



GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009

ACCESS APPLICATION

To apply for formal access to University information under the Government Information (Public Access) Act 2009 (NSW) (GIPA ACT), please complete this form. If you need help filling out this form, please contact The Right to Information Officer on (02) 9678 7267 or rti@westernsydney.edu.au

1 - YOUR DETAILS

Title Surname

Other names

Postal address Postcode

Daytime phone number Facsimile Staff or student number (University staff and students only)

Email address

I agree to receive correspondence at the above email address.

2 - PROOF OF IDENTITY

Only required when an applicant is requesting personal information about themselves.

Are you seeking personal information? Yes No

If "Yes", then 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

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 University may refuse to process your application.

If you have, at any time, applied to another agency for substantially the same information, please provide the name of the other agency.

4 - FORM OF ACCESS

How do you wish to access the information?

- Inspect the document(s) Paper copy of the document(s) Electronic copy of document(s)
 Other (please specify)

5 - APPLICATION FEE

I attach payment of \$30 application fee by: Cheque OneStop Receipt Number

Payment can be made by Visa or MasterCard using the University's **OneStop** facility (Search for Right to Information), or by posting a cheque or money order to: **The Right to Information Officer, Locked Bag 1797, Penrith NSW 2751**

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 University's 'disclosure log'. This is published on the University's website.

Do you object to this? Yes No

7 - DISCOUNT IN PROCESSING CHARGES

If locating the information will take more than 20 hours a fee of \$30 **per hour** will be payable for each additional hour it takes to locate and provide the information. Discounts for such additional processing times may be available for those who can show evidence of hardship. 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:

Applicant's signature

X **SIGN HERE**

Date: / /

Please email this form to: rti@westernsydney.edu.au
We encourage applicants to use email to ensure a timely response.

Or post your completed form to:
The Right to Information Officer, Locked Bag 1797, Penrith NSW 2751

*General information about the GIPA Act is available by calling
The Information and Privacy Commission on freecall 1800 472 679 or at its website: <www.ipc.nsw.gov.au>*

OFFICE USE ONLY

<i>Date received</i>	<i>File Reference</i>
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