



OFFICE STAFF USE ONLY:

Date Received: _____
ECM/CRM Reference: _____
Application Fee Collected? YES NO

FORMAL ACCESS APPLICATION

This is a Formal Access Application for government records held by Queanbeyan-Palerang Regional Council under the *Government Information Public Access Act 2009* (GIPA Act).

You may lodge this application by email at: council@qprc.nsw.gov.au, or else over the counter at any of the QPRC Customer Service centres during standard business hours.

Applications under the GIPA Act carry a \$30 application fee. Further charges may apply for processing based on the staff time required to process your application. Applications under the GIPA Act must be decided within 20 working days of receipt unless a valid extension is applied. The list of permissible reasons for an extension are outlined under *section 57* of the GIPA Act.

QPRC does not provide records of an individual's personal information. However, you have a right to access records of your own information held by Council. If you are seeking to access your own personal information, please include proof of identity with your submission. ID must be issued by a recognisable authority, such as a drivers licence or a passport.

An authorised officer of QPRC will assess this GIPA application for records and apply a Public Interest Test. You have a right to have Any subsequent Notice of Decision reviewed.

PART 1 – APPLICANT DETAILS

NAME:

POSTAL ADDRESS:

TELEPHONE:

MOBILE:

EMAIL ADDRESS:

I agree to receive all correspondence relating to this application by email:

Yes No

OFFICES

144 Wallace St, Braidwood
10 Majara St, Bungendore
256 Crawford St, Queanbeyan

POSTAL

PO Box 90, Queanbeyan NSW 2620

PHONE

P: 1300 735 025

EMAIL/WEB

W: www.qprc.nsw.gov.au
E: council@qprc.nsw.gov.au

PART 2 – INFORMATION APPLIED FOR

Please provide details of the QPRC records you are seeking to access in the field below, including as many specific details as possible. *

[Empty text box for providing details of QPRC records]

*Applications that are too general, too broad in scope, or may otherwise require a substantial and unreasonable diversion of Council resources may be re-negotiated or refused under the GIPA Act.

PART 3 – DISCLOSURE CONSIDERATIONS

Why have you requested the above records from QPRC?*

*An explanation for your request is not required under the GIPA Act. However, additional details will assist staff in assessing public-interest considerations for disclosure

Have you requested copies of your own personal information?

Yes No

If so, have you provided identification?

Yes No

PART 4 – FEES AND CHARGES

Applications under the GIPA Act carry a \$30 application fee. Additional processing charges may be applied based on the number of staff-hours needed to process your application. Council staff may contact you to request an advance deposit of up to 50% of estimated processing charges.

There are no charges for the first 20 hours of processing of an application for personal information.

If you are applying for a waiver or reduction in processing fees, please select the grounds on which a reduction is sought:

Waiver of charge for charge for personal information (20 hours)

Financial hardship (50%)

Special public benefit (under *section 66* of the GIPA Act)

Other public interest grounds to be considered (specify below):

PART 5 – DISCLOSURE LOG

If the information released in response to your application would be of interest to other members of the public, details of your application may be recorded on Council's disclosure log. The log is published on the QPRC website.

Do you object to this? Yes No

PART 6 – PUBLIC INTEREST TEST

A public interest test will be applied to the information sought through this Formal Access application. Considerations for and against disclosure which may be given weight are listed in the tables under *section 12* and *section 14* of the GIPA Act.

If you wish to make a submission as to what public interest considerations you think should be taken into account when determining your application, attach your submission to this form.

Applicant Signature

Date