



OFFICE OF THE BOARD OF STUDIES  
NEW SOUTH WALES

# Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on (02) 9367 8360 or visit our website at [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

## 1. Your details

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

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

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

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

**Email:** .....

*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?** .....

.....

.....

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 agency may refuse to process your application.

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

**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).

(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 agency's 'disclosure log'. This is published on the agency's website.

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

**6. 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/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:  
.....  
.....

Applicant's signature: .....

Date: .....

Please post this form or lodge it at: GIPA Coordinator  
Office of the Board of Studies  
GPO Box 5300  
Sydney NSW 2001

*General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 194 210 or at its website [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)*

**Office use only**

Date application received: .....

File reference: .....