

# Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to information under the Government Information (Public Access) Act 2009 (GIPA Act). If you need help completing this, please contact the Right to Information Officer at [gipa@mq.edu.au](mailto:gipa@mq.edu.au) or phone (02) 9850 4259

## 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.
- I understand that my personal information is being collected for a request for access to information. My personal information held by Macquarie University may be disclosed inside and outside NSW to process and administer this application or any associated reviews relevant to this application. Information on Macquarie University's Privacy Management Plan and Policy is available at: <https://www.mq.edu.au/about/about-the-university/governance/privacy>
- I agree to the release of my name and the reason why I am making this application, to any other third parties Macquarie University needs to consult as part of my application. I understand that my refusal could affect the outcome of my application.

## 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       Current Australian Passport  
*with photograph, signature  
and current address*
- Other proof of signature and current address details

**3. University 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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- Student seeking access to their own file
- Staff member seeking access to their own file

**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**

*I attach payment of the \$30 application fee:*

- Cash payment – apply in person (with your completed application form) at Archives and Records, 19 Eastern Road, Macquarie University
- Money order / cheque via post (with signed application form) to Archives and Records, 19 Eastern Road, Macquarie University

*Please note that cash payments can only be made in person on campus. Please contact the Right to Information Officer on 9850 4259 to organise for EFT payment.*

**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** (circle one)

**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 applications 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:

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General information about the GIPA Act is available by calling the Information and Privacy Commission on free call 1800 472679 or by visiting the IPC website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

**8. Signature**

Applicant’s signature: .....

Date: .....

Completed forms may be lodged at [gipa@mq.edu.au](mailto:gipa@mq.edu.au) or mailed to the following address for initial processing:

Manager Records and Archives  
Building E11A 19 Eastern Road Room 120  
Macquarie University NSW 2109

**Office use only**

Date application received: .....

File reference: .....