Informal Request for Access to Information

Government Information (Public Access) Act 2009

Wingecarribee Shire Council ABN 49 546 344 354

📍 Civic Centre, 68 Elizabeth Street, Moss Vale NSW 2577 (PO Box 141, Moss Vale NSW 2577)

📞 (02) 4868 0888 ✉ mail@wsc.nsw.gov.au

Please complete this form to make an informal request for access to government information under section 8(1) of the *Government Information (Public Access) Act 2009* (GIPA Act). Please note that pursuant to section 13 of the GIPA Act, the **public interest test** will be applied to determine if there is an overriding public interest against disclosure of the information sought. The GIPA Act provides that Council cannot be compelled to release information in response to an informal request; therefore, Council may request that a formal application be lodged instead.

<table>
<tr><td>Office Use Only

Request Number: ....

Receiving Officer: ....</td></tr>
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Copying and digitisation fees may apply in accordance with Council's adopted Fees and Charges.

If you are seeking access to open access information that is not available via Council's website, you may also use this form to request access to that information.

Fields marked with an asterisk (*) are mandatory.

If you require any assistance in completing this form, please contact Council's Corporate Strategy and Governance team using the contact details provided above.

<u>Information already available</u>

A search of Council's website or **Agency Information Guide (AIG)** may provide the information you seek. If the information has already been proactively released via our website or AIG, there is no need to lodge a request.

Council makes certain documents available for purchase. See Council's Fees and Charges for further information. If you seek a document that is available for purchase, it will **<u>not</u>** be available free of charge in response to this request.

1. Applicant Details

*Full Name:	Title:
Business Name:	ABN:
*Postal Address:	Postcode:
*Email:	
*Telephone: (H) (W) (M)	

Preferred contact method for written correspondence: ☐ Email (preferred)   ☐ Post
NOTE: If you do not make a selection, correspondence will be sent by email if you have provided an email address.

2. Proof of Identity

NOTE: When seeking access to their personal information, or when an applicant is acting with the authority of another person and seeks to access that person's personal information, the applicant must provide proof of identity which includes a full name, address and a signature. This can be either an original or a certified copy, or be provided using more than one document.

☐ Australian Driver's Licence with full name, signature and current address	☐ Other (give details):

3. Property and/or Application Details

NOTE: Complete this section if you are requesting access to information concerning a particular property or application.

Street Number:	Street Name:
Locality:	
Lot Number(s):	DP or SP Number(s):
Application Number(s):	

4. Type of Information

Please specify the document(s) you wish to access, or provide as much detail as possible about the information you wish to access. Please attach additional pages if required:

....

....

....

*Date or date range you would like us to search within e.g. Sept 2018 – June 2019:

The information relates to my personal affairs:	☐ Yes ☐ No
I am the owner of the property and wish to inspect information:	☐ Yes ☐ No ☐ Not applicable
I act for the owner of the property and wish to inspect information:	☐ Yes ☐ No ☐ Not applicable

5. Preferred Form of Access

NOTE: Due to the Copyright Act 1968 (Cth), the consent of the copyright owner is required for Council to be legally able to provide copies of certain documents. Without consent, information subject to copyright (including, but not limited to, **plans, drawings and some reports**) will be made available by inspection only.

The consent of the property owner is required for the provision of copies of **building information certificates** (see section 6.26(10) of the Environmental Planning and Assessment Act 1979).

Inspect the records	☐	**NOTE:** An appointment must be made with Customer Service staff.
Receive a paper copy of the records	☐	
Receive an electronic copy of the records	☐	

6. Privacy Notification

In making this request, you are providing personal information such as your name and contact details. This information will be used for the purpose of assessing your request and ensuring Council can contact you regarding the status of your request. Your personal information will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) and Council's Privacy Management Plan.

Purpose of collection: Access to government information held by Council.

Intended recipients: Council staff and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

Supply: Voluntary; however, Council may not be able to process your request if insufficient information is provided.

Access/correction: You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Storage: This form will be placed on a relevant file and/or recorded in Council's electronic document management system.

7. Declaration

I DECLARE THAT:

- The information provided in this form is complete and correct.
- I have read the above Privacy Notification.
- I understand that I may be liable to pay certain fees in accordance with Council's adopted Fees and Charges.
- I understand that the copyright owner's consent must be provided in order to use any part of a document that is subject to copyright for any other purpose (including making further copies in any format).
- Where applicable, I have attached documents required for the purpose of this request (e.g. authorisation to act on another person's behalf, evidence of copyright owner's consent).
- I will not remove, alter, deface or destroy items contained within files to which I have been granted access via inspection.
- I understand that it is an offence to give misleading information about my identity and that doing so may result in a decision to refuse my request.

Name:... Date:...

Signature: ....