



23 November 2020

Our ref: 21B-0009

Mr T Smith  
foi+request-6915-b916f3c8@righttoknow.org.au

By email: [foi+request-6915-b916f3c8@righttoknow.org.au](mailto:foi+request-6915-b916f3c8@righttoknow.org.au)

Dear Mr Smith,

**Your application under the *Government Information (Public Access) Act 2009 (GIPA Act)***

On 20 November 2020 we received your application for the following information under the GIPA Act:

*'Please provide public service workforce information for STA staff for the last year records are available, including separate figures for bus driver staff and other staff:*

- 1. How many 'on duty' days did STA staff work?*
- 2. How many reported 'sick' days were STA staff absent?*
- 3. How many 'holiday' days did STA staff take, including annual leave, time off in lieu, accrued days off and similar types of leave.'*

Transport for NSW (TfNSW) receives and acknowledges applications for access to information under the GIPA Act on behalf of the relevant transport agencies. Your application will be processed by State Transit Authority.

The Government Information (Public Access) Act 2009 (GIPA Act) enables members of the public to apply for access to government information.

However, an application under the GIPA Act is only valid if it:

- (a) is in writing, sent to or lodged at an office of the agency concerned;
- (b) clearly indicates that it is an access application made under the GIPA Act;
- (c) is accompanied by a fee of \$30;**
- (d) states a postal address as the address for correspondence in connection with the application; and
- (e) includes such information as is reasonably necessary to enable the government information applied for to be identified.

(Section 41 of the GIPA Act)

Unfortunately, your application is not valid because the required application fee has not been received.

### **How to make your application valid**

In order to make your application valid, please:

- Provide payment of the \$30 application fee.

Payment may be provided via TfNSW's Online Access Application at: <https://www.transport.nsw.gov.au/about-us/access-to-information/access-application>.

Alternatively, you may make payment via cheque or money order, addressed to:

Information Access Unit  
Transport for NSW  
PO Box K659  
Haymarket NSW 1240

Kindly provide payment of the \$30 application fee by **18 December 2020**.

### **What are your review rights?**

If you disagree with my decision that your application is not valid, you may apply for this decision to be reviewed by seeking:

- an internal review by another officer of this agency, who is no less senior than me;
- an external review by the NSW Information Commissioner; or
- an external review by the NSW Civil and Administrative Tribunal (NCAT).

You have 20 working days from the date of this letter to apply for an internal review and 40 working days to apply for an external review by the NSW Information Commissioner or the NCAT.

I have enclosed a fact sheet that explains your right to seek review of decisions made under the GIPA Act. Further information about the GIPA Act is also available by contacting the NSW Information and Privacy Commission on 1800 472 679 or via [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

Please do not hesitate to contact me by phone on (02) 8202 3768 if you have any questions about this letter.

Yours sincerely,



**Enza Kursun**

Manager, Information Access