

# Community Directory - New Listing



This form is used to request a new listing in our community services directory. The information you supply will be used to update details about your service in the public internet, disk based and printed community directories. We reserve the right to modify the information you supply to ensure consistency between listings in the directories.

**HOW TO COMPLETE THIS FORM:** Print out and write in your service details and return via fax, email or post,

**return to:** COMMUNITY DEVELOPMENT  
PO Box 489  
NEWCASTLE NSW 2300

**Email to:**  
communityadmin@ncc.nsw.gov.au

**or fax to:**  
4974 5396

|   |   |
|---|---|
| <b>Name of Service:</b>                               |   |
| <b>Phone:</b>   |   |
| <b>Fax:</b>   |   |
| <b>Email:</b>   | <i>(for public use)</i>   |
| <b>Web:</b>   |   |
| <b>Other Contacts:</b>                                |   |
| <b>Service Location or Meeting Address:</b>           | <i>(please leave blank if clients do not visit this address)</i>  |
| <b>Postal Address:</b>                                |   |
| <b>Service Description Details:</b>                   | <i>(Please provide a brief description of services provided. Approx one paragraph.)</i>                           |
| <b>Hours:</b>   |   |
| <b>Disabled Access:</b>                               | <i>(Briefly describe facilities available)</i>  |
| <b>Fees:</b>  |   |
| <b>Parent Organisation:</b>                           |   |
| <b>Transport Options:</b>                             |   |
| <b>Languages Spoken:</b>                              | <i>(include only languages, other than English, spoken by professional full time staff)</i>                       |
| <b>Facilities available for public use:</b>           |   |
| <b>Volunteer opportunity:</b>                         |   |
| <b>Referral Details:</b>                              |   |
| <b>Age, Sex &amp; Other Eligibility Restrictions:</b> |   |
| <b>Area/Region Served:</b>                            | <i>(Area or region from which you would expect to draw most users of the service. Eg. Newcastle, Hunter etc.)</i> |

The following information is private ie not for publication in any directories.

|                          |   |
|--------------------------|---|
| <b>UPDATE EMAIL</b>      | <i>Complete only if you would like us to contact you by email for updates in the future</i> |
| <b>FORM COMPLETED BY</b> | Name: _____ Dated: _____ Signed: _____  |

**PROTECTING YOUR PRIVACY!** The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with the Privacy and Personal Information Protection Act, 1998, the Privacy Code of Practice for Local Government and our Privacy Management Plan. These documents are available for inspection at Council or is available on Council's web site. This information says how we will protect your privacy. *You have a right to access & amend any of your personal information held by Council to ensure that its correct.*

**Purpose of Collection:** To identify organisations and services that wish their details to be made public as indicated above. **Intended recipients:** Community Based organisations and or services.  
**Supply:** Voluntary **Consequence of non provision:** An organisation or services information will not be listed on the on-line community directory. **Storage:** Community Development  
**Retention period:** 1 year, then an update request will be sent.