

# Government Information (Public Access) Act 2009



## Formal Access Application

(Refer to sections 41, 55, 64, 65, 66, 67 and 68 of the GIPA)

Please complete this form (in **black ink**) 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 **02 6660 0300** or email [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)

You are required to pay \$30.00 when you lodge this request, pursuant to section 41 GIPA Act.

### 1. Your Details

Surname: ..... Title: Mr / Ms / Mrs / Dr

Other names: .....

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

Telephone: ..... Facsimile: .....

Email: .....

Name (Print) ..... Signature .....

Date...../...../.....

**Note:** by providing your email address you are agreeing to receive correspondence via email.

### 2. Details of Requests

Please describe the information you would like to access in enough detail to allow us to identify it and explain why you want this information.

**Note:** If you do not give enough details about the information, the agency may refuse to process your application.

.....  
.....  
.....  
.....  
.....  
.....

Is the information about your personal information? **Yes / No** (circle one)

### 3. 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 (select which forms of identify will be supplied).**

- Australian driver's licence **(With photograph, signature and current address)**
- Current Australian passport
- Other proof of signature and current address details

#### 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) .....

#### 5. Application Fee

I attach payment of the **\$30 application fee** by cash / cheque (circle one).

Note: please do NOT send cash by post. To make payment via credit card please contact 02 6660 0300.

#### 6. Processing Charge

I understand that I may be required to pay a processing charge (\$30 per hour) in respect of this request and I will be provided with a statement of charges if appropriate.

#### 7. 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)

Applicant's signature: ..... Date: .....

#### Privacy and Personal Information Protection Notice

**Purpose of collection:** Public access to Council's documents.

**Intended recipients:** Council staff and is publicly available under the GIPA Act.

**Supply:** Voluntary, a consequence of non-provision is that insufficient information will be provided.

**Access/Correction:** Requests for access / correction of information under the GIPA Act or *Privacy & Personal Information Protection Act 1998*, contact the Council's Right to Information Officer.

**Storage:** This form will be recorded in Council's Corporate Records Management System upon receipt.

#### Please post this form to:

Richmond Valley Council, Locked Bag 10 CASINO NSW 2470

#### Or lodge it at one of Council's Administration Offices:

Casino Office, 10 Graham Place, Casino

Evans Head Office, Cnr Woodburn Road & School Lane, Evans Head

#### Office use only:

Date received ..... Fees Paid (if applicable)..... Receipt Number .....

Completed by: ..... Completed date: .....

**General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 194 210 or at its website: <[www.informationcommissioner.nsw.gov.au](http://www.informationcommissioner.nsw.gov.au)>.**