



**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 GIPA Officer on (02) 6773 3096 or visit our website at <http://www.une.edu.au/vc/legaloffice/gipa-act/>

1. Your details

Surname: **Title:**
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. 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

3. Government information

Are you making an **informal access application**? or a **formal access application**?

Are you seeking **personal information**? **Yes** **No**

Please describe the **information you would like to access** in enough detail to allow us to identify it (you may attach a separate document describing the information you seek). Note: If you do not give enough details about the information, the agency may refuse to process your application.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

What **public interest considerations in favour of disclosure** of this information do you want to bring to our attention?

.....
.....
.....
.....
.....

Are there any **personal factors** you wish us to take into account in determining the public interest considerations in favour of disclosure of this information?

.....
.....
.....
.....
.....

4. 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)
-

5. Application Fee

Please attach payment of the **\$30 application fee** by cash / cheque / money order (circle one). Note that an informal access application is FREE. Please do NOT send cash by post

6. 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**

7. 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 (e.g. 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 with: **Right to Information Officer, Legal Office, University of New England Armidale NSW 2351**

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

Office use only

Date application received:

File reference:



Tips to help you access information from NSW government agencies

What rights do I have to access government information in New South Wales?

In NSW, you have a legal right to access government information under the *Government Information (Public Access) Act 2009* – or the GIPA Act.

What does the law do?

The GIPA Act sets out the rules about how you can access information from government agencies.

This can be information on how a government agency works or your own personal information.

Who does the law apply to?

All government agencies in NSW, including:

- government departments
- local councils
- state-owned businesses
- universities
- Ministers and their staff.

How can I get information?

Go to the government agency that is most likely to hold the information you need.

The easiest ways to do this are to:

1. look on the agency website to see if the information is available or
2. contact the agency and ask for the information.

How might agencies respond to requests for information?

1. A lot of information will be on their website. If you don't have the internet you can ask them to check and give you a copy.
2. Much information is easily available. If it is, the agency should be able to tell you how and where you can get the information.
3. If you ask for your own personal information and it does not involve other people's information and is easy to find, the agency should just give it to you.
4. If you can't get your information any other way you might have to make a formal application. There is normally a fee for this.

How do I make a formal application?

You can ask the agency if they have an application form, otherwise these are the steps to follow:

- put your application in writing
- say that it is under the GIPA Act
- include your postal address
- explain the information you want
- pay the application fee of \$30.

What if I can't pay the fees?

Talk to the agency and ask if they can help you. If you are a pensioner or you are struggling financially the agency may halve the fee.

How long should my application take?

- 20 working days.
- If the agency needs to talk to another person or find information stored in archives it might take an extra 10 to 15 days.
- If it takes longer than this the agency should give your money back.

What if I don't get the information I wanted?

You can ask the Information Commissioner to review the decision by contacting the Information and Privacy Commission.

How can we help you?

We can help you get government information by:

- telling you what your rights are
- helping you find the right agency
- helping you fill out an application form
- explaining what to expect – how to apply, how long it should take, how much it should cost
- reviewing the agency's decision if they don't give you the information you asked for in your formal application.

For more information contact us:

freecall: 1800 472 679
email: ipcinfo@ipc.nsw.gov.au
website: www.ipc.nsw.gov.au