

This application form can be used to submit a request for government information held by a NSW agency. The Information and Privacy Commission of NSW does not process GIPA access applications on behalf of other NSW agencies. Your application must be lodged with the agency that you are requesting information from. You will need to contact the agency to obtain a forwarding address to the agency.

Please complete this form to apply for formal access to government information at Cowra Shire Council 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 at Cowra Shire Council on 02 6340 2006.

1. Your Details	
Surname: _____	Title: <u>Mr / Mrs / Ms / Dr</u>
Other Names: _____	
Organisation: _____	
Postal address: _____	Postcode: _____
Day-time telephone: _____	Facsimile: _____
Email: _____	
The questions below are optional and the information will only be used for the purposes of providing better service.	
<input checked="" type="radio"/> Aboriginal or Torres Strait Islander: Yes / No (circle one)	
<input checked="" type="radio"/> Do you have special needs for assistance with this application: YES / NO [circle one] _____	
<input type="checkbox"/> 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 <i>certified copy</i> of any one of the following documents:
<input type="checkbox"/> Australian driver's licence with photograph, signature and current address
<input type="checkbox"/> Current Australian passport
<input type="checkbox"/> Other proof of signature and current address details

Office Use:	
Payment Details	Received Date:
Received Date:	Time:
Amount:	Registration Date:
Receipt No:	Document No:
	Officer Initial:
	Disposal: ..... years
GIPA APP No	

### 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** [circle one]  
If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency \_\_\_\_\_

### 4. Formal 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) \_\_\_\_\_

### 5. Application Fee

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

(Note: please do NOT send cash by post. Payment must be made to Cowra Shire Council.

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### 6. Third Party Consultation

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

● Do you object to this? **Yes / No** (circle one)

## 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 our website. If you object to this, we 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 of the Commonwealth or another State (and you are entitled to act on behalf of that government)

● Do you object to this? **Yes / No** (circle one)

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

## 8. 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:

## 10. Signature

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Lodgement

Please post this form or lodge it **together with payment of the \$30** fee at:

Cowra Shire Council  
 116 Kendal Street  
 Cowra NSW 2794  
 Private Bag 342, Cowra NSW 2794  
 Main Switch: (02) 6340 2000  
 Main Fax: (02) 6340 2011  
 Email: [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  
 Website: [www.cowracouncil.com.au](http://www.cowracouncil.com.au)

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