



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 email our GIPA Officer at GIPA@rspcansw.org.au or call 1300 278 358. The Information and Privacy Commission provides important guidance on information access at www.ipc.nsw.gov.au.

1. Your details

Surname: Title:
Other names:
Postal address: Postcode:
Day-time telephone: Mobile:.....
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, you 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 wish to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, RSPCA NSW may refuse to process your application. Please attach additional pages if more space is required.

.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....

Are you seeking access to your own personal information? **Yes / No** (circle one)

Are you seeking access to someone else’s 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/agencies

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

In accordance with section 41(1)(c) of the GIPA Act, your request for information must be accompanied by payment of a **\$30.00 application fee**. If this fee is not paid, your access application may be invalid. If paying by cheque/money order, please make payable to RSPCA NSW.

- I enclose payment of the \$30.00 application fee by **cheque / money order** (circle one).
- I have paid the \$30.00 application fee by **direct deposit**. Date of payment:

Account name: RSPCA NSW
Account number: 800 525
BSB: 032 074
Bank/branch: Westpac Auburn
Reference: **GIPA [your surname/organisation]**

6. Third party consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, RSPCA NSW may be required to consult with third parties before deciding your application. The purpose of this consultation is for RSPCA NSW 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 public 'disclosure log'. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the 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 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)

Please note: If RSPCA NSW decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

8. Processing charges

You may be asked to pay a charge for processing your application at a rate of \$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 reference number).

AND / OR

Special benefit to the public - please specify why below:

.....
.....

Your signature: Date:

Please lodge this form by post or by email:

Post: GIPA Officer, RSPCA NSW, PO Box 34, Yagoona NSW 2199

Email (preferred): GIPA@rspcansw.org.au

Privacy statement: By submitting this form, you are providing personal information to RSPCA NSW (we, us, or our). We are collecting your personal information to process your application for access to information under the *Government Information (Public Access) Act 2009*. Supplying your personal information is voluntary, however we may not be able to process your application if you do not provide it. Further details about how we manage personal information is contained in our Personal Information Collection Notice at rspcansw.org/collection-notice and Privacy Policy at rspcansw.org.au/privacy-policy.