

Access Application Form

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). If you need help in filling out this form, please contact the Right to Information Officer on (03) 5027 5027 or visit our website at www.wentworth.nsw.gov.au.

1. Contact Details

Title (e.g. Mr, Mrs, Ms, Miss) Given name/s Family name

.....

Postal address

.....

..... Postcode

Preferred method of contact Phone ☐ Fax ☐ Mobile ☐ Email ☐ Post ☐

Phone Fax Mobile

Email

☐ I agree to receive correspondence at the above email address.

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

Place of birth Main language spoken Aboriginal or Torres Strait Islander

..... Yes ☐ No ☐

Do you have special needs for assistance with this application?

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2. Proof of identity

(Only required when an applicant is seeking to access their own information)

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy or sighting of the original of any one of the following documents:

☐ Australian driver's licence ☐ Current Australian passport
with photograph, signature and current address

☐ 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 and the purpose of your request (Tell us the reason why you are asking for this information as it will help us assess whether the release of information is reasonable and/or in the public interest).

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

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Are you seeking personal information? Yes ☐ No ☐

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 will make payment of the \$30 application fee by:
Note: Please do NOT send cash by post.

Cash ☐ Cheque ☐ Money Order ☐
Eftpos ☐ Credit Card ☐

Note: If paying by credit card, please complete a [Credit Card Authorisation Form](#), located on Council website.



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

If you are given access to the information sought, 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).

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

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Privacy and Personal Information Protection Notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary and it will not be used for any other purpose without seeking your consent. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*.

You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*.
Our Privacy Management Plan sets out how you can access or correct your personal information.

Please visit www.wentworth.nsw.gov.au for a copy of the plan.

Applicant's
signature

Date



Please post this form or lodge it at:
Wentworth Shire Council Offices
61 Darling Street (PO Box 81)
Wentworth NSW 2648



Alternatively, email to:
council@wentworth.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information and Privacy Commissioner on **1800 472 679** or at its website: www.ipc.nsw.gov.au

OFFICE USE ONLY

Date application received

Received by

File reference

GIPA reference

Note: