

RIGHT TO INFORMATION AMENDMENT APPLICATION

Introduction

Right to Information (RTI) is a formal legislative process that gives individuals the right to access and amend information held by Council, unless there is a reason for it not to be provided. For further information, please refer to [Council's website](#).

Council may have administrative practices that allow you to amend your own personal information without entering into a formal application process under the *Right to Information Act 2009* (Qld). We recommend that you contact Council's Governance Officer for assistance and advice before completing and submitting this application form. Please contact governance@noosa.qld.gov.au

If you wish to make a formal application to amend personal information under the *Right to Information Act 2009* (Qld), this is the recommended form.

Under the *Right to Information Act 2009* (Qld), you may apply to amend documents containing personal information where you believe relevant information is inaccurate, misleading, out of date, or incomplete. There are no fees or charges for the application, but you will be required to provide evidence of your identity.

Please complete all details in full.

1. Application details				
1.1 Applicant				
<i>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.</i>				
Surname		Given names		
Organisation				
Postal address				
Street address (including unit/street number)				
Suburb		State		Postcode
Phone		Mobile		
Email address				
Preferred method of contact (e.g. email, post)				
1.2. Are you seeking access to information on someone's behalf? <i>Please tick</i>				
<input type="checkbox"/> Yes		<input type="checkbox"/> No		
1.2.1 Representative				
Surname		Given names		

Organisation					
Postal address					
Street address					
Suburb		State		Postcode	
Phone		Mobile			
Email address					

Please attach proof of your authorisation to act on the Applicant's behalf.

e.g.: a client agreement if you are a solicitor) or written authorisation from the person concerned.

If you are an eligible family member, and you wish to amend documents on behalf of a deceased relative, you must provide proof of your relationship to the relative.

Eligible family members include a spouse, adult child of the deceased person (if the spouse is not available), a parent of the deceased person (if neither the spouse nor the adult child are available) and others as listed in the RTI Act. Please contact the RTI Officer if you are uncertain as to whether you are an eligible family member.

2. Particulars of amendment application

Please specify and detail information about the amendment you seek.

2.1 Describe the document/s you wish to amend, and select from the options below:

Please tick

<input type="checkbox"/> Letter	<input type="checkbox"/> Memo/Report	<input type="checkbox"/> File	<input type="checkbox"/> Form
<input type="checkbox"/> Other (Specify):			

2.2. If you claim that personal information is inaccurate or misleading, please provide an explanation of how or why the personal information is inaccurate or misleading and include the changes proposed so that the personal information is not inaccurate or misleading.

If possible, please attach a copy of the relevant document/s, with appropriate passages marked for the RTI Officer's reference.

2.3. If you claim the personal information is out of date or incomplete, please provide an explanation of what information is necessary to render the document up to date or complete, and include the changes proposed so that the personal information is not out of date or incomplete.

If possible, please attach a copy of the relevant document/s, with appropriate passages marked for the RTI Officer's reference.

2.4. Provide any other supporting information that you believe will assist in the assessment of your application.
Attach additional pages if necessary.

3. Evidence of identity

To protect your privacy and that of others, 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 applying on someone's behalf, both parties must provide evidence of their identities.

Applying:

- by post — attach a certified copy of your identification document to this application form.
- in person — produce the original identification document for a Council officer to sight.
- by email or fax — post or present a certified copy of the 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 in the case of a prisoner, a corrective services officer.

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.court.qld.gov.au/forms.

4. Declaration

I declare that:

- The information provided in this form is complete and correct
- I have read the privacy notice
- Where applicable, I have attached required supporting documents OR if I cannot attach them, I will provide them to the agency within 10 business days of making this application.

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.

Name

Signature

Date

5. What to do with this form

Please send your completed application form and any supporting documentation to:

Email: governance@noosa.qld.gov.au

Post: PO Box 141, TEWANTIN QLD 4565

In Person: Customer Service, Noosa Shire Council, 9 Pelican Street, TEWANTIN QLD 4565

OFFICE USE ONLY

Received by

Date

Referred to

Date

Collection notice: Noosa Shire Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your request and the legitimate functions and services of Council affecting your property. Council is authorised to collect this information in accordance with the *Local Government Act 2009* (Qld) and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Your personal information will only be disclosed to third parties with your consent, or if required to do so by law and will not be transferred outside of Australia. If you do not provide your personal information, we may not be able to process or respond to your request. Your personal information is handled in accordance with Council's *Privacy Policy* and contains details on how to request access to your personal information and complain if you believe there has been a breach of the Queensland Privacy Principles in the *Information Privacy Act 2009* (Qld). If you have any questions regarding how your personal information will be handled contact us on the details provided on this form.