

Government Information (Public Access) Act 2009

ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact the Right to Information Officer on 9275 7100. A set of tips on how to prepare your application can be found at <https://www.ipc.nsw.gov.au/checklist-tips-framing-your-information-access-application>.

1. Your details

Surname: _____ **Title:** Mr / Mrs / Ms / Dr _____
Other names: _____
Postal address: _____ **Postcode:** _____
Day-time telephone: _____ **Facsimile:** _____
Email: _____

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: _____ **Main language spoken:** _____
Aboriginal or Torres Strait Islander: Yes / No (circle one) _____

Do you have special needs for assistance with this application:

Yes (please specify) No

I agree to receive correspondence at the above email address.

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received: _____
File reference: _____

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:

- Australian driver's licence with photograph, signature and current address
- Current Australian passport
- Other proof of signature and current address details

3. Government information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, we may refuse to process your application.

Are you seeking personal information? **Yes / No** (circle one)

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency:

4. Form of access

How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s)
- Access in another way (please specify)

5. Application fee

I attach payment of the **\$30 application fee** by **cash / cheque / money order** (circle one)

Note: Please do NOT send cash by post. Cheque and money order should be made payable to The Audit Office of New South Wales.

6. Third party consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, the Audit Office of New South Wales may be required to consult with third parties before deciding your application. The purpose of this consultation is for us to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

Do you object to this? **Yes / No** (circle one)

7. Disclosure log

If the information sought is released to you and we consider it may be of interest to other members of the public, details about your application may be recorded in our 'disclosure log'. This is published on our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on the disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to this? **Yes / No** (circle one)

Note: If we decide to include information in our disclosure log despite your objection, you can seek a review of this decision.

8. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card)

AND / OR

- Special benefit to the public – please specify why below:

9. Privacy statement

The Audit Office of New South Wales is subject to the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002* which require us to comply with Information Protection and Health Privacy Principles. Your personal information is being collected to process this application pursuant to Part 4, Division 1 of the GIPA Act and may be used for the purpose of processing this application. The Audit Office of New South Wales will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by the Audit Office of New South Wales in accordance with the Privacy Management Plan. You have the right to access and correct the information if you believe that it is incorrect. If you wish to do so, you can contact the Audit Office of New South Wales on 02 9275 7100.

Applicant's signature: _____

Date: _____

Please post this form to:

**Right to Information Officer
 Audit Office of New South Wales
 GPO Box 12
 SYDNEY NSW 2001**

or lodge it at:

**Right to Information Officer
 Audit Office of New South Wales
 Level 19, Darling Park Tower 2
 201 Sussex Street
 SYDNEY NSW 2000**