

# APPLICATION FOR ACCESS TO INFORMATION GUIDE FOR APPLICANTS

Please read guidelines below before completing Access to Information Application form

**Please read the following information carefully before proceeding with your application**

If you need assistance please contact Council's Executive Officer – Privacy and Access to Information for advice before completing and submitting this application form. The information you are seeking may already be available online, for purchase or by request;

**Online** – a search of Council's website may locate the information that you are seeking;

**For purchase** – Council offers some documents for purchase ( eg some certificates under the EP&A Act)

## 1. Information available under the Open Access provisions of the Government Information (Public Access) Act, 2009 (GIPA Act)

**Features:** Council is committed to providing, as far as practicable, an open environment which enables members of the public to access non-personal information held by Council without recourse to formal GIPA access applications. The GIPA Act details the "open access" Information that Council must make available to the public, a full list of this information is located in Council's GIPA Publication Guide and on Council's website. Many of the "open access" documents can be obtained from Council's website at no charge, if the listed documents are not available on Council's website they can be obtained free of charge from Council's Customer Service Centre. A photocopying fee will be charged if "open access" documents that are available on Council's website are applied for in hardcopy at the Customer Service Centre.

**Fees:** No application fee applies to open access. (Copy fees apply)

Photocopying fees:

(per page B&W) A4 - \$1.00; A3 - \$2.00; A0,A1 & A2 Plans - \$20.00

(per page Colour) A4 - \$2.00; A3 - \$4.00; A0,A1 & A2 Plans - \$20.00

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## 2. Formal Access Applications under the Government Information (Public Access) Act, 2009 (GIPA Act)

**Features:** If the information you require is not listed as "open access" information in Council's GIPA Publication Guide and/or on Council's website you may make a formal application under the GIPA Act for Council to release the information. A formal access application should be seen as a last resort, if the information is not available in any other way. Sometimes there is an overriding public interest against disclosing certain information. Generally, Council must not publish and must refuse requests to disclose information under the GIPA Act in the 12 categories listed. Formal applications for 'excluded information' are invalid under the Act. (For more information refer to Clause 14 of the (GIPA Act) Public interest and considerations against disclosure)

**Fees:** Application fee applies to all Formal Access Applications - \$30.00

Processing Fees:

- Reviewing Records about personal affairs - First Twenty (20) Hours Free, after which \$30.00 per hour
- Reviewing Records about other matters - First Hour Free, after which \$30.00 per hour

An advance deposit may be required to be paid for any application that involves more than five (5) hours processing time.

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### 3. General information for applicants requesting documentation

Processing of applications will not commence until applicable fees (refer above) are received by council.

Applicants are to provide sufficient information on the application form to enable the correct documents to be identified. Providing precise advice of required documentation will ensure that your application is not held up by officers searching for information which is not relevant to you.

This request allows access to documents only. Staff processing applications cannot provide technical advice on the subject of the documentation.

A request will be dealt with as soon as practicable (and, in any case within 20-35 working days) after it is received. Please note applications are dealt with in the order they are received.

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### 4. Evidence of identity

If you are seeking access to documents that contain personal information either in relation to you or on behalf of another person, you must provide evidence of your identity with this application or within 5 business days of making your application in order for your application to be processed. If you are seeking documents on someone's behalf, both parties must provide evidence of their identities.

**Note: If you are not seeking any personal information, you are not required to provide evidence of your identity.**

**Applying:**

**By post** – Attach a **certified copy** of your identification document to this application form.

**In person** – Produce the original identification document for the GIPA Officer to sight.

**By email or fax** – Forward a **certified copy** of the identification document with your application form.

(A certified copy is considered valid if it is witnessed by a lawyer, notary public or a justice of the peace)

**Note:** Documents that provide sufficient evidence of identity include:

- \* Current Driver's licence issued in a State or Territory of Australia
- \* Identifying page of a current passport
- \* Birth Certificate
- \* Statutory declaration of an individual who has known the applicant for at least one year

**Privacy Notice:** In making an application, you are providing personal information such as name and contact details. This information will be used for the purpose of assessing your application and ensuring we are able to remain in contact with you regarding the status of your application. Your personal information will be accessed by persons who have been authorised to do so, including the decision maker for your application. Your personal information will be handled in accordance with the *Privacy and Personal Information Act, 1998*.

**Your CRMS REFERENCE No. is:** \_\_\_\_\_

For application or lodgement advice, please contact council's Customer Service Centre on 02 9710 0333. Please quote your Customer Reference Number above.

Please complete the attached application form.