

## FORMAL ACCESS REQUEST FORM

(Pursuant to section 41 of the Government Information (Public Access) Act 2009)

This form assists you to apply for access to information held by Strathfield Council pursuant to the *Government Information (Public Access) Act 2009* (GIPAA). GIPAA has replaced the *Freedom of Information Act 1997* (FOI Act).

You are required to pay a fee (please refer to Councils Fees and Charges) when you lodge this request pursuant to section 41 of the GIPAA. Further, this Access Application may incur an hourly processing charge (please refer to Councils Fees and Charges) pursuant to section 41 of the GIPAA. However, section 41(4) provides that your Application fee will count as payment towards any processing charge that you may be required to pay.

You may lodge this Access Application at Edward River Council 0 Cressy St Deniliquin during regular business hours by mail to Edward River Council PO Box 270 Deniliquin NSW 2700 or by email to [council@edwardriver.nsw.gov.au](mailto:council@edwardriver.nsw.gov.au)

This Formal Access Application will be determined within 20 working days from the date it is received by Edward River Council unless an extension of time applies in which case you will be duly notified.

If you need help in filling out this form, please contact Council's Governance Officer on 08 9444 0000 or visit our website at [www.edwardriver.nsw.gov.au](http://www.edwardriver.nsw.gov.au) and view the 'Accessing Council Information' Page

### 1. Applicant Details

Title \_\_\_\_\_ Given Name \_\_\_\_\_ Surname \_\_\_\_\_

Other names \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Home Number \_\_\_\_\_ Mobile Number \_\_\_\_\_ Business Number \_\_\_\_\_

Email Address \_\_\_\_\_

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

Main language spoken \_\_\_\_\_

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. Information requested

Are you seeking personal information?

Yes

No

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 information Council may refuse to process your application.

Why do you want the information?

A public interest test will be applied to the information sought in this Access Application. In this regard if you wish to make a submission as to what public interest considerations you think should be considered in determining your request please attach your submission to this form.

### 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. 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 Council's 'disclosure log'. This is published on Council's website.

Do you object to this? **Yes** **No**

## 6. Application Fee

I attach payment of the **\$30 application fee** by cash cheque money order (circle one) Do not attach cash by post.

Council may contact you in writing in the near future if you are required to provide an advance deposit pursuant to section 44 of Government Information (Public Access) Act or provide us information regarding your personal factors pursuant to section 44 of the Government Information (Public Access) Act.

## 7. Discount in processing charges

A charge for processing the application (10 hours) may be applicable. 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 and provide supporting documentation.

- Financial hardship – please attach supporting documentation (eg a Pension Centrelink card full time student etc) (s. 44 cl. 1a)
- Non-profit organisation – please attach supporting documentation (cl. 44 cl. 1a)
- Waiver of charge for personal information application (20 hours) (s. 47)
- Special benefit to the public (please specify and provide reasons) \_\_\_\_\_

## 8. Signature

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### Office use only

Date application received ..... File reference: .....

Satisfied as to Identity of Applicant      No      Yes      Date: .....

Identity Document Sighted      No      Yes      Type: .....

### Privacy Notice

Personal information requested on this form is required to provide access to Council's records. The supply of information is voluntary but if you cannot provide the information requested Council may not be able to process your application. The intended recipients of your information are council officers but information may be made available to the general public under the Government Information (Public Access) Act 2001. Council is to be regarded as the agency that holds the information. You may request access or amendment to records containing personal information under the Government Information (Public Access) Act or Privacy (Personal Information Protection) Act 2001. This form will be placed in Council's records management system.