

# Right to Information and Information Privacy Access Application Form

*Right to Information Act 2009*

Townsville City Council (Council) is committed to providing a right of access to information in its possession or control unless, on balance, it is contrary to the public interest to give the access.

A person who wishes to be given access to a document of Council may apply for access to the document by completing and submitting this application form.

## Using This Form

Council has developed this form to assist applicants in requesting access to a Council document under the provisions of the *Right to Information Act 2009* (RTI Act).

Complete the attached application form and return it to Council via one of the methods outlined below.

Contact Customer Service (13 48 10) for assistance in completing this form.

## Methods for Submitting Your Application

In accordance with section 24 of the RTI Act, applications must be made to Council **in writing** by one of the following methods:

<b>In person:</b>	SERVE Centre - Townsville City 103 Walker Street, Townsville OR Citylibraries Riverway 20 Village Boulevard, Thuringowa Central
<b>By post:</b>	PO Box 1268, Townsville City
<b>By email:</b>	<a href="mailto:enquiries@townsville.qld.gov.au">enquiries@townsville.qld.gov.au</a>

## What Happens Next

Your completed form will be provided to Legal Services for processing.

## For More Information

Visit Council's public website ([Right to Information - Townsville City Council](#)) or contact Customer Service (13 48 10).

## Personal Details

You are required to supply your name and address for correspondence. Additional contact details will help us to process 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.

Given Name	
Family Name	
Organisation/ Company Name	<i>(Complete if you are making this application on behalf of an organisation or company)</i>
Postal Address	
Email Address	
Phone Number	

## Application Details

1. Which description most closely describes your application for access?	
<input type="checkbox"/> All of the documents I'm 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.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> 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.	
2. Are you seeking access to information on someone's behalf?	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes	Person's family name: <span style="float: right;">Given name/s:</span>
<i>Please attach proof of your authorisation to act on the person's behalf (e.g. a client agreement if you are a solicitor or written authorisation from the person concerned).</i>	

## Particular Details

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

3. Describe the subject matter of the documents you are seeking.
4. What type of documents are you seeking?
5. What is the specific time period/date range you would like us to search within?
6. Where do you think the documents may be located?
7. Provide any other details you believe will assist in dealing with your application.
8. What is your preferred access type? (Tick one):
<input type="checkbox"/> Inspect document/s <input type="checkbox"/> Document/s sent to me by email <input type="checkbox"/> Photocopy of document/s <input type="checkbox"/> Copy of the document/s on DVD <input type="checkbox"/> Copy of the document/s on CD      (charges may apply)

**Note:** Information that is released following an application for documents that is not the applicant's personal information may be published in an online disclosure log. See privacy notice.

## 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 in order for your application to be processed.

Documents that provide sufficient evidence of your identity include:	
<ul style="list-style-type: none"><li>• Current driver's licence</li><li>• Birth certificate</li><li>• Copy of a prisoner's identity card certified by a corrective services officer</li></ul>	<ul style="list-style-type: none"><li>• Identifying page of current passport</li><li>• Statutory declaration of an individual who has known the applicant for at least one year (A declaration template can be downloaded at <a href="http://www.court.qld.gov.au/forms">www.court.qld.gov.au/forms</a>)</li></ul>

**If you are not seeking any personal information, you are not required to provide evidence of your identity.**  
Evidence of your identity may be provided as follows, depending on the way you submit your application:

In person:	Produce the <b>original</b> identification document for Council to sight.
By post:	Attach a <b>certified copy</b> of your identification document to this application form.
By email:	Post or present a <b>certified copy</b> of your identification document to Council.

*\*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 a pharmacist or in the case of a prisoner, a corrective services officer.*

## Financial Hardship

<b>Concession Card Holders</b>	An application for financial hardship must be made in writing. If you hold a valid concession card, and you are seeking a waiver of processing and access charges, you must attach a copy of the card to your application.
<b>Non-Profit Organisations</b>	<p>If you have valid <b>financial hardship status</b>, you must provide a copy of the notice from the Office of the Information Commissioner showing that financial hardship status has been granted.</p> <p><i>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.</i></p>

## Payment of Application Fee

There is an application fee associated with lodging an application for documents that do not contain the applicant's personal information under the *Right to Information Act 2009*. This application fee cannot be waived.

After a preliminary assessment of your application, Legal Services will arrange for you to be contacted to make payment of the associated application fee via phone.

Fees and charges can be found on Council's website ([Right to Information - Townsville City Council](#)).

## Declaration

I declare that:

- the information provided in this form is complete and correct;
- I have read the privacy collection notice;
- where applicable, I have attached documents requirement for the purpose of this application (e.g. evidence of identity, authorisation to act on another person's behalf);
- if I cannot attach any required copies of documents, I will provide them to the agency **within 10 business days** of making this application; and,
- I have included any relevant application fee.

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.

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	

**Privacy Collection Notice** >> Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties, including processing your right to information or information privacy access application. We respect the privacy of the personal information held by us. The way in which the Council manages personal information is governed by the *Information Privacy Act 2009*. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. Documents responsive to your application which do not include your personal information may be published on Council's disclosure log. For further information about how we manage personal information, please see our Information Privacy Policy.