

## FORMAL INFORMATION ACCESS REQUEST FORM

Government Information (Public Access) Act 2009

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

### Address this application to:

The Chief Executive Officer, Edward River Council

#### Mail

PO Box 270  
Deniliquin NSW 2710

#### Personal Delivery

180 Cressy Street  
Deniliquin NSW 2710

### Contact us:

**Phone** 03 5898 3000

**Fax** 03 5898 3029

**Email** council@edwardriver.nsw.gov.au

This form assists you to apply for access to information held by Edward River Council, pursuant to the *Government Information (Public Access) Act 2009 (GIPAA)*. GIPAA has replaced the *Freedom of Information Act 1989 (FOI Act)*.

You are required to pay a fee ( Please refer to [Edward River Council Fees and Charges](#) ) when you lodge this request pursuant to section 41 of the GIPA Act. This application may incur additional hourly processing charges pursuant to section 64 of the GIPA Act however, section 64(3) provides that your application fee will count as a payment towards any processing charge that may be required.

This application will need to be lodged at Edward River Council located at 180 Cressy Street, Deniliquin during normal business hours or alternatively by post or email as located above. Please note the application fee will need to be paid upon submission.

This formal access application will be determined within 20 working days from the date the application and fee is received. An extension time may be required to retrieve requested information, you will be duly notified if this is to occur.

### 1. Applicant Details

Applicant Name / Company Name			
Postal Address			
Phone		Email	

*If you require special assistance to complete this form, please contact Customer Service on 0358983000 or email [council@edwardriver.nsw.gov.au](mailto:council@edwardriver.nsw.gov.au) alternatively attend in person to 180 Cressy Street, Deniliquin*

### 2. Proof of Identity

*Only required when an applicant is requesting information on their own behalf.*

Are you seeking personal information Yes No

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 / Proof of Age Card (with photograph, signature, and current address)
- Current Australian passport
- Other proof of signature and current address details

### 3. Government Information

*(Please refer to guidelines on acceptable requests)*

Please describe the information you would like to access in enough details to allow Council to identify it.

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

Please provide the reason you are seeking this information

If you have applied at any time to another government agency for substantially the same information, please provide the name of the other agency:

#### 4. Form of Access

*Please indicate how you would like to access the information*

Inspect the document

A copy of the document

Access the document in another form (please specify):

#### 5. Application Fee

Note:

- Please do NOT send cash by post.
- If submitting your application by email, payment can be made over the phone via Customer Service.

I attach payment of the \$30 application fee by (tick one):

Cash

Cheque

Money Order

#### 6. Third Party Consultation

Under Section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, Council may be required to consult with third parties before deciding your application. The purpose of this consultation is for Council to determine whether the third party has an objection to disclosure of some or all of the information being requested. Do you consent to your identity as an applicant being disclosed to the involved third party?

(Tick one):

Yes

No

#### 7. Disclosure Log

If the information sought is released to you and Council considers it may be of interest to other members of the public, details about your application may be recorded in Council's 'Disclosure Log'. This is published on Council's website.

Do you object to this? Yes No

If yes, you can object to the inclusion of information on Council's disclosure log for one or more of the following grounds:

The information includes personal information about you (or a deceased person for whom you are the personal representative)

The information concerns your business, commercial, professional, or financial interests.

The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf.

The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

**Please note:** If Council decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

### 8. Discount in Processing Charges

You may be asked to pay a charge for processing the application (\$30 per 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 (e.g., a pension or Centrelink card)

Special benefit to the public – Please specify why below:

### 9. Signature

#### DECLARATION

I acknowledge there is a charge, as shown in Council's adopted fees and charges, for Council to provide copies of the documents I request.

I acknowledge that Copyright exists on each document.

I understand I must seek the Copyright owner's consent in order to use any part of a copyright document for any other purpose.

Your signature:	
Date:	

<b>OFFICE USE ONLY</b>	Date Application Received:	
	Receipt Number	
	Fee Paid \$	

### PRIVACY STATEMENT

Edward River Council is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected.