

# NSW Threatened Species Scientific Committee

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## Government Information (Public Access) Act 2009 Access Application

Please complete this form to apply for formal access to information held by the NSW Threatened Species Scientific Committee under the *Government Information (Public Access) Act 2009 (GIPA Act)*. The GIPA application fee is \$30.00. There may also be a charge for processing an application which is calculated at \$30.00 per hour.

If you need help in filling out this form, please contact the Right to Information Officer, Suzanne Chate on 02 9585 6940 or visit our website at <http://www.environment.nsw.gov.au/committee/accesstoinfo.htm>

Before filling out this form please check if the information is already publicly available on the website. You may also wish to contact the Right to Information Officer to see if the information can be provided under an informal request

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Please post this form with your application fee to:

NSW Threatened Species Scientific Committee PO Box 1967, Hurstville BC NSW 1481

Attach payment of the **\$30 application fee** by cheque or money order. Please make cheques payable to the Office of Environment and Heritage. (Note: please do NOT send cash by post).

You can lodge this form at the following address – 43 Bridge Street Hurstville 2220. As there is no reception desk in this building please telephone before you visit to ensure staff are available to receive your application.

### 1. Your details

**Name:** ..... **Title:** Mr / Ms

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

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

**Email:** .....

**Do you have special needs for assistance with this application:**.....

I agree to receive correspondence at the above email address.

### 2. 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 Threatened Species Scientific Committee may refuse to process your application.

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Are you seeking personal information? **Yes / No** (circle one)

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## 3. 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) .....
- .....

## 4. Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

Please make cheques payable to the Office of Environment and Heritage.

(Note: please do NOT send cash by post)

## 5. 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 NSW Threatened Species Scientific Committee's 'disclosure log'. This is published on the Committee's pages on the Environment website.

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

## 6. 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, eg a pension or Centrelink card or provide an explanation with proof showing how much money you receive each week or if you are an organisation, financial statements;. or evidence the applicant is a full time student; or evidence an organisation is a non-profit organisation and the applicant is an official of that organisation applying on behalf of that organisation). **AND / OR**

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

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**7. Optional additional Information**

In making a decision whether there is an overriding public interest against public disclosure an applicant is entitled to provide any evidence or information concerning the personal factors that the applicant considers to be relevant to that decision. Please include any information or evidence below or as an attachment to this application.

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**8. Proof of identity**

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

**When seeking access to personal information, an applicant 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

Applicant's signature: .....

Date: .....

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Sources for more information:

Suzanne Chate, Right to Information Officer, NSW Threatened Species Scientific Committee, 02 9585 6940 or email [scientific.committee@environment.nsw.gov.au](mailto:scientific.committee@environment.nsw.gov.au).

A copy of the Government Information (Public Access Act) 2009 can be viewed and printed from the NSW Government Legislation website [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

The Information and Privacy Commission (IPC) [http://www.ipc.nsw.gov.au/privacy/ipc\\_index.html](http://www.ipc.nsw.gov.au/privacy/ipc_index.html) has fact sheets, guidance material and frequently asked questions about the GIPA Act providing detailed information on the Act and its interpretation and implementation

Information and Privacy Commission contact information:

- Go to [http://www.ipc.nsw.gov.au/privacy/ipc\\_index.html](http://www.ipc.nsw.gov.au/privacy/ipc_index.html)
- Email <mailto:ipcinfo@ipc.nsw.gov.au>
- Mail GPO Box 7011, Sydney NSW 2001
- Call 1800 472 679 between 9am to 5pm, Monday to Friday (excluding public holidays).

If you have a hearing or speech impairment, you can call the Information and Privacy Commission through the National Relay Service (NRS) on 133 677 or if you want to talk to the IPC with the assistance of an interpreter, you can call the IPC through the Translating and Interpreting Service (TIS) on 131 450. NRS and TIS are free services.

Information on your Review Rights under the GIPA Act can be found at [http://www.ipc.nsw.gov.au/agdbasev7wr/assets/privacy/m727302l5/factsheet\\_your\\_review\\_rights.pdf](http://www.ipc.nsw.gov.au/agdbasev7wr/assets/privacy/m727302l5/factsheet_your_review_rights.pdf)