

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 (02) 4221 6111 or email to council@shellharbour.nsw.gov.au For further information visit our website at www.shellharbour.nsw.gov.au

1. Applicant Details

Title (Mr/Mrs/Miss/Ms/Dr) Given Name Family Name

Organisation.....

Email or postal address

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Daytime Phone and/or Mobile

2. 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:

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

3. Description of Council information

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

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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**

4. Proof of identity

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

If lodging by post or email please attach a copy of your identification.

Please note: Once identification has been sighted by a Council Officer, any copies will be destroyed and not stored in Council's Records Management system.

- Australian driver's licence Proof of Age Card/Photo ID Current Australian passport
- Other proof of identity.....

I am seeking access to information on someone's behalf
Please provide details below and attach authorisation to act on that person's behalf

Name Relationship to Applicant

5. Form of access

How do you wish to access the information?

- By email
- Inspect the documents Hardcopy of the documents (Fees apply) Documents on USB/DVD (\$20)
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6. Application Fee (\$30)

- Cash (Please do NOT send cash by post) Cheque/money order (Please make cheque/money order payable to Shellharbour City Council)
- EFT (Please contact Customer Services on 4221 6111 to make payment over the phone)
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7. 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 Council's 'disclosure log' and published on our website

You can only 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 object, 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.

8. Processing charges

Processing charges for your application are charged at \$30 per/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).
- Special benefit to the public – please specify why below:

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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 and special public benefit sections apply

Applicant's signature: **Date:**

Post:
Shellharbour City Council
Locked Bag 155 Shellharbour
City Centre NSW 2529

Email:
Council@shellharbour.nsw.gov.au

In person:
Council's Administration Building Shellharbour
Civic Centre,
76 Cynet Avenue, Shellharbour City Centre

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

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 in 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.

Office use only (Code: 007)

- Cheque/Money Order EFT Cash Receipt No. Date

Identification Sighted..... Expiry Date.....
