

FORMAL REQUEST FOR ACCESS TO INFORMATION

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (NSW)

Please complete this form to apply for formal access to Council held information under the *Government Information (Public Access) Act 2009* (NSW).

PRIVACY NOTICE:

Your information is being collected by Narrabri Shire Council (46-48 Maitland Street Narrabri) for the purpose of managing and processing access applications under Part 4, Division 1 of the *Government Information (Public Access) Act 2009* (NSW) (GIPA Act), in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW).

The supply of this information is voluntary, however, if you do not supply all the personal information requested below, Council may be unable to process your access application or provide you with the information requested.

Your application, including any personal information you provide, may be shared with another government agency if that agency holds, or is likely to hold, the information you are seeking. This disclosure is authorised under section 51 of the GIPA Act, which allows consultation with other agencies in relation to access applications.

Your personal information may also be used or disclosed where it is necessary to prevent or lessen a serious and imminent threat to life or health, or where Council is otherwise authorised or required to do so by law.

You have the right to access and request correction of your personal information held by Council, in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW).

For enquiries, to update your details, or to obtain a copy of Council's Privacy Management Plan, please contact Council on (02) 6799 6866 or via email at council@narrabri.nsw.gov.au.

Applicant Details

Title

Given Name(s)

Surname

Organisation/person being represented

Postal Address*

Email Address*



I agree to receive correspondence at the above email address.

Phone Number



I agree to the release of my name/organisation/client to any other (third) parties Narrabri Shire Council needs to consult as part of my application.

*** You must provide a postal address, email address or both, in order for Council to contact you regarding your application.**

Information Requested

Are you seeking personal information?

☐

Yes

☐

No

If yes, Council has an Authorisation to Release Personal Information form that may be completed to assist in the streamlining of your application. This form is available on Council's Website.

Information Sought

Use the text box below to outline the information you are seeking.

Please describe the information you would like to access in enough detail to allow Council to identify it. You may attach additional pages. If you do not give enough details, we may be unable to process your application.

Note:

- Your application is only valid if you provide enough details to enable Council to identify the information you are seeking.
- GIPA is for access to information that is contained in records that are currently held by Council.
- Council is not required to create a new document in order to respond to your application but may do so, if it is more administratively convenient (e.g. create a summary document rather than copy all of the source documents).
- GIPA is not for asking questions, unless the answer to your question is already contained in a record that is currently held by Council.

Information to cover the period:

From

To

Form of Access

Council will provide you with a copy of the information by email or email link. Please advise if you require access in another format.

☐

Inspect the documents at Council

☐

Access in another way (please specify)

Viewing by appointment is available Monday to Friday between 9.00am and 3.00pm.

Application Fee

Payment of the \$30 application fee will be arranged by:

☐

Cash

☐

Cheque

☐

Credit Card

☐

Direct Deposit

Note: Please do not send cash by post.

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 Narrabri Shire Council's disclosure log. This is published on Narrabri Shire Council's website.

If you object to this, you will be asked to supply reasons before your application is finalised.

☐

I object

☐

I do not object

Discount in Processing Charges

You may be asked to pay a charge for processing the application (\$30 per hour after the first hour). Some applicants may be entitled to a 50% reduction in the processing charges. If a discount is given, the \$30 application fee will pay for the first two hours of processing, not just the first hour. If you are applying for your personal information, the first 20 hours of processing will be free of charge.

If you wish to apply for a discount, please indicate the reason.

☐

Financial hardship - please attach supporting documentation (such as a copy of a current pensioner concession card, otherwise provide an explanation in the space provided below with proof of how much money you receive each week, or relevant financial statements.)

☐

Not-for-profit organisation - please attach supporting documentation.

☐

Full-time student - please attach supporting information.

AND/OR

☐

Special benefit to the public - please explain below why you think the requested information is of interest or benefit to other members of the public and not just yourself.

Applicant Signature

Date

**Please post the completed form to:
PO Box 261, Narrabri NSW 2390
Or email council@narrabri.nsw.gov.au**

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

Office Use Only

Date received

File Ref Number

Receipt Number

Date of Payment