



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 8741 5110.

1. Applicant Details

Title (please circle one): Dr / Mr / Ms / Mrs / Miss / Other

Surname:

Other names:

Organisation (if applicable):

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**

Email:

I agree to receive correspondence at the above email address.

Type of applicant: (tick as appropriate)

Member of Parliament Member of Public (application by legal representative)

Media representative Private sector business

Member of the Public (Other) Not for Profit/Community organisation

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?

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Office use only

Date application received:

File reference:

2. Proof of identity

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

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

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

- Australian driver's licence
- 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, the agency may refuse to process your application.

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4. Form of access

How do you wish to access the information?

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

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

(Note: Cheques and money orders are to be made payable to the NSW Rural Fire Service)

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

If you are given access to the information sought, 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 to:

NSW Rural Fire Service
Attention: The Right to Information Officer
Locked Bag 17
Granville NSW 2142

Or lodge it at:

15 Carter Street
Lidcombe

INFORMATION FOR APPLICANTS

- **Summary incident related report:** NSW Rural Fire Service (RFS) usually provides access to the 'Fire Incident Reporting System (FIRS) Summary Report' free of charge through the State Operations Centre. If you are seeking access to this document only, please contact the Right to Information Officer prior to submitting a formal access application to discuss the scope of your application.
- **Application fee:** if you can demonstrate financial hardship (Pensioner or Centrelink card) the RFS will reduce the application fee by 50%. Please attach proof of financial hardship with your application.
- **Scope of your application:** clearly outline the information you are seeking and provide sufficient detail to identify the information requested. This reduces the processing time required for your application. Further, when seeking incident related information and you are seeking information on behalf of a third party (for example if you are an insurance company and seek information on behalf of an insured party) please specify this information at section 3 above.
- **Consultation with third parties:** if the information you are seeking access to 1) contains personal information of third parties 2) concerns a third party's business, commercial, professional or financial interest 3) concerns research carried out by or on behalf of a third party or 4) affairs of a government of the Commonwealth or another State, the RFS may be required to consult with the relevant third parties. This increases the decision period for processing your application and may increase the processing costs you may incur. If you wish to exclude information requiring consultation from the scope of your application in order to avoid an extension in the decision period or reduce processing charges please note this at section 3 above.