

Formal Access Application

Government Information (Public Access) Act 2009

PRINT FORM

Please complete this form to apply for formal access to government information held by Council under the Government Information (Public Access) Act (GIPA Act).

Advisory Notes

- Complete each section of this application. An incomplete form may result in rejection of your application.
- Application fee must accompany application. Other fees may apply. It is best to confirm fees before submitting payment - Refer to Schedule of fees and charges

For advice please contact Customer Service on (02) 9330 6400 (8.30am-5.00pm Monday to Friday)

Applicant Details

Name:

Postal Address (required):

Phone:

Mobile No:

E-mail address:

I agree to receive correspondence at the above email address.

Privacy Personal information you provide on this form is required to process your application and will only be used for that purpose. The information is held by council and access is restricted to council officers and may be viewed by others as required by law. You may apply to access or amend the information after submitting your application. For details contact Council's Customer Service Centre on 9330 6400.

Type of Applicant

Member of Public (other)

Private Sector Business

Not for Profit/Community Group Member

Media

Legal Representative

Member of Parliament

Are you seeking your own personal information?

Yes

No

When seeking access to your own personal information, you must provide proof of identity in the form of any one of the following documents (or a certified copy):

Australian Drivers Licence (Photograph, signature and Current Address displayed)

Current passport

Other proof of signature and current address details

Access to Information

I would like to view the Documents in Person*

I would like copies of Document**

I want copies of documents sent by email***

* Please contact Council's Governance Officer to arrange an appointment to view the documents in person.

** Fees apply to the photocopying of documents. Plans and specialist reports may be subject to copyright and may not be able to be reproduced.

*** Where possible, electronic documents will be provided via email. Plans and specialist reports may be subject to copyright and may not be able to be reproduced.

Many Council documents are in paper form or are too large to scan or copy and may be unable to be sent by email.

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

Government Information

Please describe the information you would like to access in detail to allow us to identify and locate the information. **Note: If you do not give enough details about the information you are seeking Council may be unable to process your application.**



Third Party Consultation

Under Section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, the agency may be required to consult with third parties before deciding your application. The purpose of this consultation is for the agency 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

No, I have no objection

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 Council's website. Please indicate below whether object to this. ***If you do not tick a box Council will assume you do not object.**

Yes, I object

No, I have no objection

Applicant Signature

Applicant Signature:

Date:

Applicant Name:

Fees and Charges

An application fee of \$30 must be included with your application. (Please do NOT send cash by post)
Additional fees for processing (\$30 per hour) may also apply. Payment of fee can be arranged over the phone by contacting Customer Service on 9330 6400.

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:

Printed form can be submitted in person at Hurstville or Kogarah Service Centres emailed to mail@georgesriver.nsw.gov.au or it can be posted via the postal address Georges River Council, PO Box 205, Hurstville NSW 1481

Privacy Notice

Georges River Council is required under the *Privacy and Personal Information Protection Act 1998* to collect, maintain and use your personal information in accordance with the Information Privacy Principles. Your personal information is being collected to process your application. Council may use your personal information for the purposes of processing your application. Council is regarded as the agency that holds the information and will not disclose your personal information without your consent unless authorised or required by law. You may apply to access or amend your information by contacting Council on 9330 6400 or at mail@georgesriver.nsw.gov.au.

