KIAMA MUNICIPAL COUNCIL

Government Information (Public Access) Act 2009 (GIPA)
FORMAL ACCESS APPLICATION

Please complete this form to apply for formal access to government information under Section 9 of the *Government Information (Public Access) Act 2009* (*GIPA Act*). If you need help in filling out this form, please contact the Governance Team on (02) 4232 0444 or send an email to governance@kiama.nsw.gov.au. For further information visit our website at www.kiama.nsw.gov.au.

1. Applicant Details

Title:		Given Name:		Surname:	
Company: *(if applicable)*			Contact No:		
Postal Address:				Postcode:	
Email Address:					

I agree to receive all correspondence related to this application to the above email address: ☐ Yes ☐ No

2. Consent

The GIPA Act requires Council to consult with third parties when considering the potential release of information about their personal, business or other affairs. If Council is required to consult other people about your application, it is sometimes helpful to tell that person that you are the applicant. Please indicate below if you consent to your name as the applicant being disclosed:

☐ **Yes** I consent to my name being disclosed to a third party during consultation

☐ **No** I <u>do not</u> consent to my name being disclosed to a third party during consultation

3. What information are you requesting?

Please describe the information you would like to access in enough detail to allow us to easily identify it. This may include a date range, property address, application numbers, etc.

4. Why are you requesting this information?

Please provide any relevant personal factors that can be taken into account, such as your relationships and motives.

Are you, or someone acting in concert with you, a party to current proceedings before a court?	☐ Yes ☐ No
Have you applied at any time to another Council or agency for substantially the same information?	☐ Yes ☐ No
If yes, please provide the name of the other agency:	

5. Proof of identity (only required when an applicant is requesting information on their own behalf)

☐ Australian driver's licence   ☐ Proof of Age Card/Photo ID   ☐ Current Australian passport

☐ Other proof of identity and current address details:

6. How do you wish to access the information?

☐ By email (as provided above) | ☐ Inspect the documents | ☐ Copy of the documents (fees apply)

7. 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 your personal information) may be published on Council's 'Disclosure Log' on our website.

You can only object to the inclusion of information on Council's Disclosure Log for one or more of the following grounds (Section 56 (2) of the GIPA Act):

a) *the information includes personal information about the authorised objector (or a deceased person for whom the authorised objector is the personal representative);*
b) *the information concerns the authorised objector's business, commercial, professional or financial interests;*
c) *the information concerns research, or the compilation or analysis of statistics, that has been, is being, or is intended to be, carried out by or on behalf of the authorised objector; and/or*
d) *the information concerns the affairs of a government of the Commonwealth or another State (and the authorised objector is that government).*

Do you object to information released being included in the Disclosure Log?   ☐ Yes   ☐ No

If you do object, please tell us why?

Please note: *If Council decides to include information in its Disclosure Log despite your objection, you can seek a review of this decision.*

8. Application Fee ($30.00)

☐ Cash *(please do NOT send cash by post)* | ☐ Cheque/money order *(payable to Kiama Municipal Council)*

☐ EFT *(Visa or Mastercard only - contact Customer Services on 4232 0444 to make a payment over the phone)*

9. Discount in processing charges *(Note: There are no reductions in the initial $30 application fee)*

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. Pension or Centrelink card).   **AND/OR**

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

10. Signature

Applicant's signature*:		Date:	

* By signing this form, I certify the information provided is true and accurate to the best of my knowledge.

Post: Kiama Municipal Council PO Box 75 KIAMA NSW 2533	**Email:** council@kiama.nsw.gov.au	**In person:** Council's Administration Building 11 Manning Street, KIAMA (8:45am to 4:15pm Mon-Fri)

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.ipc.nsw.gov.au

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE
Purpose of collection: The personal information on this form is being collected by Kiama Municipal Council (KMC) to contact you regarding your request and to identify you as the applicant.
Intended Recipients: The intended recipients of the information are staff of KMC.
Access/Correction: You may apply to KMC for access or correction of your personal information. This completed form may be made available to third parties in response to an application made under the Government Information (Public Access) Act 2019.
Storage: This completed form will be stored in KMC's electronic records management system.
For more information, please see KMC's Privacy Management Plan available on Council's website or contact the Public Officer on 02 4232 0444.