

Access application

Government Information (Public Access) Act 2009

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act) held by the NSW Electoral Commission. If you need help to fill out this form, please contact RightToInformation@elections.nsw.gov.au

Your details

<input type="text"/>	<input type="text"/>	<input type="text"/>
TITLE	GIVEN NAME(S)	SURNAME
<input type="text"/>	<input type="text"/>	<input type="text"/>
POSTAL ADDRESS	SUBURB	STATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
DAYTIME PHONE	EMAIL	
<input type="text"/>	<input type="text"/>	

I agree to receive correspondence at the above email address.

The questions below are optional. Your answers will help us provide the appropriate response.

Are you a: (please tick)

- Member of the public
- Member of Parliament or local councillor
- Journalist or media representative
- Legal practitioner or firm
- Other

PLEASE SPECIFY

Do you need assistance with this application? Yes No

If yes, please give details below

Proof of identity

If you are seeking access to your own 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

Please describe the information you would like to access

Note: Your application will not be valid if you do not give enough details to enable us to identify what information you are seeking. If the scope of the application is too broad and we consider it would be a diversion of our resources to process, we will contact you to discuss reducing the scope of the information applied for.

We cannot be required to create new information or documents to respond to your application, but we may decide to do so if convenient (for example, by creating a summary of the information rather providing all sources of the information).

Have you, at any time, applied for similar information from another agency? Yes No

You are required to inform us if you have previously sought substantially the same information from another agency. If yes, which agency?

Are you seeking information for current legal proceedings? Yes No

We may refuse to deal with an application if we reasonably believe you, or a person acting in concert with you, is a party to proceedings before a court and able to apply to that court for the information.

Personal information in the requested information

We may remove personal information of other persons from the information requested if appropriate.

Do you consent to this? Yes No

If you do not consent, we are required to consult with any third party whose personal information is contained in the information.

Third party consultation consent

If the information you are requesting contains information about another person, business or agency, we may be required to consult with them about whether they object to disclosure of some or all of the information being requested.

Do you consent to your name being disclosed as the applicant to a third party? Yes No

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 below

Disclosure log

If the information is released to you and would 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. **Note:** Your personal information will not be published on our disclosure log.

Do you object to this? Yes No


Application fee

I attach payment of the \$30 application fee by Cash Cheque Money order

Note: Do NOT send cash by post. If you wish to pay by cash you will need to make an appointment to attend our office. If you prefer to pay by Electronic Funds Transfer please email RightToInformation@elections.nsw.gov.au to arrange payment.

Processing charges

You may be asked to pay a processing charge of \$30 per hour before we process the application. 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) 
- Special benefit to the public – please specify why below:



APPLICANT'S SIGNATURE

DD / MM / YYYY

DATE

Please send this form and the application fee to:

Right to Information Officer
NSW Electoral Commission

By post: GPO Box 832 Sydney NSW 2001

By email: RightToInformation@elections.nsw.gov.au

In person: Please email RightToInformation@elections.nsw.gov.au or call 1300 135 736 to make an appointment to attend our office at 231 Elizabeth Street Sydney NSW 2000.

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

Privacy statement

The NSW Electoral Commission collects personal information on this form for the purpose of processing your application for access to information under the *Government Information (Public Access) Act 2009*. Our staff and contractors have access to this form. We may also disclose information to others if legally required or authorised. If you do not provide information required by this form we may not be able to process this application. See the [Privacy Management Plan](#) on our website about access to and correcting your personal information.

OFFICE USE ONLY

DD / MM / YYYY

DATE APPLICATION RECEIVED

FILE REFERENCE