



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)

Have you applied, at any time, to another agency for similar information? **Yes / No** (circle one) If yes, please state the name of the agency

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

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)

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)

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. If you object to this, we must first decide if you are entitled to object and, if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency'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 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 / No** (circle one)

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

Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 p/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) **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.