

Formal Information Access Request Form

Government Information (Public Access) Act 2009 NSW (the GIPA Act)

How to complete this form:

- This form is used to request Formal access to information in files (either paper or electronic) held by Tamworth Regional Council (Council) under the Government Information (Public Access) Act 2009 (the GIPA Act).
- Please read the attached **Guidelines** on page three prior to lodging this form.
- Make sure that all fields are filled out correctly and all necessary documentation is attached. Detailed information requests assist Council in identifying or locating the information you are seeking - attach additional pages if required. Note: if you do not provide enough details your application may be refused.
- Once completed, **submit this form to Council together with the application fee of \$30.00** via **trc@tamworth.nsw.gov.au**, post to Po Box 555, Tamworth NSW 2340 at any Council Office within our LGA.

1. Applicants Details

*Full Name:

*Email Address:

*Postal Address

Postcode:

*Contact No:

*Applicant Signature:

*Date:

I agree to receive correspondence at the above email address

2. Details of Government Information Sought

Is the information requested relating to you personally? Yes (***complete Section 3**) No

Please describe the information you would like to access in as much detail as possible to allow us to identify all the records relating to your application - attach additional pages if required:

Date Range of documents required ___/___/___ to ___/___/___

Please note: *if you are not specific about the information you require, Council may refuse to process your application. Council will however, endeavour to assist you in defining your request to a more manageable one.*

3. Proof of Identity (if applicable)

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 of the following documents:

- Australian Drivers Licence, with photograph and current address
- Current Australian Passport
- Other proof of signature and current address

4. Form of Access

How do you wish to access the information

- PDF/Electronic copy of the document/s
- Inspect Document/s
- Other (please specify) _____

Note: Photocopy charges apply in accordance with Council's adopted fees and charges

5. Application Fee

I attach payment of the **\$30.00 Application Fee** by cheque/Eftpos/Cash

(Note: Please do not send cash via post)

6. 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

7. Discount in Processing Charges

You may be asked to pay a charge for processing the application (\$50/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:

OFFICE USE ONLY

Date Application Received:

File Reference

Formal Information Access Request Guidelines

1. About your application

Under section 57 of the *Government Information (Public Access) Act 2009 (GIPA Act)*, once Council has received your access application and has deemed it is a valid application, the application must be decided within 20 working days of receipt.

The decision period can be extended by up to 10 working days for either or both of the following reasons (with a maximum extension of 15 working days for any particular application)

- (a) consultation with another person is required under a provision of this Act,
- (b) Records are required to be retrieved from a records archive.

2. Have you checked online?

Council's online service facility, available via its websites, stores a large volume of freely accessible information. It is recommended that you view Council's website for the information you have requested, before submitting this application.

3. Privacy Notification

Personal Information means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual (whether living or deceased) whose identity is apparent or can reasonably be ascertained from the information or opinion. Some of the information you provide on this form is your personal information, such as your name and contact information. This information is being collected by Council for the purpose of processing your application and will be accessible by Council Staff. It is voluntary for you to provide your personal information, however if you do not provide the information, Council may be unable to process your application. The intended recipients of your information are Council staff, but information may be available to the general public under the GIPA Act. Council is to be regarded as the agency that holds the information. You may make an application for access or amendments to your personal information held by Council under the *Privacy and Personal Information Protection Act 1998* or the GIPA Act.

4. Copyright

Access to documents subject to copyright will not be granted unless the copyright owner's written consent is submitted to Council. The copyright owner is the author of the document.

5. Assistance

If you require assistance in completing this form, please contact Customer Service on 6767 5555. General information about the GIPA Act is also available by calling the Office of the Information and Privacy Commission of 1800 IPC NSW (1800 472 679) or at its website: www.ipc.nsw.gov.au