



Government Information (Public Access) Act 2009 FORMAL 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 Public Information Officer on 6980 1100 or email temshire@temora.nsw.gov.au

1. Your details

Surname: **Title:** Mr / Ms / Dr

Other names.....

Postal address:.....**Postcode:**.....

Day-time telephone:

Facsimile:.....

Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth:**Main language spoke**.....

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application.....

.....
.....

I agree to receive correspondence at the above email address.

2. 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

3. Government information

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 agency may refuse to process your application.

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Are you seeking personal information? **Yes / No** (circle one)

4. 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)
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5. Application Fee

A **\$30 application fee** applies. Payment options include:

- Cash or Eftpos at the Council Administration building - 105 Loftus St, Temora
- Credit Card or Direct Deposit – phone 02 6980 1100

Office use only: Receipt number:.....

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** (circle one)

7. Discount in processing charges

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

AND / OR

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

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.....

Applicant's signature:

Date:

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

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Temora Shire 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 6980 1100 for more information.

Forms can be lodged via post, email or in person

Temora Shire Council
Att: Right to Information Officer
105 Loftus Street
TEMORA NSW 2666
E: temshire@temora.nsw.gov.au