

# Government Information (Public Access) Act 2009 – application



State Insurance  
Regulatory Authority

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Please complete this form to apply for formal access to government information held by the State Insurance Regulatory Authority (SIRA) under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help filling out this form, please contact us using the details provided on page three.

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## Section 1: Your details

Given name(s)

Family name

If you are acting on behalf of another party, please provide their name here

### Contact details

Postal address (include unit/street/property/Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Suburb

State

Postcode

Primary contact number

Secondary contact number

Company

Email

## Section 2: Proof of identity

If you are seeking access to any personal information (including your own), you will need to provide proof of identity. **Please attach** a copy of any one of the following:

Current Australian driver's licence

Current Australian passport

Other proof of signature and current address details

If you are completing this form on behalf of someone else, **please attach** evidence of your authorisation to do so.

### **Section 3: Government information**

Please describe in detail the information you would like to access. Provide any additional information to assist with the identification of documents.

Please attach any relevant documents if there is not enough space.

If you have applied to another government agency for substantially the same information, please provide the name of the agency here.

Are there current legal proceedings relevant to your request for information?

Yes                  No

### **Section 4: Consultation**

Information that relates to other persons or businesses may require third party consultation before a decision to release them can be made.

If third party consultation is required, the time taken to respond to your application will be extended by a further 10 working days.

Do you consent for SIRA to provide your name when consulting with third parties?

Yes, I agree                  No, I do not agree

### **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 SIRA's 'disclosure log'. This is published on our website.

Do you agree to this?

Yes, I agree                  No, I do not agree

## Section 6: Payment of Fees

A \$30 application fee must be paid when this application is submitted. Processing cannot proceed until this fee is paid.

### Payment type

Pay by cheque or money order. Enclose a cheque or money order made payable to SIRA.

Pay by EFT transfer. Please pay into the following account:

**Reference:** Your family name – GIPA

**Account name:** State Insurance Regulatory Authority

**Bank:** Westpac Banking Corporation

**BSB:** 032-001 **Account number:** 112713

A remittance advice must be sent to [gipa@sira.nsw.gov.au](mailto:gipa@sira.nsw.gov.au)

Additional charges for processing the application (\$30/hour) may apply.

## Section 7: Privacy statement

We are collecting your information to process your application for access to information under the *Government Information (Public Access) Act 2009* (GIPA Act). You are not required to provide this information, however if you do not provide it we may not be able to process your application.

This information will only be used to process your application. Your information will not be disclosed without your consent or unless authorised or required under law.

Your information will be held by SIRA at McKell Building, Level 6, 2-24 Rawson Place, Sydney. If you would like to access or amend the information we hold about you, please contact us using the contact details provided below.

## Section 8: Signature

Signature

Date (DD/MM/YYYY)

## Section 9: Lodgement and contact details

Please post or email this application to:

### State Insurance Regulatory Authority

Information Access

McKell Building

Level 6, 2-24 Rawson Place

Sydney NSW 2000

**Email:** [gipa@sira.nsw.gov.au](mailto:gipa@sira.nsw.gov.au)

### Further information

For more information contact SIRA by: telephone 1300 656 919, email [gipa@sira.nsw.gov.au](mailto:gipa@sira.nsw.gov.au) or visit [www.sira.nsw.gov.au](http://www.sira.nsw.gov.au).