

ACCESS APPLICATION

GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

Please complete this form to apply for formal access to government information held by SafeWork NSW under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help with filling out this form, please contact SafeWork NSW's Right to Information Officer or visit their website (see over for details).

SECTION 1. YOUR DETAILS

Title	Family/Surname	Other names
Given name	Name of party on whose behalf you are acting (if applicable)	
CONTACT ADDRESS		
Unit number/Street number/Property number (include Lot or DP number if applicable)	Daytime contact number	Mobile number
Street name	Company	
Suburb	Email	
State	Postcode	Email I agree to receive correspondence at the above email address.

SECTION 2. PROOF OF IDENTITY

When seeking access to any person's personal information (including your own), an applicant must provide proof of identify in the form of a certified* copy of any one of the following documents:

Mark one box only.

Australian driver's licence (with photograph, signature and current address)

Current Australian passport

Other proof of signature and current address details

*Certified means that your proof of identify must be verified (such as – signed and dated) by an authorised person (Justice of the Peace, doctor, teacher, pharmacist, legal practitioner, Postmaster – Australia Post).

SECTION 3. GOVERNMENT INFORMATION

Please describe in detail the information you would like to access to allow the record(s) to be identified.
(Note: If you do not give enough details about the information, the agency may refuse to process your application).

Other information you can provide that may assist in the identification of relevant documents.

If you are requesting information about a SafeWork NSW investigation or a workplace incident, SafeWork NSW requires some additional details with your application. The following details are required:

Name of the injured worker

Date the incident occurred (DD/MM/YYYY)

Name of the employer

ADDRESS OF WORKPLACE OR SITE WHERE INCIDENT OCCURRED

Unit number/Street number/Property number
 (include Lot or DP number if applicable)

Suburb

Street name

State

Postcode

Primary activity undertaken at workplace where incident occurred (such as - construction)

SafeWork NSW file reference or name of SafeWork NSW inspector (if known)

Description of documents you would like to access (if known)

SECTION 4. FEES AND CHARGES

Application fee - A fee of \$30 applies to all access applications.

Processing cannot proceed until this fee is paid. **Please see the application fee payment section on the following page.**

ADDITIONAL PROCESSING CHARGES

The application fee for applicants seeking access to their own personal information provides for 20 hours of processing time. A charge of \$30 (or \$15 concession*) per hour is applied thereafter.

The application fee for applicants seeking access to non-personal information provides for one hour of processing time. A charge of \$30 (or \$15 concession*) per hour is applied thereafter.

*A \$15 concession applies for fees and processing charges where an applicant can certify the following:

- the applicant holds a Pensioner card or a Health Benefit card, or
- is a full time student, or
- represents a non-profit organisation, or
- is able to demonstrate financial hardship.

SECTION 5. DISCLOSURE LOG

If the information you have requested 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

Applicant's signature

Date (DD/MM/YYYY)

SECTION 6. FORM OF ACCESS

How do you wish to access the information?

A copy of the documents

Access in another way (please specify below)

SECTION 7. CONSULTATION

Information/records that relate to other persons or businesses may require third party consultation before a decision to release them can be made. Your response to the following questions will be taken into consideration in these instances.

Do you understand that other involved persons may be contacted to obtain their consent to release information/records to you?

Yes No

Do you understand that to undertake third party consultation, the time taken to respond to your application will be extended by a further 10 working days?

Yes No

Do you consent to the other party being given your details as the applicant requesting their information?

Yes No

SECTION 8. PRIVACY STATEMENT

SafeWork NSW respects your privacy and is committed to protecting your personal information. We operate in accordance with the provisions of the Privacy and Personal Information Protection Act 1998. The purpose of collecting the information requested is to allow SafeWork NSW to process your access application under the *Government Information (Public Access) Act 2009*. The information will be reviewed and held by the Right to Information team, it will not be shared with any third parties. Please note all information provided will be treated confidential.

SECTION 9. APPLICATION LODGEMENT

Please address completed forms to the Right to Information Team at SafeWork NSW.

Postal Address: SafeWork NSW
Locked Bag 2906
Lisarow NSW 2252

Email Address: gipa@safework.nsw.gov.au

Phone: (02) 4321 5000

Toll Free: 13 10 50

Website: www.safework.nsw.gov.au

SECTION 10. APPLICATION FEE PAYMENT

The \$30 application fee must be paid when this notification is submitted.

Pay by cheque. Enclose a cheque made payable to SafeWork NSW.

Pay by money order. Enclose a money order made payable to SafeWork NSW.

FURTHER INFORMATION

You can contact the Information and Privacy Commissioner NSW for further information on the GIPA Act at www.ipc.nsw.gov.au or by telephone on **1800 472 679**.