

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 Government Information Officer on governmentinformationofficer@crimecommission.nsw.gov.au or (02) 9269 3888 or visit our website at www.crimecommision.nsw.gov.au.

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? If yes, please detail what they are:.....

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

If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so.

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

Office use only

Date application received:

File reference:

3. Government information sought

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 sought, your application may be deemed invalid.

Attach additional pages (if necessary) with any additional information that you feel will support your application.

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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

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

(Note: please do NOT send cash by post)

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 agency may be required to consult with third parties before deciding your application. The purpose of this consultation is for the agency 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)

Where consultation with a third party is required, the time to respond to your application will be extended by 10 working days.

7. Disclosure log

If the information sought is released to you and the Commission considers it would be of interest to other members of the public, details about your application may be recorded in the Commission’s ‘disclosure log’. This is published on the Commission’s website. If you object to this, the Commission must first decide whether 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 an agency’s 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 on your behalf; and/or
- The information concerns the affairs of 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 the Commission decides to include information in its 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 (eg a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:

.....
.....

9. Additional information

An applicant is required to inform the Commission if they have previously sought substantially the same information from another agency.

Have you, at any time, applied for similar information from another agency?

Yes / No (circle one)

If yes, which agency?

10. Privacy statement

The Commission is subject to the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*, which requires this agency to comply with Information and Health Privacy Principles. Your personal information is being collected, and may be used by the Commission, to process your access application under the GIPA Act.

The Commission is required to collect personal information directly from the individual, unless the individual has authorised collection of the information from someone else.

The Commission will not disclose your personal information without your consent unless authorised or required by law. Your personal information will be held by the Commission at 453 – 463 Kent St, Sydney NSW 2000. You have the right to access and correct the information if you believe that it is incorrect.

Applicant's signature:

Date:

Please post this form, or lodge it by hand, to:

Government Information Officer
New South Wales Crime Commission
453-463 Kent Street
Sydney NSW 2000