



Government Information (Public Access) Act 2009 GIPA Access application Form

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 02 6948 9100 or visit our website at www.snowyvalleys.nsw.gov.au.

Privacy and Personal Information Protection Notice: The personal information provided is collected for the purpose as stated on this document. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this form. The personal information will be handled in accordance with the Privacy and Personal Information Protection Act 1998 (NSW).

1. Your details

Surname: **Title:** Mr/Mrs/Ms/Miss

Other names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**

Email:

Do you have a special need 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. Government information

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 details about the information, the agency may refuse to process your application.

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Are you seeking personal information? **Yes / No** (please circle one)

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).....
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5. Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (please circle one).

(Note: please do NOT send cash by post)

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** (please circle one)

7. Discount in processing charges

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).

AND / OR

- Special benefit to the public – please specify why below:
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Applicant's signature: Date:.....

Please post this form to: **Snowy Valleys Council, P.O. Box 61, Tumbarumba NSW 2653** or lodge it at: Snowy Valleys Council Tumbarumba Office, Cnr Bridge and Winton Streets, Tumbarumba NSW 2653 or Snowy Valleys Council Tumut Officer, 76 Capper Street, Tumut NSW 2720 or email tumbaadmin@snowyvalleys.nsw.gov.au or tumutadmin@snowyvalleys.nsw.gov.au

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

Office use only

Date application received:File reference.....