

Shire of
G u n n e d a h
Land of Opportunity

GUNNEDAH SHIRE COUNCIL

**Government Information (Public Access) Act 2009
INFORMAL ACCESS APPLICATION**

Please complete this form to apply for an informal 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 Public Officer on 02 6740 2100 or visit our website at www.gunnedah.nsw.gov.au.

1. YOUR DETAILS

Title: _____ Surname: _____

Other Names: _____

Mailing Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Mobile Number: _____

Email: _____

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

I agree to receive correspondence at the above email address.

Place of Birth: _____ Main Language Spoken: _____

Aboriginal or Torres Strait Islander: Yes No

Do you have special needs for assistance with this application? If yes, please provide details:

Are you seeking personal information? Yes (proceed to question 2) No (proceed to question 3)

2. 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 of the following documents:

Australian Driver's License (*with photograph, signature and current address*)

Current Australian Passport

Other proof of signature and current address details

3. 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, the agency may refuse to process your application.

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4. 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*):

5. 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 the agency's website.

Do you object to this? Yes No

6. APPLICATION FEE

There is no fee for applying for access to information through informal access; however charges may apply for copying of documents. Fees are set out in [Council's Fees and Charges Schedule](#).

7. APPLICANT SIGNATURE

Applicant Name: _____

Applicant Signature: _____

Date: _____

Please post this form to: PO Box 63, GUNNEDAH NSW 2380.

OR

It may be lodged at the Council Administration Building, 63 Elgin Street, Gunnedah.

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