



Goldenfields  
Water

## Information (Public Access) Act 2009 **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 (02) 6977 3200 or visit our website at [www.gwcc.nsw.gov.au](http://www.gwcc.nsw.gov.au)

### 1. Organisation Details

**Organisation:** .....

**Type of Applicant:** .....

Media Representative                       Member of Parliament                       Legal Representative

Private Sector                                       Member of the Public

**Postal address:** ..... **Postcode:** .....

**Telephone:** ..... **Facsimile:** .....

**Email:** .....

I agree to receive correspondence at the above email address.

### 2. Individual Applicant Details

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

**Other names:** .....

**Postal address:** .....

**Home phone:** ..... **Work phone:** .....

**Fax:** ..... **Mobile:** .....

**Email:** .....

*The questions below are optional and the information will only be used for the purpose of providing better service.*

**Place of birth:** ..... **Main language spoken:** .....

**Aboriginal or Torres Strait Islander: Yes / No** (circle one)

**Do you have special needs for assistance with this application?** .....

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I agree to receive correspondence at the above email address.

### 3. Proof of Identity

Only required when an applicant is requesting information on their own behalf.

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

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

### 4. 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, Goldenfields Water County Council may refuse to process your application.

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

Have you attached to this form, submissions as to any public interest considerations that you think Council should take into account in determining your application? **Yes / No** (circle one)

Is there any other information that you think may be relevant to the determination of your application? **Yes / No** (circle one)

(Specify) .....

.....

### 5. 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) .....

## 6. Application Fee

\$30 Application fee to be paid:

- In Person (Cash/Cheque/Money Order/Credit Card)
- By Mail (Cheque/Money Order only) **Note: Do not send cash by post**
- By Telephone (Credit Card payment only) **Note: We will call you once the application has been received to arrange payment**

## 7. Disclosure log

If the information sought is released to you and would be of interest of other members of the public, details about your application may be recorded in Goldenfields Water County Council's 'disclosure log'. This is published on Goldenfields Water County Council's website.

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

## 8. 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. a pension or Centrelink card)

**AND / OR**

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

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I understand that I am required to pay the full application fee (\$30), however a discount in processing charges may apply. In respect of this request I will be supplied with a statement of charges if appropriate.

Applicant's signature: .....

Date: .....

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Please post this form or lodge it at: Goldenfields Water County Council, PO Box 220, Temora NSW 2666, or email to [office@gwcc.nsw.gov.au](mailto:office@gwcc.nsw.gov.au)

General Information about the GIPA Act is available by calling Information and Privacy Commission on freecall 1800 472 679 or at it's website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### Office use only

Date application received: .....

File reference: .....