



Contact Details:

Postal Address: PO Box 177, Macksville NSW 2447
Telephone: (02) 6568 2555

Office Location:

44 Princess Street, Macksville NSW 2447

Website:

www.nambucca.nsw.gov.au

Email:

council@nambucca.nsw.gov.au

Updated: July 2024 Our Ref: 33152/2020

Government 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) 6568 2555 or visit our website. A set of tips on how to prepare your application can be found at <https://www.ipc.nsw.gov.au/checklist-tips-framing-your-information-access-application>

1 Your details

Surname: **Title:** Mr / Ms
Other names:
Postal address: **Postcode:**
Day-time telephone:
Email:

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

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

Aboriginal or Torres Strait Islander: Yes No

Do you have special needs for assistance with this application:.....
.....
.....

I agree to receive correspondence at the above email address.

2 Proof of Identity

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

When seeking access to person 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
With photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address details

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only: Date application received:.....File reference:

7 Disclosure log

If the information 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 the agency's 'disclosure log'. This 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.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to this? **Yes** **No**

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

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 (e.g. a pension or Centrelink card).

AND / OR

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

.....
.....

Your signature:

Date:

Please post this form or lodge it at:

**The General Manager
Nambucca Valley Council
44 Princess Street | PO Box 177
MACKSVILLE NSW 2447**