



→ **Access to Information held by Council**
GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009
Formal Access Application

About this form

You may use this form to apply to Council for formal access to government information under the Government Information (Public Access) Act 2009.

How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
3. Once completed, please refer to the lodgements details section for further information.

1 Applicant Details

Company name (if relevant):

Title* Mr/Mrs/Ms **Surname*** **Other names***

Postal address* **Postcode**

Day-time telephone **Mobile Number** **Facsimile**

Email

I agree to receive correspondence at the above email address

In the interests of the environment and where possible, this information will be provided electronically, therefore please ensure you have provided an e-mail address. An alternative method of provision may be considered.

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 license (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 seek. Note: If you do not give enough details about the information, we may not be able to process your application. You should also advise if the information is your personal information. Consideration of Section 55 of the Act may also be taken into account when making the Decision to release the information.

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4 Form of Access

How do you wish to access the information?

Inspect the documents A copy of the document(s) Access in another way (specify below)

Please specify how you would like to access the information.

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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 Council's 'disclosure log', which is published on Council's website.

Please indicate if you object to this Yes No

If yes, please provide further information below:

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6 Fees and Discounted Processing Charges

Please attach the standard application fee of: **\$30**

Please indicate how you are paying by circling one of these options: cash / cheque / money order

NOTE: Please do **NOT** send cash by post

You may be asked to pay an additional charge for processing your application (\$30/hour).

If you are given access to the information sought, you may be entitled to a 50% reduction in 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).

AND/OR

Special benefit to the public – please specify why below:

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7 Applicant Declaration

Applicant name Applicant  * Date

8 Privacy and Personal Information Protection Notice

Privacy Notification (*Privacy and Personal Information Protection Act 1998 – Section 10*)

The personal information that Council collects from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998* ('the Act'). Council is required to comply with the Act and Council's Privacy Management Plan and Privacy Code of Practice for Local Government. The intended recipients of the personal information are officers within the Council and those persons granted lawful access to the information. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council on telephone 4227 7111.

9 Lodgement Details

You can lodge the completed application by:

By Post The General Manager, Wollongong City Council, Locked Bag 8821, Wollongong DC NSW 2500

In Person Wollongong City Council Administration Building, 41 Burelli Street, Wollongong

E-mail council@wollongong.nsw.gov.au

What now Once your application is received a Council Officer will contact you if further information is required.

For further information regarding your application please contact us by:

Telephone (02) 4227 7111 or visit our

Website www.wollongong.nsw.gov.au

Further Information

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