



## CASSOWARY COAST REGIONAL COUNCIL

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### Right to Information Access Application

This form allows you to request access to information held by Cassowary Coast Regional Council under the *Right to Information Act 2009*. You can also use this form to access and amend your personal information held by Council.

#### 1. Applicant details

Title	First name	Surname
<b>Organisation/Company</b> <i>(complete this if you are making this application on behalf of an organisation or company)</i>		
<b>Postal address</b>		
	<b>Postcode:</b>	
<b>Contact number:</b>		
<b>Email address:</b>		

#### 2. Type of application

- ☐ A. Personal Information – All of the documents I am applying for contain my personal information or I'm seeking access on someone else's behalf, and all the documents contain that person's personal information – **no application fee**
- ☐ B. Right to Information – Some of the documents I'm applying for do not contain my personal information or I'm seeking access on someone else's behalf, and some of the documents do not contain that person's personal information – **application fee applies**
- ☐ C. Right to Information – None of the documents I'm applying for contain my personal information OR I'm seeking access on someone else's behalf, and none of the documents contain that person's personal information – **application fee applies**

#### 3. Are you seeking access to information on someone's behalf?

<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<b>Name:</b>

Please attach proof of your authorisation to act on the person's behalf. *(for example: a client agreement if you are a solicitor or written authorisation from the person concerned).*

#### 4. If you ticked 2(b) or 2(c) only

**Are you seeking access for the use or benefit of another person, company or body?** *(for example, a journalist applying for a media organisation)*

<input type="checkbox"/> No	
<input type="checkbox"/> Yes	<b>Name/Company:</b>

## 5. Particular details:

Please provide specific and detailed information about the documents you are seeking, as this will help us process your application.

A. The subject matter of the documents you are seeking *(for example the planning process for the Letter Z Program)*

B. The type of documents *(for example internal memos, emails, reports)*

C. The time period / date range you would like Council to search within *(for example Sep 2011 to June 2012)*

D. Relevant reference numbers *(if known)*

E. Where you think the documents might be located *(for example facility, business area, unit, person)*

F. Any other details you believe will assist in dealing with your application

**6. Preferred access type –** *(If you choose to access documents by email, CD, DVD or inspection, there will be no printing charge for this access.)*

☐ Email documents

☐ Print document *(additional charges apply)*

☐ Inspect documents

Note: Information that is released following an application under the RTI Act, and is not the applicant's personal information, may be published in an online disclosure log. See privacy notice.

## 7. Evidence of identity

If you are seeking access to documents that contain personal information either in relation to you or on behalf of another person, you must provide evidence of your identity with this application or within 10 business days of making this application in order for your application to be processed.

If you are seeking documents on someone's behalf, both parties must provide evidence of their identities.

If you are not seeking any personal information, you are not required to provide evidence of your identity.

Applying:

**by post:** attach a certified copy of your identification document to this application form.

**in person:** produce the original identification document to a council officer to sight.

**by email:** attach a certified copy of your identification document to your email.

A certified copy is considered valid if it is witnessed by a lawyer or notary public, a commissioner for declarations or a justice of the peace or in the case of a prisoner, a corrective services officer.

Declaration	
<p>I declare that:</p> <ul style="list-style-type: none"> <li>• The information provided in this form is complete and correct</li> <li>• I have read the privacy notice</li> <li>• Where applicable, I have attached documents required for the purpose of this application (e.g. evidence of identity, authorisation to act on another person's behalf, evidence of financial hardship status)</li> <li>• If I cannot attach any required copies of documents, I will provide them to the agency within 10 business days of making this application</li> <li>• I am aware of the relevant application fee/s and will arrange payment either in person or via credit card over the phone (fees are based on the type of application, see section 2)</li> </ul> <p>I understand that it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.</p>	
<b>Signature:</b>	
<b>Date:</b>	

Office Use Only			
<b>Date received:</b>		<b>RTI Reference:</b>	
<b>Receipt No:</b>		<b>Amount:</b>	
<b>Identity Document sighted:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Receiving Officer Name:</b>			

**Information Privacy Statement:**

Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009* (Qld), and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's Privacy Policy on Council's website [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)

Once Council receives your valid RTI application, the date you applied and a brief description of what you are seeking may be published on our disclosure log. If access to documents is granted, and those documents do not contain your personal information, the documents may be published on the council disclosure log. Council may redact (remove) certain information from the documents before publication — for example, content that may be defamatory or otherwise exempt from release under the RTI Act.