

Quick guide – Right to Information and Information Privacy

	Right to Information	Information Privacy
Making an application	<ul style="list-style-type: none"> • Application form [PDF 172kB] • Application fee (applicable to everyone – no waivers) 	<ul style="list-style-type: none"> • Application form [PDF 129kB] • Identification needed
Types of documents which can be requested	<ul style="list-style-type: none"> • Any Council document 	<ul style="list-style-type: none"> • Only documents about the applicant
Processing charges (searching and processing with the application)	<ul style="list-style-type: none"> • Processing charges payable per 15 minutes if over five hours • Applicant will receive a charges estimate notice • May be waived for pensioner 	<ul style="list-style-type: none"> • No charges
Access charges (printing costs)	<ul style="list-style-type: none"> • May be charges for printing • Free if provided electronically via email or on CD – preferred method) 	<ul style="list-style-type: none"> • May be charges for printing • Free if provided electronically via email or on CD – preferred method)
How long will it take?	<ul style="list-style-type: none"> • 25 business days • May request extension • Longer if third party consultation needed 	<ul style="list-style-type: none"> • 25 business days • May request extension
What will I get?	All documents related to the issue, with text removed (where exempt or contrary to the public interest)	Only documents which relate to you, with other information removed
What format will the documents be provided in?	Standard secure format – scanned PDF document	
I want to know who complained about me. Can I get this through RTI?	No. Council protects the identity of complainants. Please see our Complaints and disclosure of personal information page and our Information Privacy Policy [PDF 47kB] for more information	
Can I ask for 'all documents' about a particular issue?	Yes, but broad RTI applications are difficult to process and can be expensive for applicants. The more specific the application, the faster and more accurate searches will be	Yes, but only the documents in the particular issue that are about you will be considered
Will I get full access to the documents?	Depending on what documents you request, you may find that some pages or parts of pages have text removed. This is because the decision maker has to consider legislative requirements that may apply to each document. Types of information that are commonly removed are: personal information of another person, legal advice and business or commercial information	