



# Access Application Form

## Government Information (Public Access) Act 2009

Please complete this form to apply for **formal access** to Government information held by NSW Treasury under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help to fill out this form, please contact the Information Access and Governance Unit at [gipa@treasury.nsw.gov.au](mailto:gipa@treasury.nsw.gov.au) or visit our website at <http://www.treasury.nsw.gov.au>.

### Your details

**Surname:** ..... **Title:** Mr/Ms/Dr

**Other names:** .....

**Postal address:** ..... **Postcode:** .....

**Day-time telephone:** .....

**Email:** .....

### 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 provide enough details to enable the identification of the information you are seeking, NSW Treasury may refuse to process your application. Please attach more details if insufficient space below).

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### Form of access

How do you wish to access the information?

- Inspection of the document(s)       A copy of the document(s)

### Application Fee

I attach payment of the **\$30 Access Application fee** made payable to the NSW Treasury by:

- Cheque       Money order

**(Note:** please do NOT send cash by post)

### Releasing your name during third party consultations

If the information sought is of a kind that would require consultation with a third party (as required under section 54 of the GIPA Act), your name may be disclosed to the third party.

Do you object to this?  Yes  No (tick one).

### Disclosure Log

If the information sought is released to you and would be of interest to other members of the public, details about your Access Application may be recorded in NSW Treasury's Disclosure Log. This is published on the agency's website.

Do you object to this?  Yes  No (tick one).

**(Note:** You will be provided with a further chance to object before the information is placed on the Disclosure Log.)

### Discount in Processing Charges

If you are given access to the information sought, you may be asked to pay a charge for processing the Access 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 (e.g. a pension or Centrelink card).
- AND / OR**
- Special benefit to the public – please specify why below (Please attach further details if required):

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### Privacy Statement

NSW Treasury is subject to the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW) which requires compliance with Information and Health Privacy Principles. Your personal information is being collected to process your Access Application for information pursuant to Part 4, Division 1 of the *Government Information (Public Access) Act 2009*. NSW Treasury may use your personal information for the purposes of processing your Access Application within the agency. NSW Treasury is required to collect personal information directly from the individual unless the individual has authorised collection of the information from someone else. NSW Treasury will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by NSW Treasury at Level 29, 52 Martin Place, Sydney NSW 2000. You have the right to access and correct the information if you believe that it is incorrect.



**Applicant's signature and lodgement**

Applicant's signature: ..... Date: .....

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Please post or deliver this form and application fee to:

Manager, Information Access and Governance  
NSW Treasury  
52 Martin Place  
SYDNEY NSW 2000

**Office use only**

Date Access Application received: .....

File reference: