

Government Information (Public Access) Act 2009

ACCESS APPLICATION

Please complete this form to apply for formal access to government information held by the Greater Cities Commission (Commission) under the *Government Information (Public Access) Act 2009* (GIPA Act).

If you require assistance completing this form, please contact one of the Commission's Right to Information Officers by email at: governancelegal@gcc.nsw.gov.au.

Your details

The Commission is committed to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information provided on this form is collected for the purpose of reviewing your application as valid under the GIPA Act and to support your rights for review by notifying you of all decisions in writing. If you fail to provide appropriate contact information then we may not be able to accept your application as valid under the GIPA Act.

Preferred contact:*

Post

(we will contact you in writing for all decisions made about your application)

E-mail

Surname:* _____

Title: _____

First name:* _____

Other given names: _____

Street name: _____

Suburb: _____

Postcode: _____

State: _____

Email:* _____

Phone: _____

Government information*

Are you requesting access to your personal information?*

Yes

No

Please describe the information you would like to access. Please provide as much detail to allow us to identify it.*

Failure to provide enough detail about the information you seek may result in a refusal to process your application.

Proof of identity

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy¹ of any one of the following documents:

- Australian driver's license (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details

Please attach relevant supporting documents.

Form of Access*

How would you like to access this information?

- inspect the document(s)
- receive a copy of the document
- access in another way
click here to specify.

Please attach relevant supporting documents.

Additional fees and charges

We may impose additional charges or processing fees for some applications on top of the initial application fee (\$30/hour). If you have already applied for a reduction or waiver to your initial application fee then you may also be eligible for a reduction on any additional processing charges. To find out more about how fees and charges may be calculated, please refer to the Information and Privacy Commission's [Information Access Guideline 2: Discounting Charges](#).

Consultation*

We may be required to consult with third parties before deciding your application. If the information you are seeking contains information about another person, business or government agency, we are required by law to ask whether they have an objection to the disclosure of their information. For the purposes of such consultation, please indicate in the boxes below whether you consent to the release of the following information to any third parties:

- I consent to the release of my name and/or company name
- I consent to the release of my reason for making this application

Disclosure log*

If the Commission makes a decision to release your requested information and determines

¹ The Commission accepts document certification by authorised certifiers as defined by the NSW Resources Regulator. To find out more about what documents can be certified and how, please refer to the [Certifying documents and verifying identity - Factsheet](#).

that this information would also be of value to other members of the public, details about your application may be recorded in the Commission’s disclosure log and published on our website. You may object to details of your application being recorded in the Commission’s disclosure log under section 56 of the GIPA Act. We will consider your objection against the benefit of public disclosure.

Do you object to details about your application being recorded on the Commission’s disclosure log?

Yes No

Application Fee*

An application fee of \$30 is required to make your application valid, unless the payment of the fee has been reduced or waived. We may be unable to process your application until payment has been received.

Please specify your method of payment for the value of \$30:

direct bank deposit (contact governancelegal@gcc.nsw.gov.au for details) cheque/money order (attached to this application or delivered separately by post)

OR

Do you require a discount or a waiver on the \$30 application fee?

Yes – due to financial hardship (please provide a copy of your pension or Centrelink card) Yes – the information I am requesting is of significant benefit to the public.

Please specify why

Please attach relevant supporting documents.

We will contact you within 5 working days of receiving your application and continue to keep you informed as your application is processed. We will try to deal with your request as soon as possible and within 20 working days of receiving your application. If we need to consult a third party or need to retrieve archived records, the 20-day period will be extended by 5-10 days.