

FORMAL GIPA APPLICATION
Government Information (Public Access) Act 2009
Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

By completing, signing and submitting this form you acknowledge and agree to the following:

- ☐ You are making a formal application for access to information, under Part 4 of the *Government Information (Public Access) Act 2009* (GIPA Act).
- ☐ Council will only discuss this application with the applicant, which is the person identified on this form in part one.

Timeframes for responses:

- ☐ You will need to allow **20 working days (4 weeks)** from the date of receipt of a valid application for it to be processed.
- ☐ In accordance with section 57 of the GIPA Act, Council may extend the response period by a maximum of 15 working days for the purpose of retrieving files from archives and for consultation.
- ☐ The accessibility of records and the level of demand on our services can affect the time it takes for us to provide a response. As such, this process cannot be speed up, even if you contact Council.

Fees and Charges:

- ☐ There is an application fee of \$30 for a formal access application.
- ☐ In addition to the application fee, in accordance with section 64 of the GIPA Act, Council can determine to charge a processing fee of \$30 per hour of time spent by Council, dealing with the application.

Consideration of applications:

- ☐ Requests that are too broad, that seek access to an unreasonably large and unspecified amount of information, may be deemed as an unreasonable diversion of Council resources. An applicant may be asked to refine their scope or provide more information to clarify what they are seeking.

1. Your Details

| | |
|---|--|
| Surname: | |
| Other Names: | |
| Organisation: <i>(If applicable)</i> | |
| Postal Address: | |
| Telephone/Moblie: | |
| Email: | |

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2. Please tell us what information you are seeking access to

Please describe the information you would like to access in enough detail to allow us to identify the information you are seeking. See part 12 below for helpful tips on describing what you want.

NOTE: if you do not give enough details about the information you would like to access, Council may need to seek clarification, which could cause delays in processing your application.

Have you applied at any time to another agency for substantially the same information? Yes / No

If yes, please provide the name of the other agency:

Please let us know:

Are you seeking your own personal information? Yes / No

3. Proof of identity

Proof of identity is only required when a customer is seeking access to their own personal information. If you are a third party acting on behalf of a person, you will need to provide a written authority from the person to whom the information belongs as well as their proof of identity. This includes applications from legal representatives of a person.

When seeking access to personal information, you must provide proof of identity in the form of a **certified copy** of any one of the following documents:

- ☐ Australian driver's licence ☐ Current Australian passport
☐ Other proof of signature and current address details

4. Form of access

How do you wish to access the information?

- ☐ Inspect the document(s)
(Done by appointment only, at Councils Civic Centre) ☐ Receive a copy of the document(s)
(Provided in digital format)

Please note: Council will send all correspondence to the email address provided on this form. If you do not supply an email address, we will send all correspondence to the postal address provided on this form. Council will not ask a customer to collect records in person from Councils Civic Centre.

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5. Application fee

I have attached payment of the **\$30 application fee** by:

- ☐ Cash (*note: please do NOT send cash by post*)
- ☐ Cheque
- ☐ Credit Card (*please use the credit card authorisation in part 13 below*)

6. Third party consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, Campbelltown City Council may be required to consult with third parties before deciding your application. The purpose of this consultation is for Campbelltown City Council to determine whether the third party has an objection to disclosure of some, or all, of the requested information.

- Should third party consultation be required, do you consent to your identity as an applicant, being disclosed to any involved third parties: Yes / No (*please circle one*)

7. Disclosure log

If the information you have 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 Council's 'disclosure log', which 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.

Do you object to details of this application being included in Council's disclosure log? Yes / No

If yes, please advise the reason for your objection:

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

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 (e.g. a pension or centrelink card)

AND / OR

- ☐ Special benefit to the public – please specify why below:

9. Authorisation and signature

I have read and agree to the terms at the beginning of this form. To the best of my knowledge, the information I have provided on this form is accurate and correct.

Your signature:

Date:

10. Lodge your application with Campbelltown City Council, either by:

Email: accesstoinfo@campbelltown.nsw.gov.au

Post: Campbelltown City Council, PO Box 57, Campbelltown

In person: Campbelltown Civic Centre, 91 Queen St, Campbelltown

Online: [Lodge a formal access application online](#)

11. What happens next?

- Council's Governance Officer – Access to Information will review your application. Council must decide if your application is a valid application as per section 41 of the GIPA Act.
- The decision as to validity must be made within 5 working days from date of receipt.
- If it is a valid application, you will be sent an acknowledgement email. Please ensure you take the time to read the acknowledgment as it will provide you with a date of response.
- If it is, an invalid application you will be sent a notification of invalid application by email. This notification will advise you what you need to do to make the application valid.

Updates and Responses:

- A response will be provided by the date quoted on the acknowledgement email.
- Should there be any issues that impact this response date being met Council will contact you and provide an update. This will be done in writing by email.
- If Council decides to impose a processing fee, you will be provided with an estimate of costs as soon as reasonably possible. In some cases Council may seek a deposit of the processing fees before continuing with your application.
- If you have not received an update from Council, then you will receive a response by the response date quoted on the acknowledgement email.

12. Helpful Information

- When telling us what information you want from Council, we recommend that you identify, the subject matter of the information you are requesting, why the information is important to you, will the information assist you in exercising any legal rights, provide a date range for the information you are requesting, the type of information you are requesting (for example, a report or emails), and whether the information is your own personal information.
- Email correspondence from Council may end up in your spam folder, please remember to check your spam folder when you are waiting on a reply from Council.
- Any correspondence from Council in relation to your formal access application will be sent to the email address provided on this form. Should you have more than one email address, please remember which one you have provided to Council on this form.
- If you have not provided an email address or the email address is unreadable or does not work, then correspondence will be sent to the postal address provided on this form. Council will not ask a customer to collect records in person from Council's Civic Centre.

DATA AND DOCUMENT CONTROL

13. Credit Card Authorisation – Formal Access Application – Application Fee

I authorise Campbelltown City Council to debit from the below listed credit card the amount of \$30. This amount is for payment of the application fee of my formal access application.

| | | | |
|---|----------------------------|-------------------------------------|------------------------------------|
| Insert credit card details to be debited | Type of Card (Please tick) | <input type="checkbox"/> Mastercard | <input type="checkbox"/> Visa Card |
| | Amount | \$30 | |
| | Credit Card No. | | |
| | Card Expiry Date | | CVV |
| | Cardholders Name | | |
| | Cardholders Signature | | |
| | Contact Phone Number | | |

ALL CREDIT CARD PAYMENTS WILL INCUR A MERCHANT SERVICE FEE SURCHARGE OF 0.60%

Council office use only: **Please credit payment to: GL 1-3335-000-2316**

Council office use only (retention instructions):

| | |
|--|--|
| Record Application in IRIS | Page 5, credit card information is not to be retained. Once payment has been processed, only add pages 1 to 4 into IRIS. |
| Naming convention for document in IRIS | Formal GIPA Application - <property or description> - <applicant> |

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