



FORMAL REQUEST FOR INFORMATION

Government Information (Public Access) Act 2009

APPLICANT DETAILS

Surname: Other names: Title:

Postal Address:

Phone Number: Email Address:

☐ I agree to receive correspondence at the above email address

INFORMATION REQUESTED

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Date range of the information required: Start date..... End date.....

Are you seeking your personal information? ☐ Yes ☐ No

Note: If you are seeking access to your personal information, you must provide proof of photo identification in the form of a certified copy.

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 may be recorded in the agency's 'disclosure log'. This is published on **Council's website**.

Do you object to this? ☐ Yes ☐ No

Even if you do object, we may still decide to include details about your access application in our disclosure log.

PAYMENT DETAILS

A **\$30 application** fee is required. The fee may be made by cash or credit card in person (or over the phone) at one of our administration centres. Alternatively you can pay by cheque or money order by mailing your payment in with this form.

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, copy of a current pension or student card; or evidence of the non-profit status of your organisation).

☐ Special benefit to the public – please specify:

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FORM OF ACCESS

How do you wish to access the information?

- ☐ Receive a copy via email
- ☐ Inspect the document(s)*
- ☐ Receive a hard copy via mail**
- ☐ Collect a hard copy**

***Please note: copyright-protected documents will only be made available for viewing by appointment.**

****Please note: reasonable photocopying fees apply.**

APPLICANT'S SIGNATURE

DATE

Applications can be lodged using one of the following methods:

Mail:

Camden Council
PO Box 183
CAMDEN NSW 2570

Email:

mail@camden.nsw.gov.au

In person at:

70 Central Avenue, Oran Park.

Enquiries: 13 22 63

General information about the GIPA Act is available by calling the NSW Information and Privacy Commission on freecall 1800 472 679 or by visiting its website: www.ipc.nsw.gov.au

Privacy Notification

In making this request, you are providing personal information such as your name and contact details. This information will be used for the purpose of assessing your request and ensuring Council can contact you regarding the status of your request. Your personal information will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIPA) and Council's Privacy Management Plan.

Purpose of collection: Access to government information held by Council.

Intended recipients: Council staff and persons granted lawful access under the *Government Information (Public Access) Act 2009*.

Supply: Voluntary; however, Council may not be able to process your request if insufficient information is provided.

Access/correction: You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Storage: This form will be recorded in Council's electronic document management system.