

## HOW TO APPLY FOR INFORMATION

Requests for access to documents under *Right to Information (RTI)*, *Information Privacy (IP)* and *Administrative Access* exclude documents that are readily available by other means (ie. on our website at [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)).

If you have not been able to find the information you are looking for through our Publication Scheme (or by requesting it through the correct channels i.e. our external website at [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)), you may wish to make an application under the RTI Act or IP Act. This process provides a formal means of obtaining documents held by council, and should be used as a last resort.

### Applicants should:

1. Submit their application on the approved form
2. Supply the application fee where applicable
3. Provide sufficient information to identify the information required
4. If acting as an agent for the applicant, provide the authority of the applicant
5. If your application relates to your personal information, provide proof of your identity
6. Send your application to council either by post to:

The Chief Executive Officer  
Isaac Regional Council  
PO Box 97  
MORANBAH QLD 4744

or

E-mail: [records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au)

Phone: 1300 ISAACS (1300 47 22 27)

Fax: (07) 4941 8666

or visit your nearest Council office, open Monday to Friday, 8.30am to 5.00pm.