

Informal Access Request Form

Pursuant to Section 8 of the Government Information (Public Access) Act 2009 & Division 1 -Government Information (Public Access) Regulation 2009

I. Information For The Applicant

I.1 Process

Please complete this form in BLOCK LETTERS to view information held by Council. To request to view a file related to a property, building or DA please refer to form 167 - [Informal Request to View a Property File](#).

There is no application fee for an Informal Access Request under Schedule 1 - *Government Information Public Access (GIPA) Act 2009*. However, fees maybe payable per page for copying of documents, depending on the size of the page in accordance with Council's adopted fees and charges.

If you need more information to help complete this form please contact the Customer Service Team on (02)6226 1477 or visit our website www.yassvalley.nsw.gov.au. Once your application is received a Council Officer will contact you if further information is required.

Please note:

- ✧ Applications are assessed within 7-10 working days but can take longer to finalise.
- ✧ Document access will be provided by email, post or via Councils online portal. An email message will be sent to you using the email address provided on this form with instructions on how to access the portal. If the access is provided via online portal, the duration will be **twenty one (21) days**.
- ✧ Information provided on the Online Portal may contain Personal Information which is protected under the *Privacy and Personal Information Protection Act 1998* (PIIP Act). It is a breach of PPIP Act to use or release this information without permission.
- ✧ Some documents maybe subject to Copyright under the *Copyright Act 1968 (the Act)*. Any further reproduction or communication of these documents, without the express written consent of the copyright owner, will be infringing on the copyright protection under *the Act*.

I.2 Open Access Information

Some of the documents held in Councils records are classified "open access documents" under Section 18 of the Government Information Public Access (GIPA) Act. This means any member of the public is able to obtain copies of these documents without permission from the creator or owner of the document.

For more information on what documents are defined as "Open Access Information", please refer to [Council's Agency Infomation Guide](#).

I.3 Formal Access

If a member of the public wishes to obtain copies of such information that:

- * Is not available via Proactive or Informal Release; or
- * Involves a large volume of information, requires extensive research and accordingly involve an unreasonable amount of time and resources to produce; or
- * Contains personal or confidential information about a third party which may require consultation;
- * Is of a sensitive nature that requires careful weighing of the consideration in favour of and against disclosure;

then he or she will be required submit a formal request under the *Government Information Public Access (GIPA) Act 2009*, to which a \$30.00 application fee applies.

For more information about the GIPA Act please refer to please refer to [Council's Agency Infomation Guide](#).

I.4 Privacy & Personal Information Protection Notice

Purpose of collection: Public access to Council's documents

Intended recipients: Council staff and public access under Schedule 1 - *Government Information (Public Access) Act 2009*.

Supply: Voluntary, a consequence of non provision is that insufficient information will be provided.

Access/Correction: Requests for access/correction of information under Schedule 1 - Government Information (Public Access) Act 2009 or *Privacy & Personal Information Protection Act 1998*.

Storage: This form will be saved into Councils main document management database.

2. Applicant Details

Company name (if applicable)

First name

Surname

Street Address

Suburb

State

Postcode

Phone

Mobile

Email

Please note: An email address is required to send portal log on details to access the requested information

Preferred method of communication?

Email

Post

Why do you need this information?

3. Access to 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 provide enough details about the information you are requesting, your application may be refused.

**Requests for information must be specific to ensure that it meets the requirements for an informal access request. If you do not provide enough detail about the information you require Council may refuse to process your application or you may be required to submit a formal request under the Government Information Public Access (GIPA) Act 2009, to which a \$30.00 fee applies.

4. Applicant Declaration

I declare that I have read the information provided on this form and by submitting this form to Council, agree to adhere to the process stipulated herein when it comes to requesting to and managed by Council. I accept to receive requested information via Council's online portal (unless otherwise stated)

Signature: _____ Date: _____

Please email this form along with proof of application fee to council@yass.nsw.gov.au or post or lodge it at:

General Manager

Yass Valley Council

P O Box 6, YASS NSW 2582

General Manager

Yass Valley Council

209 Comur Street YASS NSW 2582

OFFICE USE ONLY

Request received by		Application received on	
Referred to		Section	
Signature of officer			