THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

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 +61 2 4985 4529 or visit our website.

1. Your details

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

Other names: ....

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. Details of Request

Please describe the information you would like to access in enough detail to allow us to identify it.

You may also provide a submission on any considerations in favour of disclosure of the information you seek. This will be taken into account in balancing the public interest test. It is your responsibility to inform the GIPA Officer of any such considerations.

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 your own personal information?   **Yes / No** (circle one)

3.   Proof of identity

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

If you are seeking access to personal information about yourself, you must provide proof of your 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

☐ Passport

☐ Current University of Newcastle student card

☐ Other proof of signature and current address details

4.   Third Party Consultation

If you are seeking information that concerns the interests of another party the University may be required to consult with them before deciding your application. The third party then has a right to object to that release.

The University will not identify an individual to the third party without your consent, however, in some instances the third party may be able to deduce the identity of the applicant.

In some instances it may help the third party, in deciding whether or not to object to the release, to know the identity of the applicant.

If you consent to your name being provided to a third party where requested please check this box ☐

5.   Form of access

How do you wish to access the information?

☐ Inspect the document(s)   ☐ Receive a copy of the document(s)

☐ Access in another way (please specify)...

6.   Application Fee

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

7. 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)

8. 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:

....

....

Note: If you have included a submission above that indicates there is a special benefit to the public please write *see above*.

Applicant's signature: ....

Date: ....

PAYMENT:

Name: _____ Student Number (if applicable) _____

[   ] I enclose a cheque/money order for $. . . . .
[   ] Please debit my Credit Card for $ . . . .   MASTERCARD [   ] VISA [   ]

CREDIT
CARD NO: [ ][ ][ ][ ]   [ ][ ][ ][ ]   [ ][ ][ ][ ]   [ ][ ][ ][ ]   EXPIRY
DATE: [ ][ ] / [ ][ ]

CARDHOLDER'S NAME: . . . .

CARDHOLDER'S SIGNATURE: . . . .

OFFICE USE ONLY:
COST CENTRE & ACCOUNT CODE: 10100224781
GST: NOT APPLICABLE
Applicable Photo ID Sighted: YES [   ]   NO [   ]