



Government Information (Public Access) Act 2009

FORMAL 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 (02) 4251 6111 or visit our website at: www.ses.nsw.gov.au

1. Your details

Surname: **Title:** Mr / Mrs / Ms / Dr
Given name/s:
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:

I agree to receive correspondence at the above email address.

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: This agency may refuse to process your application if sufficient information is not supplied)

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

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

Payment of **\$30.00** should accompany the application in the form of a **cheque / money order** made payable to the **NSW State Emergency Service** or **by electronic funds transfer**.

BSB: 032-001
Account: 206007
Name: NSW SES Operating
Reference: GIPA – [insert surname here]

(Note: please do NOT send cash)

6. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency’s ‘disclosure log’. This is published on the agency’s website.

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

7. 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 (eg a pension or Centrelink card).

AND / OR

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

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.....

Applicant’s signature:

Date:



Please post this form or lodge it at: Right to Information Officer
 NSW State Emergency Service
 PO Box 6126 | Level 6, 6-8 Regent Street
 WOLLONGONG NSW 2500
 Tel: (02) 4251 6111
 Fax: (02) 4251 6500

General information about the GIPA Act is available by calling the Information and Privacy Commission NSW on freecall 1800 IPC NSW (1800 472 679) or at its website: www.ipc.nsw.gov.au

Office use only

Date application received:

File reference: