

# Right to Information Act | *How to make an application*

Version 9 Updated July 2019

## Application form

The *Right to Information Act* (RTI) states that an application should be made on the approved application form.

A copy of the approved *Right to Information and Information Privacy Access Application Form* can be downloaded from the internet at:

[www.rti.qld.gov.au](http://www.rti.qld.gov.au) or  
[http://www.mackay.qld.gov.au/about\\_council/policies\\_and\\_fees/right\\_to\\_information2/how\\_do\\_i\\_make\\_an\\_application](http://www.mackay.qld.gov.au/about_council/policies_and_fees/right_to_information2/how_do_i_make_an_application)

Once the application form has been completed, it can be submitted to Mackay Regional Council by post at:

The Chief Executive Officer  
Mackay Regional Council  
PO Box 41  
Mackay Qld 4740

or in person at Council's Client Service Centres at:

73 Gordon Street, Mackay  
20 Victoria Street, Mirani  
65 Broad Street, Sarina

## How to fill out the application form

The application form must provide an address to which council can send written correspondence.

The application must also contain enough details about the documents being requested to enable council to identify the documents. It is important that these details are as clear as possible, as this will help council to locate the documents quickly.

The application form also indicates which sections on the form must be completed.

It may help to speak with one of Council's Right to Information Officers before an RTI application is made, as they will be able to advise whether the requested information can be obtained without making a formal application under the *Right to Information Act*.

## Application fee

There is an application fee of \$51.70 for RTI applications which must be provided with the application form. This fee cannot be waived.

## Identification

If access is being sought for documents that contain the applicant's personal information, a certified copy of identification must be provided with the application form.

If an applicant has a legal representative acting on their behalf or as their agent, they must also provide evidence of authority to act on behalf of the applicant and a certified copy of their identification.

Identification (and that of an agent, if applicable) must be certified by a justice of the peace, commissioner for declarations or a lawyer.

## Contact from council

If any application does not comply with the requirements set out above, then council will contact the applicant within 15 business days of receiving the application. They will be advised why the application does not comply and what steps you must take to make it compliant.

If contacted, the information council has requested (for example, payment of the application fee) must be provided within the timeframe given. If there is no response within that timeframe, council may consider that the application is noncompliant and may refuse to process it.

Council must provide a written notice of the decision within 10 business days if it decides to refuse to deal with any application because it is noncompliant. The applicant does have the right to apply for a review if council makes this decision.