

INFORMAL INFORMATION ACCESS REQUEST FORM

(Section 8 Government Information (Public Access) Act 2009 & Government Information (Public Access) Regulation 2009)

How to complete this form

1. This form is used to request informal access to information in files (either paper or electronic) held by Edward River Council.
2. Please read the attached guidelines prior to lodging this form.
3. Make sure that all fields are filled out correctly & all necessary documentation is attached. Detailed information requests assists Council in identifying or locating the information you are seeking.
4. Once completed, submit this form to Council.
5. You will be notified by Council within 15 working days if the information you have requested is available for release.

There is no fee for applying for access to information through informal access. Please note however that charges may apply for copying of documents. Fees are set out in Council's Fees and Charges Schedule.

1. Applicant Details

Title _____ Given Name/s _____ Surname _____

Postal Address _____ Postcode _____

Home Number _____ Mobile Number _____ Business Number _____

Email Address _____

2. Details of Information requested (property information)

Development Application Number (if known) and approximate dates _____

Address of property under enquiry _____

What information are you seeking and why do you need this information? (please refer to guidelines on acceptable requests)

Prior to lodging a request application, you should first visit our website at www.edwardriver.nsw.gov.au. Many Council documents are available to view or print from our website.

If information is not available from the website, you may request access to information from Council files or documents as 'informal release' under section 8 of the *Government Information (Public Access) Act 2009*. Informal release does not involve payment of lodgment or processing charges, however copying charges are payable (if applicable).

Acceptable requests

Informal information applications are suitable for requests for information which are non-complex and can be processed quickly. Though many applications involve requests for property information, this form can also be used to request other information held by Council including your personal information. Where personal information is involved, Council may request you to provide proof of identity e.g. driver's licence, passport, rates notice etc.

By providing specific and detailed requests, you can assist us in quickly determining what information is available to assist you.

Informal information applications are not suitable for requests which:

- involve extensive searching, large volumes of information or would require a substantial amount of staff resources to process your request; or
- involve access to another person's personal information requiring third party consultations;
- require access to sensitive information requiring careful balancing of public interests in determining disclosure.

If your request involves any of the above, you could consider lodging a formal access application. Formal access applications involve a lodgment fee and processing charges but also has a right of review. Formal Application Forms are available on Council's website and from Council's Customer Service Centre

Processing your request

Upon receiving your request, Council will determine how the request will be processed and what information is available. This may involve Council contacting you to clarify what information is sought and the form in which it may be made available.

Applications will be assessed in accordance with the *Government Information (Public Access) Act 2009* and any other relevant legislation. Applicants will be notified within fifteen (15) working days of the receipt of the application as to what information is available for release. Many Council records are held in storage off-site and may take a few days to be delivered to Council, which may change the anticipated processing time.

Access to information such as internal residential diagrams has restricted access provisions.

The photocopying of documents is subject to the *Copyright Act 1968*. There may be documents which are not able to be reproduced. Where documents are requested and able to be reproduced the applicant will be required to meet all costs associated with photocopying, as set out in council's annual fees and charges schedule.

Information will be available for inspection at Council's Customer Service Centre, 180 Cressy St, Deniliquin for seven days from the date of notification. The centre is open Monday to Friday, from 9.00am to 5.00 pm.

Privacy Notification Personal information requested on this form is required to provide access to Council's records. The supply of information is voluntary but if you cannot provide the information requested, Council may not be able to process your application. The intended recipients of your information are council officers but information may be available to the general public under the *Government Information (Public Access) Act 2009*. Council is to be regarded as the agency that holds the information. Requests for access or amendment to records under the *Government Information (Public Access) Act* or *Privacy & Personal Information Protection Act 1998*, contact the Council's Public Officer. This form will be placed in Council's records management system.