



Government Information (Public Access) Act 2009 (GIPA) Access Application

Please complete this form to apply for formal access to government information 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 on 1300 292 442 or email:

council@wagga.nsw.gov.au

Privacy and Personal Information Protection Notice The personal information provided is collected for the purpose as stated on this document. Supply of the personal information is legally required and non-supply could cause delay or inability to proceed in the processing of this form. The personal information will be handled in accordance with the Privacy and Personal Information Protection Act 1998 (NSW).

1. Your details

Surname: **Title:** Mr / Mrs / Ms / Miss

Given name/s:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**

Email:

Please attach a copy of your Identity Document (eg. current driver's licence, identifying page of current passport or birth certificate).

Do you have special needs for assistance with this application

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I agree to receive correspondence at the above email address.

2. 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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2a. Reason for seeking information

Please provide details describing the reasons for your request. This will assist us with identifying the information that you are seeking access to.

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Are you seeking personal information? **Yes / No** (circle one)

3. Form of 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).....
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4. Application Fee

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

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 (excluding personal information) may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

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

6. Discount in processing charges

If you are given access to the information sought, 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 copy of a pension or Centrelink card).

AND / OR

- Special benefit to the public – please specify why below (note that the decision to discount processing charges on the basis of special benefit is at the discretion of Council):
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Applicant's signature:

Date:

Please post this form or lodge it at: Wagga Wagga City Council, PO Box 20, cnr Baylis & Morrow Street, Wagga Wagga NSW 2650

Office use only

Date received: File reference:

Satisfied as to Identity of Applicant No Yes Date:

Identity Document Sighted No Yes Type: