

Use this form to apply for access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help filling out this form, contact the Information Officer by email info@otsi.nsw.gov.au

Applicant details

Title:	Given names:	Surname:
Company name:		
Postal address:		
State:	Postcode:	
Email address:	Phone number:	
<p>When seeking access to your own personal information, we will need to establish your identity before providing you with any information. If this applies to you, and you are not lodging the form in person where your identity will be verified, please attach a certified* copy of one of the following:</p> <p><input type="checkbox"/> I prefer to receive correspondence at the above email address</p>		

Identification documents

When seeking access to your own personal information, we will need to establish your identity before providing you with any information. If this applies to you, and you are not lodging the form in person where your identity will be verified, please attach a certified* copy of one of the following:

☐ Australian Drivers Licence ☐ Current Australian Passport ☐ Other Photo Identification

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

Please note: Information may not be able to be released if identification requirements are not fulfilled

**Certified means that the document has been verified, signed and dated by an authorised person (JP, doctor, teacher, pharmacist, legal practitioner, Postmaster Australia Post).*

Additional Information

The Office of Transport Safety Investigations (OTSI) is NSW's independent transport safety investigator. All published investigation reports are available on our website www.otsi.nsw.gov.au.

An applicant is required to inform OTSI if they have previously sought substantially the same information from another NSW government agency.

Have you at any time applied for similar information from another agency? Yes ☐ No ☐

If YES, which agency?

Application Fee

The application fee is \$30. Please make payment via direct bank transfer as follows:

Account name: OTSI Operating
Bank: Westpac Banking Corporation
BSB: 032 001
Account number: 114372
Payment Reference : GIPA – [YOUR SURNAME]

Payment made:

☐ Yes ☐ No

Payment date:

☐ Copy of remittance advice attached.

Please note: An access application cannot be deemed valid without receipt of the application fee. Processing will not commence until the OTSI receives the \$30 fee.

We may charge you additional processing fees (\$30 per hour) in relation to your application – we will notify you if this is required.

Terms of your request

Please describe the information you would like to access:

NOTE: Please be as precise as possible. If you do not give enough detail about the information you are looking for we may not be able to find it. You can only apply for access to information that is already held by OTSI. Attach to this form any additional information that you feel will support your claim for access to the documents/information.

Access to information

How do you wish to access the information?

- ☐ Inspect the document/s
- ☐ Be provided with an electronic copy of the document/s
- ☐ Access in another way (please specify):

Processing fee discount

Some applicants may be entitled to a 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

Consultation	
<p>OTSI may be required to consult with third parties before deciding your application. If the information you are seeking contains information about another person, business or government agency, we are required by law to ask whether they have an objection to the disclosure of their information. For the purposes of such consultation, please indicate in the boxes below whether you consent to the release of the following information to any third parties.</p> <p>Your name and/or company name: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Your reason for making this application: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Disclosure log	
<p>If the information sought is released to you and would be of interest to other members of the public, details about your application (excluding your personal information) may be recorded in the agency's 'disclosure log'. This is published on OTSI's website.</p> <p>Do you object to this? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Where to send your application	
<p>Email: info@otsi.nsw.gov.au</p> <p>OR</p> <p>Post: Information Officer Office of Transport Safety Investigations PO Box A2616, Sydney South, NSW 1235</p>	
Privacy Notice	
<p>OTSI is subject to the <i>Privacy and Personal Information Protection Act 1998</i> in respect of your personal information. Your personal information is being collected to process your application for information under the <i>Government Information (Public Access) Act 2009</i>. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. OTSI may use and disclose your personal information for the purposes of processing your application. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law. Your personal information will be held by OTSI which is where all applications are initially received. Generally, you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so, please email info@otsi.nsw.gov.au</p>	
Applicant's signature:	Date:

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au