

# Government Information (Public Access) Act 2009

## ACCESS APPLICATION



WAVERLEY  
COUNCIL

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (the GIPA Act). For further information, please contact Governance on 9083 8000 or visit our website at [https://www.waverley.nsw.gov.au/council/access\\_to\\_information](https://www.waverley.nsw.gov.au/council/access_to_information).

### APPLICANT

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organisation

Postal Address	Postcode
<input type="text"/>	<input type="text"/>

Daytime Telephone	Email Address
<input type="text"/>	<input type="text"/>

If you are acting on someone's behalf, please provide that person's:

Given Name/s	Family Name
<input type="text"/>	<input type="text"/>

Please attach proof of your authorisation to act on the person's behalf, such as legal documentation in support of your authority (for example: a client agreement if you are a solicitor) or written authorisation for the person concerned.

### PROOF OF IDENTITY

*Only required when an applicant is requesting information about themselves.*

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents:

- Australian driver's licence       Current Australian Passport       Other proof of signature and current address

### 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, Council may refuse to process your application.

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### THIRD PARTY CONSULTATION

Council may need to consult with other parties about the release of the information that you have requested.

Do you object to your name being released to these parties?

- No, I have no objection to the release of my name.       Yes, I object to the release of my name.

## 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)

## DISCLOSURE LOG

If the information sought is released to you and would be of benefit to other members of the public, details about your application (other than your personal information) may be recorded in Council's 'disclosure log'. This is published on Council's website.

Do you object to this?  Yes

No

## APPLICATION FEE

Payment of the \$30 application fee can be made by:

- Visa/Mastercard/Amex (0.8% surcharge applies)
- Cheque/Money Order to PO Box 9, Bondi Junction 1355
- Eftpos/Cash at the Customer Service Centre.

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30/hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card) AND/OR

Special benefit to the public – please specify why below:

  

## PRIVACY

In making this application, you are providing personal information such as name and contact details. This information will be used for the purpose of assessing your application and ensuring we are able to remain in contact with you regarding the status of your application. Your personal information will be accessed by persons who have been authorised to do so, including the decision maker for your application. Your personal information will be handled in accordance with the Privacy and Personal Information Act, 1998.

## SIGNATURE

1. I declare that the information given on this application form is true and correct.
2. I understand that I must seek the Copyright Owner's consent in order to use and part of the copyright document for any other purpose.

Applicant's Name

Applicant's Signature

Date

## HOW TO LODGE THIS APPLICATION

**In person:** Waverley Council Customer Service Centre  
55 Spring Street  
Bondi Junction  
9.00 am to 5.00 pm Monday to Friday

**Mail:** Governance  
Waverley Council  
PO Box 9  
Bondi Junction NSW 1355

**Email:** info@waverley.nsw.gov.au

## OFFICE USE ONLY

Costcode: GIPA

Received by

Date received