

ACCESS TO INFORMATION HELD BY COUNCIL

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Formal Access Application

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The information that Council is collecting from you via this application may be personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council. Any person may apply to inspect the application in accordance with the Government Information (Public Access) Act 2009. The supply of the information by you is voluntary and if you cannot, or do not wish to provide the information sought, Council will be unable to process your application. 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 legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

About this form

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

How to complete this form

- 1 Ensure that all fields have been filled out correctly. If you need help in filling out this form, please contact a Right to Information Officer on 4227 7223.
- 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 lodgement details section for further information

SECTION 1 APPLICANT DETAILS

Company Name *			
Name *	Mr Mrs Ms	Surname	Other Names
Postal Address *	Street	Suburb	Postcode
Contact Number *			E-mail

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.

SECTION 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

SECTION 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.

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

SECTION 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)

SECTION 5 APPLICATION FEE

I attach payment of the \$30 application fee by:

Request Tax Invoice for online
payment

Cash/EFT at Council's Administration
Building (Customer Service)

Bank cheque/money order
by mail

SECTION 6 THIRD PARTY CONSULTATION

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

Please indicate if you object to this

Yes

No

If yes, please provide further information below:

SECTION 7 DISCLOSURE LOG

If the information sought is released to you and we consider it may 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 Council's website. If you object to this, Council must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency'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 agency of the Commonwealth or another State or Territory (and you are entitled to act on behalf of that government agency)

Please indicate if you object to this

Yes

No

If yes, please provide further information below:

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

SECTION 8 DISCOUNT IN PROCESSING CHARGES


You may be asked to pay an additional charge for processing your application (\$30/hour).
Some applicants 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 (eg a pension or Centrelink card).

AND / OR

Special benefit to the public (please specify why below)

SECTION 9 APPLICANT DECLARATION

Applicant Name		<i>*No signature required if form submitted by email</i>	Date
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SECTION 10 LODGEMENT DETAILS

You can lodge the completed application 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

Email 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

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 1800 472 679 or at its website: www.ipc.nsw.gov.au/