Right to Information and Information Privacy Access Application

Right to Information Act 2009 (section 24)
Information Privacy Act 2009 (section 43)

Queensland Government

Please read the following information carefully before proceeding with your application

It is recommended that you contact the RTI officer in the relevant agency for assistance and advice before completing and submitting this application form.

The information you are seeking may be already available online, for purchase or by request:

Online – a search of the relevant agency websites may locate the information you are seeking;
For purchase – agencies may offer documents for purchase (for example: birth certificates, transcripts of proceedings, spatial statistics);
By request – agencies may administratively release a range of information upon request.

If you wish to make a formal application to access documents under the *Right to Information (RTI) Act 2009* or the *Information Privacy (IP) Act 2009* the application must be submitted on this approved form. The completed form should be submitted directly to:

agency: Scenic Rim Regional Council via facsimile on: 07 5540 5103

in person at: 82 Brisbane Street Beaudesert or 70 High Street Boonah or Corner Main and Yuulong Road Tamorine Mountain or via post: PO Box 25 Beaudesert QLD 4285

On-line applications can be made to Queensland government departments and Ministers via www.rti.qld.gov.au

Applications requesting access to non-personal information or a combination of personal and non-personal information are made under the RTI Act. There is an application fee of $40.50 and processing and access charges may be payable.

Applications requesting access to personal information only are made under the IP Act. There is no application fee or processing charges for access to personal information only, however access charges may be payable. You will be required to provide evidence of your identity.

Note: *If your application seeks access to personal information of someone other than yourself (except where you are authorised to act on that person's behalf), or where you are also seeking access to documents that are considered non-personal, your application will be dealt with under the RTI Act. You will be advised by the RTI officer if this is the case, and you will be required to pay the RTI application fee. If in doubt, contact the RTI officer of the agency to which you are applying.*

Note: ◤ Denotes **Mandatory** field

Contact Details

You are required to supply your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer. If you are applying on behalf of another person, please complete this section with your contact details.

Title *(e.g. Mr, Mrs, Ms, Miss)* ◤ Given name/s ◤ Family name ◤

Organisation / Company name *(complete if you are making this application on behalf of an organisation or company)*

Postal address ◤

Postcode

Preferred method of contact *(Please indicate by numbering in order of preference, your preferred method of contact. If you choose email or post, please also provide a contact telephone number. The agency may need to telephone the applicant to clarify aspects of the application. Please include country code and area code, where applicable)*

Phone ☐ Fax ☐ Mobile ☐ Email ☐ Post ☐

Application Details

1. Which description most closely describes your application for access?

☐ I am seeking access to documents that are **non-personal** in nature
$40.50 application fee payable

☐ I am seeking access to documents that contain **personal information only** either in relation to myself or the person on whose behalf I am applying.
No application fee

☐ I am seeking access to documents that contain personal information either in relation to myself or the person on whose behalf I am applying that may contain the **personal information of someone else** and / or **non-personal information**
$40.50 application fee payable

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

No ☐

Yes ☐ ▶ Family name Given name/s

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 from the person concerned.

3. Which agency/s are you applying to? *(Note: Applications are per agency and each application will incur a separate application fee)*

4. 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 *(e.g. the planning process for the Letter Z Program)*

b. The type of documents *(e.g. internal memos, emails)*

c. The time period / date range you would like us to search within *(e.g. September 2008 - June 2009)*

d. Relevant document reference numbers *(if known)*

e. Where you think the documents may be located *(e.g. facility, business area, unit, person)*

f. Any other details you believe will assist us in dealing with your application *Note: Include additional information that the agency requires in the space provided or as an attachment to your application (e.g. date of birth will assist in locating relevant files to distinguish you from someone with the same name)*

5. Preferred access type (tick one):

Note: *Your preferred access type may not be available. If you choose to access documents by email, CD, DVD or inspection, there will be no charge for this access.*

- ☐ Inspect document/s
- ☐ Photocopy of document/s ($0.20 per A4 page)
- ☐ Document/s sent to me by email
- ☐ Copy of the document/s on DVD
- ☐ Copy of the document/s on CD

Note: *Information that is not personal to the applicant released following an application under the RTI Act may be published in an online disclosure log. A disclosure log would usually contain a summary of the RTI application as well as the relevant documents (either in full or in part) or details of how the documents may be accessed.*

6. 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 for the RTI officer to sight.

by email or fax - post or present a **certified copy** of the identification document to the relevant agency to which you are applying for information. *(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. "refer note below")*

Note: *Documents that provide sufficient evidence of identity include:*

- Current driver's licence
- Identifying page of current passport
- Birth certificate
- Copy of a prisoner's identity card certified by a corrective services officer
- Statutory declaration of an individual who has known the applicant for at least one year
  (A declaration template can be downloaded at www.courts.qld.gov.au/Forms/General/Qldstatdec.pdf)

7. Financial hardship

Concession card holders - Application for financial hardship must be made in writing to the relevant agency. If you hold a valid concession card, and you are seeking a waiver of processing and access charges, you must show RTI officer your card (or attach a copy of the card to your application).

Note: *Not all concession cards are accepted. Please contact the RTI officer to be sure your card qualifies.*

Non-Profit organisations - If you have financial hardship status, you must provide the RTI officer with a copy of the notice from the Office of the Information Commissioner showing that financial hardship status has been granted.

Note: *If you are a non-profit organisation and have sought* **financial hardship status** *under the RTI Act, do not submit this application until you have advice from the Office of the Information Commissioner about whether financial hardship status has been granted. If financial hardship status is granted, this status will remain current for one year from the date of the Information Commissioner's decision, unless there is a substantial improvement in your organisation's financial circumstances.*

Declaration

Privacy Notice: 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 in the agency to which your application relates. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

I declare that:

- The information provided in this form is complete and correct
- I have read the privacy notice
- 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)*
- In the event I cannot attach any required copies of documents, I will provide them to the agency within **10 business days** of making this application
- I have included any relevant application fee/s *(fees are based on the type of application, and are noted in section 1)*

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.

Signature

Date
/ /

Mastercard/Visa Authority

Expiry Date
/

Card number

Security Code

Amount
$

Cardholder's name

Cardholder's signature

Note: The card security code is made up of the three digits on the back of your credit card to the right of your signature line.

Office Use Only

Date received
/ /

RTI Ref / IP Ref

Application Fee Received ..... No ☐ Yes ☐ ▶ Date ...../...../.....

Satisfied as to Identity of Applicant ..... No ☐ Yes ☐ ▶ Date ...../...../.....

Identity Document Sighted ..... No ☐ Yes ☐ ▶ Type .....

Receiving Officer (print name)

Decision Maker Assigned to Application (print name)

Reset Form

Print Form