

Formal Request for Information Government Information (Public Access) Act 2009 (GIPA)

Please complete this form to apply for an informal release of information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. The Aboriginal Housing Office reserves the right to ask you to lodge a formal access application if the work involved exceeds our 2 hour limit of processing time.

If you need help in filling out this form, please contact the Right to Information Officer on (02) 8836 9444 or visit our website at www.aho.nsw.gov.au.

Please mark relevant boxes with a ☒. If you need more room to answer any questions, please include details on a separate page and attach it to this form.

1. Your details

Surname: **Title:** Mr / Ms
Given names:
Postal address: **Postcode:**
Day-time telephone: **Facsimile:**

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:

2. Proof of identity

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

- | |
|--|
| <input type="checkbox"/> Australian driver's licence with photograph, signature and current address |
| <input type="checkbox"/> Current passport |
| <input type="checkbox"/> Other proof of signature and current address details (e.g. Health Care Card, Pensioner Concession Card) |

3. Authorising a person/agency to act on your behalf

Complete this section **ONLY** if you are authorising someone to act on your behalf

Name of person/agency acting on your behalf:

Address of person/agency acting on your behalf:.....

.....

.....

Contact telephone number of person/agency acting on your behalf:.....

I authorise the persons/agencies named on this form to act on my behalf in matters concerning my Informal Request for Information application.

I know that I can change my mind and stop my consent at any time by writing or telling the Aboriginal Housing Office unless there is a current legal order in place.

Full Name (please print)

Signature

Date

4. Information requested

Are you seeking personal information? ☐ Provide Details:

Are you seeking non-personal information? ☐

5. Form of Access

How do you wish to access the information? ☐ A copy of the document(s)

☐ Other – provide details

6. Application Fee

I attach payment of the **\$30 application fee** made payable to Housing NSW by cheque or money order only.

7. 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.

Please note that this does not apply to your own personal information

Do you object to this? **Yes / No** (circle one)

Reason why you object

8. 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 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. Health Care Card, Pensioner Concession Card).

AND / OR

- ☐ Special benefit to the public – please specify why below:

.....

9. Signature

Full Name (please print)

Applicant's Signature

Date

10. Lodging your application

Please lodge this request at your local Aboriginal Housing Office or you may send it to:

**The Manager
Right to Information Unit
Aboriginal Housing Office
Post Office Box W5 Westfield**

Parramatta NSW 2150

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au.

Office use only

Date application received: File reference:.....