

**INFORMAL GIPA REQUEST**

**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 an informal request for access to information, under section 8 of the *Government Information (Public Access) Act 2009* (GIPA Act).
- ☐ Council will only discuss this request with the customer identified on this form in part one.

**Processing and Timeframes:**

- ☐ Requests are placed in a queue and processed in order of receipt. Due to the volume of requests received, Council does not accept requests for priority processing.
- ☐ You need to allow a **minimum of 20 working days (4 weeks)** for your request to be processed. Kindly note, should there be a high level demand for our services and/or the information being sought is not easily accessible, a request can take up to **6 weeks** to be processed.
- ☐ 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.

**Responding to informal requests:**

- ☐ In response to your informal GIPA request Council may determine to grant access to information; grant access to information on a view only basis; decline access to information or decide that the request cannot be processed informally.
- ☐ Documents such as plans, structural drawings, blue prints, and technical reports may be subject to Copyright. Should copyright apply to a record you are seeking access to, Council may be unable to provide you with a copy of the record without the express written permission of the copyright owner. In this situation you will be granted view only access and Council will provide you with the copyright owner information should you wish to contact them to seek consent to obtain a copy of the record.
- ☐ Our response will be sent to the email address supplied on this form. If you do not provide an email address we will send a response to the postal address provided on this form. Council will not ask a customer to collect records in person from Councils Civic Centre.

**1. Your Details**

<b>Surname:</b>	
<b>Other Names:</b>	
<b>Organisation:</b> (If applicable)	
<b>Postal Address:</b>	
<b>Telephone/Mobile:</b>	
<b>Email:</b>	

**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.

**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.

[illegible]

**Please let us know:**

Are you seeking your own personal information?      Yes / No (please circle one)

### 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 seeking access to information, you will need to provide evidence that you are entitled to the information and that you are acting in the best interests of the individual.*

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

*Please note Council will not disclose personal information it may hold about a person to another person or organisation without written consent.*

## 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. Submit your request with Campbelltown City Council, either by:**

**Email:** [accesstoinfo@campbelltown.nsw.gov.au](mailto:accesstoinfo@campbelltown.nsw.gov.au)

**Post:** Campbelltown City Council, PO Box 57, Campbelltown

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

**Online:** [Lodge your informal GIPA request online](#)

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**DATA AND DOCUMENT CONTROL**

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