



GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 FORMAL ACCESS APPLICATION FORM

116 Adelaide Street, Raymond Terrace NSW 2324
PO Box 42, Raymond Terrace NSW 2324
Ph: (02) 49800255, Fax: (02) 49873612,
email: council@portstephens.nsw.gov.au

DX 21406 | **ABN** 16 744 377 876



Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on (02) 49800187 or visit our website at www.portstephens.nsw.gov.au.

1. Your details

Surname: WILKINSON Title: Mr/Mrs/Ms MR
Other names: MARGARET
Postal address: TRRA INC. PO BOX 290 Postcode: 2315
Day-time telephone: (02) 4981-2881 Facsimile: _____
Email: secretary@trra.com.au

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: _____ Main language spoken: _____
Aboriginal or Torres Strait Islander: Yes No (tick one)
Do you have special needs for assistance with this application: No

I agree to receive correspondence at the above email address.

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

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 with photograph, signature and current address
 Current Australian passport
 Other proof of signature and current address details

3. 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, the agency may refuse to process your application.

Information concerning the Council operated Holiday park formerly known as Samurai Beach Resort, and since late 2014 as TreEscape Park. The specific information we request is set out in the attached document.

Are you seeking personal information? Yes No (tick one)

4. 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) _____
Initially, we would like to see a list of relevant documents, with the option to request copies of specific documents later

Application Fee

I attach payment of the **\$30 application fee** by cash cheque money order (tick one). (Note: please do NOT send cash by post)

5. Disclosure log

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

Do you object to this? Yes No (tick one)

6. Discount in processing charges

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 (eg a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:

TRRA inc. is a public interest association representing ratepayers and residents of the Tomaree peninsula. The only purpose of making this request is to bring to light, for public scrutiny, matters relating to the use of ratepayers money. The request is therefore, by definition, 'of special benefit to the public'.

Applicant's signature:

Date:

Please post this form or lodge it at: 116 Adelaide Street, Raymond Terrace NSW 2324 or PO Box 42, Raymond Terrace NSW 2324

General information about the GIPA Act is available by calling the NSW Information & Privacy Commission on freecall 1800 472 679 or at its website: www.ipc.nsw.gov.au

Office use only

Date application received: _____

File reference: _____