



Formal Access to Information Application

Government Information (Public Access) Act 2009

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). Please note that pursuant to section 13 of the GIPA Act, the public interest test will be applied prior to the release of any information. This application must be accompanied by an application fee of **\$30.00**, pursuant to section 41 of the GIPA Act. If you require assistance filling out this form, please contact 02 6660 0300 or email council@richmondvalley.nsw.gov.au.

1. Applicant Details

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

Given names:

Postal address: Postcode:

Telephone: Mobile:

Email:

Name (Print) Signature

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

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

2. Details of Request

Please specify the document(s) you wish to access or provide as much detail as possible about the information you wish to access. **Note:** If you do not provide information reasonably necessary to enable the identification of the government information you are applying for, it may be decided that the application is invalid.

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Date or date range you would like Council to search within:

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

3. Proof of Identity

When seeking access to personal information, or when an applicant is acting with the authority of another person and seeks to access that person's personal information, an applicant must provide proof of identity which includes **full name, current address and signature**. This can be either an original or a certified copy.

- Australian Driver's Licence
- Current Australian passport
- Other (provide details)

4. Form of Access

How do you wish to access the information?

- Inspect the document(s) via an appointment
- 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). To make payment via credit card please contact Council on 02 6660 0300.

6. Processing Charges

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 as soon as possible.

7. Disclosure Log & Third-Party Consultation

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 Council's 'Disclosure Log', published on Council's website.

Do you object to this? Yes / No (circle one) Reason for objection:

Applicant's signature: Date:

Council may need to consult with third parties prior to deciding your application. Do you consent to the release of your name to the third parties with whom Council may need to consult? Yes / No (circle one)

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 in person at:

10 Graham Place CASINO

Cnr Woodburn Road & School Lane EVANS HEAD

Office use only:

Date Fee Paid Receipt Number Receiving Officer:

Note: Please notify Governance and Records staff of all GIPA applications on the date of receipt.

Further information about the GIPA Act is available by calling the NSW Information and Privacy Commission on 1800 472 679 or via the website: www.ipc.nsw.gov.au