishes specific open access information on our website, free of charge unless to do so would impose unreasonable additional costs to Council. Council will facilitate public access through this and other appropriate mediums. Also Council publishes for inspection documents listed under Schedule 1 of the Government Information (Public Access) Regulation held by it, unless there is an overriding public interest not to do so. Council will keep a record of all open access information that is not published because of an overriding public interest against disclosure.

Council also makes as much other information as possible publicly available in an appropriate manner, including on the internet. Such information is also available free of charge or at the lowest reasonable cost.

The 'Access to Information Guidelines' document associated with this policy identifies the documents and types of information that are available for public access and any restrictions that may apply.

Some documents may require a formal access application in accordance with the Government Information (Public Access) Act. Council will assess all requests for access to documents and information in a timely manner and in accordance with the 'Access to Information Guidelines' and relevant legislation.

Depending upon the nature of the request and the form of access requested charges maybe applied in accordance with Council's Schedule of Fees and Charges and relevant legislation.

Council will assess requests for access to information with reference to:

- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002

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- State Records Act 1998
- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Companion Animals Act 1998

and any other relevant legislation and guidelines as applicable.

Broad requests for access to a large number of unspecified documents which, if processed, would divert substantial Council resources from dealing with other requests, or from performing other Council functions may be refused on the grounds that such a diversion of resources is contrary to the public interest. Council will endeavour to assist in defining the request to a more manageable one.

Council also endeavours to release other information in response to an informal request, subject to any reasonable conditions Council may impose having regard to the circumstances of the case.

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council will provide details of the information in a disclosure log for inspection by the public. Applicants have the opportunity to object to the information being placed on the disclosure log only under grounds allowed under the GIPA Act.

The General Manager has authority to approve Guidelines for Information Access, which is to be available to members of the public.

11.1 Councillors' Access to Information

The LGA requires that Councillors as a group direct and control the council's affairs, allocate resources, determine policy, and monitor its performance. As individuals, Councillors also communicate council policy and decisions to the community, exercise community leadership and represent the views of residents and ratepayers to council. A Councillor's role extends beyond attendance at formal meetings of council.

The LGA also makes it clear that the General Manager is responsible for the day to day operations of the council.

Councillors have a right to access council information that is reasonably necessary for exercising the functions of their civic office, including those roles outlined above which extend beyond decision making at formal meetings.

The entitlement of a Councillor to access information is expressly included in the Model Code of Conduct for Local Councils in NSW (section 440 LGA). Clause 10 of the Model Code provides guidance on the requirements for staff to provide information to Councillors. It states that Councillors must be provided with sufficient information to carry out their functions.

The *Government Information (Public Access) Act 2009* (GIPA Act) was enacted to promote openness, accountability and transparency. It is designed to make government agencies, including general purpose councils and county councils, more proactive in providing information to the public. This includes being proactive in providing information to Councillors.

Council will comply with the spirit and intent of the GIPA Act, and applicable common law and the Model Code of Conduct, so as to provide open access to the council's

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documents, other than where public interest considerations against disclosure outweigh the public interest considerations in favour of disclosure. For example, there may be occasions where the release of personal information or information identifying a person would be contrary to the *Privacy and Personal Information Protection Act 1998*.

It is expected that Councillors will act reasonably in making a request for information. When dealing with a request by a Councillor for information, the General Manager must also act reasonably.

It is not always possible to draw a clear line between the leadership and policy roles of a Councillor under section 232 of the LGA and undertaking operational activities, which are the responsibility of staff. Councillors need to have an understanding of operational issues and access to accurate and timely information to make decisions required of them. This understanding can often only be obtained with the assistance of advice provided by staff through the General Manager.

The provision of sufficient, relevant and timely information is a critical aspect of the Councillor decision making process. Cabonne Council recognises that Councillor access to information is vitally important to achieve informed decision making.

Procedure

When making a request for information, Councillors should draft the request carefully and should precisely detail the information, or the nature of the information, sought on the appropriate Councillor Access to Information Request form [see appendix 3] and submit same to the General Manager.

A response will be provided in accord with Council's Customer Service Policy i.e. requests will receive at least an acknowledgment and where possible a reply within one week or two working days if the correspondence is received via email.

Given that a Councillor may need information to perform their public duty, if a request is to be denied, reasons for the refusal must be provided.

Where it is believed that significant resources will be required to respond to a request for information, the General Manager should advise the Councillor and provide details of the estimates of time and/or costs that are likely to be incurred in providing the information. An indication should also be given of what other matters will not be able to be attended to as a result of compiling the requested information.

Any information or service that is publicly available is also available to Councillors. In addition, the General Manager will, as routine, provide Councillors with access to a range of material to enable them to perform their role properly. This includes relevant statutes, policy and procedure manuals, regular financial reports and updates on meeting performance indicators contained in council planning documents.

Any information that is given to a particular Councillor in the pursuit of their civic duties should also be available to any other Councillor who requests it.

Right of review

As these requests are determined by the General Manager there is no internal right of review. It is noted, the NSW Ombudsman and the OLG have a complaint handling function, should issues arise.

Councillors who have been refused access to information are entitled to lodge a request under the GIPA Act. The GIPA Act provides three options to have a decision reviewed: an internal review by the agency (in this case, the council); an external review by the Information Commissioner; or external review by the Administrative Decisions Tribunal.

12 Access to information Guidelines

1. Accessing Information

Cabonne Council is subject to NSW legislation that requires it to be open and accountable in the exercise of its functions, and to handle personal and health information in a fair and reasonable manner. Council will seek to ensure that legitimate requests for access to information are handled promptly and that members of the public are able to access information, subject to the public interest. In doing so Council recognises that it must take into account: the privacy of others; legal and commercially sensitive information.

These guidelines set out the documents and types of information that are available to members of the public as a matter of routine, and those that will not generally be available for inspection and copying. Where practicable, Council will deal with requests to inspect documents in accordance with the Government Information (Public Access) Act (GIPAA) free of charge but a reasonable photocopying fee may be payable under the Act and for access to versions of documents that are neither current nor immediately preceding versions of the document and are not reasonably accessible. All charges are detailed in Council's Schedule of Fees and Charges.

There is a right of access under the GIPAA to certain documents held by Council unless there is an overriding public interest not to do so. Any applications under GIPAA will be processed in accordance with the Act's requirements and a determination made to release the documents or refuse access on the basis of the relevant considerations under that Act. Charges for formal applications are in accordance with the GIPAA Fees and Charges and include a \$30 application fee. In some circumstances processing charges may also be applied.

Council also may provide access to information under other legislation. Under the NSW Privacy and Personal Information Protection Act (PPIPA) 1998 and the NSW Health Records and Information Privacy Act (HRIPA) 2002, an individual also has a right to access and amend records held by Council which contain their personal details, matters related to their business affairs and any records containing information about their health. Where information about an individual is held in documents, files or systems that include information about other persons, any request should be made under the GIPAA. The Act provides for consultation with other affected parties prior to disclosure of information concerning their personal or business affairs. Under the State Records Act 1998 Council is required to give an access direction (whether the records are open or closed) for all their records that are at least thirty (30) years old in what is described as the "open access period". Under the NSW Environmental Planning and Assessment (EPA) Act 1979 and Regulations 2000 there is a right to access Development Application registers and documents held by Council subject to restrictions set out in s.268(3).

2. Information Available

Council publishes open access, or mandatory release, information on its website unless there is an overriding public interest against disclosure or do so would impose an unreasonable additional cost on Council. In respect of the latter the Council will make the information freely available in another format eg hard copy at the Council Administration Office.

The open access information is:

- Council's policy documents;
- a publication guide with information about the council's structure and functions, and listing the type of information that is publicly available;
- a disclosure log of formal access applications where in council's opinion the information released may be of interest to other members of the public;
- a register of contracts worth more than \$150,000 that Council has with private sector bodies; and
- a record of open access information that council does not make publicly available on the basis of an overriding public interest against disclosure.

In addition schedule 1 of the GIPA Regulation requires that certain documents held by Council, are to be made publicly available for inspection, free of charge. The public is entitled to inspect these documents either on Council's website (unless there is an unreasonable additional cost to Council to publish these documents on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges.

These documents are:

1. Information about Council

- The model code of conduct prescribed under section 440(1) of the Local Government Act
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Policy concerning the Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council (e.g. Section 355/377 Committees)
- Any Codes referred to in the Local Government Act
- Returns of the Interests of Councillors, Designated Persons and Delegates
- Agendas, Business Papers and Minutes of Council/Committee meetings (except meetings that are closed to the public)
- Office of Local Government, NSW Department of Premier and Cabinet Representative Reports presented at a meeting of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti removal works
- Register of current Declarations of Disclosures of Political donations
- Register of Voting on Planning Matters

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2. Plans and Policies

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

3. Information about Development Applications and any associated documents received in relation to a proposed development, eg:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Submissions received on Development Applications
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing the general nature of documents that Council decides to exclude from public view after application of public interest test considerations

4. Approvals, Orders and Other Documents

- Applications for approvals under part 7 of the LGA
- Applications for approvals under any other Act and any associated documents received
- Records of approvals granted or refused, any variation from Council Policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the Authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land

Copies of documents provided are given for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright laws still apply to each document. The copyright-owner's consent is required if any part of the document is used for any other purpose.

In addition, from time to time Council will make as much other information as possible publicly available in an appropriate manner, including on their website. The information will be available free of charge or at the lowest reasonable cost. Such other information includes frequently requested information or information of public interest that has been released as a result of other requests.

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Council will endeavour to release other information in response to an informal request, subject to any reasonable conditions as Council thinks fit to impose. However, notwithstanding the lodgement of an informal application, Council may require a formal access application to be submitted where the information sought:

- is of a sensitive nature that requires careful weighing of the considerations in favour of and against disclosure, or
- contains personal or confidential information about a third party that requires consultation, or
- would involve an unreasonable amount of time and resources to produce.

3. Exemptions to Access

Council may refuse a request for information if there is an overriding public interest against disclosure or if searching for the requested information would require unreasonable and substantial diversion of the Council's resources.

Council will always explain to the applicant its reasons for applying an exemption. Council will not classify information as exempt unless there are clear reasons for doing so. Where documents contain exempt information, any remaining information contained within the requested document will be available under the Act.

In determining whether there is an overriding public interest against the disclosure of the information, Council will fully consider the Public Interest Test.

The GIPA Act provides an exhaustive list of public interest considerations against disclosure. These are the **only** considerations against disclosure that Council will consider in applying the public interest test.

Considerations are grouped under the following headings:

- responsible and effective government
- law enforcement and security
- individual rights, judicial processes and natural justice
- business interests of agencies and other persons
- environment, culture, economy and general matters
- secrecy provisions (in legislation other than those listed in Schedule 1)
- exempt documents under interstate Freedom of Information legislation

In applying the public interest test, Council will **not** take into account:

- that disclosure might cause embarrassment to, or loss of confidence in, the Council;
- that any information disclosed might be misinterpreted or misunderstood by any person.

Council will consider any submissions made by an applicant in relation to public interest considerations, as well as any factors personal to the applicant.

Under GIPAA there are 12 categories of information (**eight** of which appear to affect local government) for which there is a conclusive presumption of an overriding public interest **against** disclosure.

These eight are:

1. Information subject to an overriding secrecy law (26 specifically named Acts)
2. Information subject to the direction or order of a court or other body with the power to receive evidence on oath
3. Information subject to legal professional privilege
4. 'Excluded information' (judicial and prosecutorial information, information about complaints handling and investigative functions, competitive and market sensitive information and information in relation to specific functions of the Public Trustee)
5. Documents affecting law enforcement and public safety
6. Specific information relating to transport safety
7. Specific reports concerning the care and protection of children
8. Specific information relating to Aboriginal and environmental heritage.

Generally under GIPAA, Council must not publish and must refuse requests to disclose information in the above categories. Formal applications for 'excluded information' are invalid under the Act.

In dealing with informal applications Council will apply a similar decision making framework.

4. Accessing Information and Making an Application

The public may obtain access to information as follows:

- by searching the Council's website to see if it is already available
- by contacting Council and requesting the information.

Council will advise whether the information requested:

- is *open access*, or *mandatory release* information that is readily available and where and how to get the information.
- should be made available as part of a *proactive release* of information.
- can be disclosed through an *informal release*, for example where no third party personal information is involved.
- requires a *formal access application*, for example because consultation with a third party is required.

To make an informal request for access to information under GIPA Act Council may require the completion of an 'Informal Access to Information Request' form shown attached as Appendix 1. No fee is required on application.

To make a formal request for access to information under GIPA Act, the 'Formal Access to Information' Request Form shown attached as Appendix 2 should be completed. The Formal Application fee is \$30.00 and processing charges may be applicable (there is no GST in relation to these charges). An acknowledgement of such application will be provided by Council within five working days (s51(2) of GIPA Act).

If a fee for photocopies of documents provided under the GIPA Act is payable, it will

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be listed in Council's adopted Fees and Charges and is GST inclusive.

5. Time Limits

In respect of formal applications, Council will notify applicants of the decision on an application within 20 working days, unless the applicant agrees to extend the time. Council may also extend the time by up to 15 working days where consultation with a third party is required or if Council needs to retrieve records from archives.

If access is deferred by Council, then Council will notify the applicant and include the reason for deferral and the date on which the applicant will be given access. A decision to defer access is reviewable (see Rights of Review and Appeal). If Council does not decide the applicant's access application within the above timeframes, it is deemed 'refused'. Council will refund the application fee and the applicant may seek internal or external review (see Rights of Review and Appeal) of this refusal. This will not apply if an extension of time has been arranged or payment of an advance deposit is pending.

5. Rights of Review and Appeal

Where a member of the public is refused access under a formal application under GIPA Act, staff will provide details of the reasons for refusal to the member of the public in writing. An applicant who has been refused access by Council to information requested under a formal request for access to information under the GIPA Act has three options of review available.

1. Applicants can apply to Council for an **internal review**. This is review by someone more senior than the original decision maker and there is a \$40 fee. Applicants have 20 working days from receiving notice of a decision to ask for an internal review.
2. If an applicant is not satisfied with the internal review, or does not want one, they can ask for a **review by the Information Commissioner**. Applicants have eight weeks from being notified of a decision to ask for this review.
3. If an applicant is not satisfied with the decision of the Information Commissioner or the internal reviewer or if they do not want to take these options they can **apply to the Administrative Decisions Tribunal (ADT)**. If the applicant has already had a review by the Information Commissioner they have four weeks from notification of the decision to make this application. If they haven't had a review by the Information Commissioner they have eight weeks from notification of the decision to make this application.

It is noted that there are no rights of review in respect of informal applications, but the applicant may make a formal application at any time.



INFORMAL ACCESS REQUEST FORM

[Section 18 Government Information (Public Access) Act 2009
& Schedule 5 - Government Information (Public Access) Regulation 2009]

THIS FORM IS TO BE USED FOR ACCESS AND/OR DISCLOSURE OF DOCUMENTS HELD BY THE COUNCIL WITHIN FILES OR STORED ELECTRONICALLY ON COUNCIL'S RECORDS MANAGEMENT SYSTEM

Contact the Council on phone 02 6392 3200; email council@cabonne.nsw.gov.au; fax 02 63 923260 or Mail on PO Box 17 Molong NSW 2866

APPLICANT'S DETAILS

Surname Given Names Title (Mr/Mrs/Ms)

Postal Address

..... Postcode

Telephone Number (H) (W) (M)

Fax Number E-mail

IS THE INFORMATION ABOUT YOUR PERSONAL INFORMATION? YES / NO

I REQUIRE ACCESS TO THE FOLLOWING INFORMATION:

.....

.....

IF THE INFORMATION IS ABOUT PROPERTY: PROPERTY DETAILS

Street Address

Lot No DP or SP No Application No

Building Name: Approx Age of Building

Description of development

COPYING CHARGES

Copy charges apply in accordance with Council's adopted fees and charges.

Applicant advised of estimated copying charges of \$..... YES / NO / NOT REQUIRED

DOCUMENT INSPECTION / DELIVERY DETAILS

Inspect at Molong / Cudal / Canowindra Council office only Circle one item.

OR

Forward by Mail / Fax / E-mail Circle one item.

OWNER'S OR ARCHITECT'S CONSENT IS REQUIRED FOR REQUESTS FOR COPIES OF (DEVELOPMENT & BUILDING APPLICATION & CONSTRUCTION CERTIFICATE) PLANS & ALSO FOR COPIES OF BUILDING CERTIFICATES

Owner's or Architect's Name

Signature of Applicant Date

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: Requests for access / correction of information under the Government Information (Public Access) Act or 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 completed.

OFFICE USE ONLY

Request received by Location (Canowindra, Cudal, Molong) Date.....
(name) (Circle one)

Total Fees Total Fees Paid Receipt Number

Referred to Department Date

Completed by Completed date

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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 3221 or visit our website at www.cabonne.nsw.gov.au.

Your details

Surname: **Title:** Mr / Ms
Other names:
Postal address: **Postcode:**.....
Day-time phone: **Facsimile:**.....
Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**.....

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:.....

.....
.....

I agree to receive correspondence at the above email address.

Government information

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 agency may refuse to process your application.

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.....

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

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 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 (eg a pension or Centrelink card).

AND / OR

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

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

Applicant's signature:

Date:

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

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COUNCILLORS' ACCESS TO INFORMATION REQUEST FORM

THIS FORM IS TO BE USED FOR ACCESS AND/OR DISCLOSURE OF DOCUMENTS HELD BY THE COUNCIL WITHIN FILES OR STORED ELECTRONICALLY ON COUNCIL'S RECORDS MANAGEMENT SYSTEM

Please deliver to Council's Canowindra, Cudal or Molong, offices; email council@cabonne.nsw.gov.au; fax 02 63 923260 or post to PO Box 17 Molong NSW 2866

COUNCILLOR'S DETAILS

Surname Given Names Title (Mr/Mrs/Ms)

Postal Address

..... Postcode

Telephone Number (H) (W) (M)

Fax Number E-mail

I require access to the following information required to carry out my civic duties:

DOCUMENT INSPECTION / DELIVERY DETAILS

Inspect at Molong / Cudal / Canowindra Council office only Circle one item.

OR

Forward by Mail / Fax / E-mail Circle one item.

<p>PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE Purpose of collection: Councillor 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: Requests for access / correction of information under the Government Information (Public Access) Act or 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 completed.</p>
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Note: Councillors may lodge a formal Access Application under the Government Information (Public Access) Act 2009 if the Information is not provided in response to this request.

OFFICE USE ONLY

Request received by..... Location (Canowindra, Cudal, Molong) Date.....
(name) (Circle one)

Request approved or if not Reason for refusal:

Completed by..... Completed date.....