



# ***Government Information (Public Access) Act 2009 NSW***

## **INFORMAL ACCESS APPLICATION**

### **How to complete this form:**

1. This form is used to request informal access to information in files (either paper or electronic) held by Federation Council (Council) under the [Government Information \(Public Access\) Act 2009](#) (the GIPA Act).
2. There is no fee for applying for access to information through informal access; however charges may apply for copying of documents. Fees are set out in Council's Revenue Policy.
3. Informal information applications using this form, is suitable for requests for information which are non-complex and can be processed quickly.
4. An Informal request for information using this form is not suitable for requests which:
  - involve extensive searching, large volumes of information or would require a substantial amount of staff resources; or
  - involve access to another person's personal information requiring third party consultations; or
  - require access to sensitive information requiring careful balancing of public interests in determining disclosure.
  - require access to commercial information that requires careful balancing of the public interests in determining disclosure
  - require access to plans and specifications for any residential parts of a proposed building other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected,
  - require access to DA records and development applications made before 1 July 2010 including any associated documents received in relation to the application (whether before, on or after that date).
5. **If your request involves any of the above, you should consider lodging a formal GIPA access application** which are available on Council's website or from Council's Customer Service Centres.
6. **For DA Records post 1 July 2010 you will need to lodge the Request for Development Records Form** available on Council's website.
7. Please complete all fields correctly and attach all necessary documentation with additional pages if required. This will assist Council in identifying or locating the information you are seeking. Note: If you do not provide enough details your application may be refused.
8. Once completed, this form can be lodged via post, email to [council@federationcouncil.nsw.gov.au](mailto:council@federationcouncil.nsw.gov.au) or in person at any of our Offices listed on page 4.
9. You will be notified by Council as soon as practical if the information you have requested is available for release.

Restrictions apply to accessing information when there is an *overriding public interest against disclosure* of that particular information.

For assistance completing this form, please contact the Right to Information Officer on 02 6033 8999.

*For general information about the GIPA Act contact the Information and Privacy Commission on 1800 472 679 or visit the IPC's website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

**OFFICE USE ONLY**

**Date application received:** .....



## YOUR DETAILS

<b>Title:</b> Mr/Mrs/Ms/Miss		<b>Surname:</b>	
<b>Other names:</b>			
<b>Organisation (if applicable):</b> If you are a Government Agency please complete "Transfer of Information between agencies" and declaration on page 2.			
<b>Application on behalf of:</b> *If applying on behalf of another individual, you must attach evidence of your authority to act on their behalf.			
<b>Postal address:</b>			
<b>State:</b>		<b>Postcode:</b>	
<b>Day time Telephone Number</b>			
<b>Email:</b> This is the email you agree to receive correspondence about this matter to.			

## INFORMATION REQUESTED

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, or if the scope is too large to be managed effectively, Federation Council may request further clarification or refuse to process your application.

SECTION ONE – Personal Information	
<b>Are you seeking personal information?</b>	Yes <input type="checkbox"/> (continue) No <input type="checkbox"/> If no, please go to Section Two (below)
<b>Have you applied, at any time, to another agency for similar information?</b>	Yes <input type="checkbox"/> (continue) No <input type="checkbox"/> If yes, please state the name of the agency.
<b>Have you provided proof of identity</b> (required when an applicant is seeking personal information on their own behalf)	Yes <input type="checkbox"/> I have attached proof of identity in the form of a certified copy of one of the following.  <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 detail  No <input type="checkbox"/>
SECTION TWO – Information requested (Attach additional pages if required).	





## TRANSFER OF INFORMATION BETWEEN AGENCIES

Under Section 27A of the Privacy and Personal Information Protection Act 1998 a public sector agency is not required to comply with the information protection principles with respect to personal information if:

- a) the agency is providing the information to another public sector agency or the agency is being provided with the information by another public sector agency, **and**
- b) the collection, use or disclosure of the information is reasonably necessary -
  - i. to allow any of the agencies concerned to deal with, or respond to, correspondence from a Minister or member of Parliament, or
  - ii. to enable inquiries to be referred between the agencies concerned, or
  - iii. to enable the auditing of the accounts or performance of a public sector agency or group of public sector agencies (or a program administered by an agency or group of agencies).

The [Privacy Code of Practice for Local Government](#) also provides modifications to Section 18 of the PPIP Act (which sets out a general rule which prohibits a public agency from disclosing personal information). IPP 11 of the Code provides the following exceptions to that rule.

**Council may disclose personal information to public sector agencies / utility providers on condition that:**

- i. **the agency or utility provider has approached Council in writing**
- ii. **Council is satisfied that the information is to be used by that agency or utility provider for the proper and lawful function/s of that agency or utility provider, and**
- iii. **Council is satisfied that the personal information is reasonably necessary for the exercise of that agency or utility provider's function/s.**

Council will only release the information necessary to perform the function required and where a request that satisfies the criteria above, has been provided.

## DECLARATION - GOVERNMENT AGENCIES

Agency name			
Authorised Investigative Agency	Yes <input type="checkbox"/> No <input type="checkbox"/> <a href="#">Division 3 of the PPIP Act</a> further outlines specific exemptions from the Privacy Principles including provisions relating to investigative agencies.		
Applicant name			
Applicant position title			
Purpose for requiring information.			
I declare that this is a lawful function/s of the agency or utility provider. (Please sign)		Date	





## DECLARATION - ALL OTHER APPLICANTS

Applicants signature	
Date	

## FORM OF ACCESS

### How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s) (where not subject to copyright)
- Access in another way (please specify)

## 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. You may object to this, and if the objection outweighs the general public interest in including this information in the disclosure log, this may be excluded from publication.

If you object please state 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 agency).

**Do you object to this?** Yes  No

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

### How to lodge this form:

**Mail to:** Federation Council PO Box 77 Corowa NSW 2646 **OR**

**Email to:** [council@federationcouncil.nsw.gov.au](mailto:council@federationcouncil.nsw.gov.au) **OR**

**In Person:** Deliver to one of Council's Offices in the following locations.

Corowa Civic Centre, 100 Edward Street, Ball Park, Corowa NSW 2646,

Mulwala Mulwala Library and Council Office, 71 Melbourne Street Mulwala NSW 2647

Howlong Howlong Community Resource Centre and Library, 59 Hawkins Street, Howlong NSW 2643

Urana Council office, 30 – 32 William Street, Urana NSW 2645

