PORT AUTHORITY
OF NEW SOUTH WALES

# Access to Information Application

Government Information (Public Access) Act 2009

Please complete this form to apply for access to government information held by Port Authority of NSW under the Government Information (Public Access) Act 2009. If you need assistance completing this form, please contact the Right to Information Officer on (02) 9296 4999 or refer to the Port Authority's website www.portauthoritynsw.com.au

## 1. Your details

Surname: _____ Title: please select

Given name: _____

Postal address: _____ Postcode: _____

Telephone: _____

Email: _____

☐ I agree to receive correspondence at the above email address

Do you have special needs for assistance with this application? ◯ Yes ◯ No

If yes, please provide details: _____

## 2. Government Information

Please describe the information you would like to access in enough detail to allow Port Authority to identify it.

***Note:*** If you do not give enough details about the information, Port Authority may refuse to process your application.

☐ Information I am requesting is detailed on a separate sheet.

☐ I am applying for the following:

Are you seeking personal information? ◯ Yes ◯ No (If yes, please see **3. Proof of Identity** below.)

Are you seeking information on behalf of another? ◯ Yes ◯ No

If yes, please advise for whom: _____

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency: _____

## 3. Proof of identity

(*Only required when you are requesting personal information on your 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

## 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

Under the Government Information (Public Access) Act 2009, an application is not valid without the payment of an application fee. Please select the option you have chosen to pay the fee:

- ◯ I have made an electronic funds transfer to Port Authority of NSW: BSB 032-001 Account Number 184 338 (Please include "GIPAA" in the reference)
- ◯ I attach payment of the $30 application fee by cheque / money order. (please make payable to "Port Authority of New South Wales")

## 6. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, Port Authority may be required to consult with third parties before deciding your application. The purpose of this consultation is for Port Authority 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

## 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 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, 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

***Note:*** *if Port Authority decides to include information in the disclosure log despite your objection, you can seek a review of the decision.*

## 8. Discount in processing charges

You may be asked to pay a charge for processing the application ($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 (eg a pension or Centrelink card).

  AND / OR
- ◯ Special benefit to the public – please specify why below:

## Application Lodgement

By submitting this form,
(i) I agree that the Port Authority is collecting my personal information for the purpose of handling my request for information and if I do not provide all the necessary information my request may not be processed;
(ii) I acknowledge that the personal information I have disclosed will be handled in accordance with Port Authority NSW's Privacy Statement located here; and
(iii) I may request access to my information at any time by contacting the Privacy Coordinator on: access2info@portauthoritynsw.com.au or (02) 9296 4999.