



OFFICE USE ONLY

Date application received: [ ] File reference: [ ]

Government Information (Public Access) Act 2009 (NSW)
FORMAL ACCESS APPLICATION

INFORMATION FOR APPLICANTS

Summary incident related report: NSW Rural Fire Service (NSW RFS) usually provides access to the 'Fire Incident Reporting System (FIRS) Summary Report' free of charge through the State Operations Centre.

Application fee: if you can demonstrate financial hardship (Pensioner or Centrelink card) the NSW RFS will reduce the application fee by 50%.

Scope of your application: clearly outline the information you are seeking and provide sufficient detail to identify the information requested.

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 NSW 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.

Please complete this form to apply to make a formal application to access government information in NSW from the NSW RFS under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act).

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 NSW RFS may refuse to process your application.

Have you applied, at any time, to the NSW RFS or another agency for similar information?	Yes	No	If yes, please state the name of the agency	
<b>YOUR DETAILS</b>				
	Mr	Ms	Other	
Name:				
Surname:				
Other names:				
Postal address:			Postcode:	
Email:				
Day-time phone number:				
Type of applicant:	Media	Member of Parliament	Private sector business	Not For Profit or Community Group
	Member of the public (application by legal representative)			
	Member of the public (other)			
Why would you like to access this information?				
Are you acting on behalf of another person or party?	Yes	Name of person or party		
	No			
Are you seeking your own personal information?	Yes			
	No			

The questions below are optional and the information will only be used for the purpose of providing better service.

Place of birth:		Main language spoken:	
Aboriginal or Torres Strait Islander:	Aboriginal	Torres Strait Islander	
Do you have special needs for assistance with this application?			

## PROOF OF IDENTITY

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

When seeking access to your own personal information, an applicant should provide proof of identity in the form of a 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

Where an applicant is requesting personal information of a client, the applicant should provide a signed authority to act from the client.

## 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)

## 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 the agency's 'disclosure log'. This is published on our website. If you object to this, we must first decide if 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, is being, or is intended to be, carried out by someone 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

PLEASE NOTE: if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

## APPLICATION FEE

I attach payment of the \$30 application fee by CHEQUE / MONEY ORDER.

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

## DISCOUNT IN PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 per 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 Pensioner or Centrelink card).

### AND / OR

Special benefit to the public – please specify why:

PLEASE NOTE: that a processing charge cannot be discounted by more than 50% even if both reasons are relevant.

Date: / /

Applicant's signature:

Please send this form to:

**NSW RURAL FIRE SERVICE**

**Attention: The Right to Information Officer  
Locked Bag 17  
Granville NSW 2142**

or lodge it at:

**4 Murray Rose Avenue, Sydney Olympic Park**

FOR GENERAL INFORMATION ABOUT THE GIPA ACT contact the Information and Privacy Commission on 1800 472 679 or visit the IPC's website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)