

Formal Application for Access to Information

Government Information (Public Access) Act 2009

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City 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 completed form will be stored on Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's [Privacy Management Plan](#) or contact Council's Privacy Officer on 4221 6111 for more information.

ABOUT THIS FORM: 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 Public Information Officer on 4221 6111 or email council@shellharbour.nsw.gov.au

Section 1: APPLICANT DETAILS

Title:

Given Name:

Family Name:

Organisation (if applicable):

Postal Address:

Email Address:

Phone Number:

☐ I agree to receive correspondence at the above mentioned email address.

In the interest of the environment and where possible this information will be provided electronically, therefore please ensure you have provided an e-mail address. An alternative method of provision may be considered.

Section 2: PROOF OF IDENTITY

If lodging this form in person the customer service officer will sight your identification.

Due to Privacy Protection please DO NOT attach a copy of your identification.

Acceptable forms of identification include: Australian Driver's Licence (with photograph, signature and current address), Current Australian passport, Other proof of signature and current address details.

If lodging by post or email, you will be contacted by a Council Officer to arrange a time to sight your identification.

Office use only: Identification sighted by: _____ Expiry: _____

☐ Australian Driver's Licence ☐ Proof of Age Card/Photo ID ☐ Current Australian Passport

☐ Other proof of signature and current address details _____

If seeking access to information on someone's behalf, please attach proof of your authorisation to act on the person's behalf, such as legal documentation in support of your authority (for example: a client agreement if you are a solicitor) or written authorisation from the person concerned.

Section 3: GOVERNMENT INFORMATION – What information are you requesting?

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, Shellharbour City Council may not be able to process your application.

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency: _____

Section 4: GOVERNMENT INFORMATION – Why are you requesting this information?

Please provide any relevant personal factors, consideration of Section 55 of the Act may also be taken into account.

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

Section 5: FORM OF ACCESS

How do you wish to access the information? In the interest of the environment and where possible this information will be provided electronically, to the above provided email address.

- ☐ Inspect the document(s)
- ☐ A copy of the document(s) (If requiring a hard copy or USB fees and charges apply)
- ☐ Access in another way (please Specify) _____

Section 6: APPLICATION FEE

Under the *Government Information (Public Access) Act 2009* there is a standard application of **\$30.00** required to make this application valid.

Once your application is received, a Council Officer will contact you to advise how payment may be made.

Section 7: THIRD PARTY CONSULTATION

Under section 54 of the *Government Information (Public Access) Act 2009*, if the information you are requesting contains information about another person, business or government agency, Shellharbour City Council may be required to consult with third parties before deciding your application. The purpose of this consultation is for Shellharbour City Council Officers to determine whether the third party has an objection to disclosure of some, or all, of the information being requested.

Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

- ☐ Yes – I object to the release of my name
- ☐ No – I have no objections to the release of my name only

Section 8: 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 Shellharbour City Council's Disclosure Log. This is published on Council's website. If you object to this, Council 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 information released being included in the Disclosure Log? ☐ Yes ☐ No

If you object, please provide further information as to why:

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

Section 9: DISCOUNT IN PROCESSING CHARGES

You may be asked to pay a charge for processing your application of \$30 per hour. Some applicants may be entitled to a 50% reduction in processing charges. **Please note:** There are no reductions in the initial \$30 application fee. A processing charge cannot be discounted by more than 50% even if both reasons are relevant.

If you wish to apply for a discount, please indicate the reason:

☐ Financial hardship – please attach supporting documentation (for example: a pension or Centrelink card)

AND / OR

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

Section 10: APPLICANT DECLARATION

Applicant's signature: _____ Date: _____

Once your application is received, a Council Officer will contact you to provide further information on this process.

FURTHER INFORMATION

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