

# Government Information (Public Access) Act 2009 Formal Access Application

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)

**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au • **t** 1300 864 444 • **w** ballina.nsw.gov.au • **abn** 53 929 887 369

Please complete this form to apply for formal access to information under the Government Information (Public Access) Act 2009 (GIPA Act)

## Applicant Details

Applicant Name

Postal Address

Business Hours Contact

Email Address

I agree to receive correspondence at the above email address.

## Details of Information Sought

Please describe the information you would like to access in enough detail to allow us to identify it.

*Note:* If you do not supply enough detail, this application may be refused.

Are you seeking personal information?    Yes     No

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency.

## Form of Access

How do you wish to access the information?

Other (please specify)

Inspect the document(s)     A copy of the document(s)   

## Public Interest Test

Under the GIPA Act, a public interest test may apply in considering the release of information sought in this application. Please state what public interest considerations (if any) should be considered in determining the application.

## Office Use Only

2024/25 Fee: \$30 | Code 69

Amount Paid \$

Receipt Number

Date Received

## Application Fee

I attach payment of the \$30 application fee

## Processing Charges

Processing charges are \$30 per hour. We will contact you to advise estimated costs - you may be required to make an advance deposit (50%) of the total estimated processing charges.

Some applicants may be entitled to 50% reduction in 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)

Information sought is of special benefit to the public. Please specify why.

## 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 'disclosure log'. This is published on our website.

If you object to this, we must 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

## Release of Information

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, we may be required to consult with them before deciding your application. The purpose of consultation is to determine whether they (third party) has an objection to disclosure of some, or all, of the information being requested.

In this circumstance, please indicate whether you consent to your identity as the applicant being disclosed to an involved third party:

Do you consent to the release of your name as the applicant to this request?

Yes  No

## General Information

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

A set of tips on how to prepare your application can be found at [IPC Tips for Information Applications](#)

## Applicant's Signature

Signature

Date

**SUBMIT FORM**


# Your Right to Know



## Tips for framing your information access application

An agency may refuse to deal with your GIPA application if dealing with the application causes an unreasonable and substantial diversion of resources for the agency. Therefore, it is important that your request for information under the GIPA Act is described clearly and specifically. This will enable an agency to better understand what information you seek and deal with the application.

Use the following checklist to help you achieve a successful outcome from your access application.

Tick the boxes  that you think apply to your application.

### I have identified and included...

- |   |  |
|---|--|
| <input type="checkbox"/> that I am requesting information under the GIPA Act                  | <input type="checkbox"/> the date range of the information I am requesting                         |
| <input type="checkbox"/> the subject matter of the information I am requesting                | <input type="checkbox"/> the type of information I am requesting, e.g. a report or emails          |
| <input type="checkbox"/> why the information is important to me                               | <input type="checkbox"/> whether the information is <u>personal</u> information                    |
| <input type="checkbox"/> whether the information may assist me in exercising any legal rights | <input type="checkbox"/> the name of the agency/agencies that hold the information I am requesting |

If you did not tick any of the above, then you may need to review your application before you submit it.

### Additional information

- a formal request for information must be made in writing
- there are specific time frames to process your request
  - see our fact sheet on time frames to process GIPA applications at [bit.ly/gipa-timeframes](http://bit.ly/gipa-timeframes)
- an agency must provide advice and assistance, where reasonable, to assist you to provide information necessary to enable you to make a valid access application, including providing you with a reasonable opportunity for you to amend your application
- processing fees apply from the second hour of processing (for general information requests) and from 20 hours of processing (for personal information requests)

Go to our website ([www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)) for more fact sheets on information access or see:

- Fact sheet on **unreasonable and substantial diversion of resources**: [bit.ly/gipa-diversion-resources](http://bit.ly/gipa-diversion-resources)
- Fact sheet on **making a valid access application**: [bit.ly/access-govt-information-nsw](http://bit.ly/access-govt-information-nsw)