

Customer Contact
1300 COUNCIL (1300 268 624)
07 4679 4000

www.wdrc.qld.gov.au



OUR COMMUNITIES | OUR FUTURE

Address all correspondence to the
Chief Executive Officer PO Box 551, DALBY, QLD 4405
info@wdrc.qld.gov.au

ENQUIRIES TO:
K Gillespie
P 1300 268 624
P 07 4679 4000 (interstate)

FILE REF:
AD8.1.4
RTI 23/24-012

ECM DOC SET
5115276

KMG

26 June 2024

LFC

Via email: foi+request-11550-9fdd78c9@righttoknow.org.au

Dear LFC

**RE: APPLICATION UNDER THE RIGHT TO INFORMATION ACT 2009
NOTICE UNDER SECTION 33(2) OF THE RIGHT TO INFORMATION ACT 2009**

I refer to your application which was received by Western Downs Regional Council on 21 June 2024 seeking access to the following documentation:-

'...I would like to formally request to see all of the written comments from the Dalby community that were submitted in the 'Have Your Say: Dalby Cultural Centre Development' survey.'

I draw your attention to sections 24(2) and (3) of the *Right to Information Act 2009* (the RTI Act) which set out the requirements of a valid application:

(2) *The application must—*

- (a) ***be in the approved form and be accompanied by the application fee; and***
- (b) *give sufficient information concerning the document to enable a responsible officer of the agency or the Minister to identify the document; and*
- (c) *state an address to which notices under this Act may be sent to the applicant.*

(3) *Also, if the application is for access to a document containing personal information of the applicant, the applicant must provide with the application or within 10 business days after making the application—*

- (a) *evidence of identity for the applicant; and*

(b) if an agent is acting for the applicant—evidence of the agent's authorisation and evidence of identity for the agent.

Examples of an agent's authorisation—

- *the will or court order appointing the agent to act as the applicant's guardian*
- *the client agreement authorising a legal practitioner to act for an applicant*
- *if the application is made in reliance on section 25, evidence the agent is the child's parent*

I have formed the view that your application is not valid because the application was not in the approved form and no application fee accompanied the application.

CONSULTATION

Pursuant to section 33(3) of the RTI Act, I must not refuse to deal with your application without providing you a reasonable opportunity to consult with a view to making your application in a way which complies with section 24(2).

Accordingly, I request that you:-

1. complete the approved Right to Information and Information Privacy Access Application as attached; and
2. pay the application fee of \$55.75 -

Payment can be made by referencing RTI 23/24-012:-

In person -

Payment can be made at any Council Customer Service Centre -

<https://www.wdrc.qld.gov.au/Council/Contact-Us/Customer-Service-Centres>

By mail -

Cheque payable to:-

Western Downs Regional Council

PO Box 551

DALBY QLD 4405

By telephone -

Pay by credit card by calling 1300 268 624

DUE DATE FOR RESPONSE

Please note that the due date for response is fifteen (15) business days from the date of this notice being **17 July 2024**. If a response is not received from you by this date, a decision may be made to refuse to further deal with your application.

Should you have any further enquiries concerning this matter, please contact me on telephone 4679 4064.

Yours faithfully

K M Gillespie

K Gillespie
RTI OFFICER