

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 9351 4263 or visit our website at sydney.edu.au/arms/gipa

Forward this form as an attachment to gipa.enquiries@sydney.edu.au or post it to: Right to Information, Archives and Records Management Services, c/- Archives A14, University of Sydney 2006

1. Your details

Surname: **Title:** Mr/Ms/Dr/Prof
Other names:
Postal address: **Postcode:**
Day-time telephone:
Email:

I agree to receive correspondence at the above email address.

2. Government information

Please describe the information you would like to access in enough detail to allow us to identify it. Attach additional pages if necessary.

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If seeking your own personal information please also complete section 8 below.

Please tick the relevant boxes:

I do not want access to documents to/from myself I do not want access to the personal information of third parties

3. Form of access

How do you wish to access the documents?

- Inspect the document(s)
 A copy of the document(s)
 Access in another way (please specify)

4. Third party consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, the University may be required to consult with third parties before deciding your application. The purpose of this consultation is for the University to determine whether the third party has an objection to disclosure of some or all of the information being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

Do you object to this? Yes No

5. Application Fee

An application is not a valid application until a \$30 application fee is paid.

- I have paid the **\$30 application fee** by EFT to the account below

Bank Account Name	THE UNIVERSITY OF SYDNEY
BSB	082 372
Bank Account Number	50 944 8377
Name of Bank	NATIONAL AUSTRALIA BANK
Address of Bank	Wentworth Building G01 174 City Road Darlington NSW 2006
Swift Code	NATAAU3302S (The Swift Code is required for overseas transfers)
ABN	15 211 513 464

Please describe the payment as a "GIPA fee" and advise by email to gipa.enquiries@sydney.edu.au when the transfer has been made

- I attach payment of the **\$30 application fee** by cheque / money order (circle one) made out to the University of Sydney.
 I enclose payment of the **\$30 application fee** in cash. (Note: please do NOT send cash by post)

6. 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 – (eg, full time student, a pension or Centrelink card holder or non-profit organisation)

AND / OR

- Special benefit to the public – please specify why below:

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

Do you object to this? Yes No

8. Proof of identity

Complete this section only if you are seeking access to your own personal information.
Please tick one box and provide the selected information.

University of Sydney staff or student number:

A **certified** copy of one of the following documents:

Current Australian driver's licence (with photograph, signature and current address)

Current Australian passport

Other proof of signature and current address details

Your signature:

Date:

Office use only

Date application received:Receipt number:.....

Privacy

The information you supply on this form is required by the University to deal with your application. If you do not provide all the information requested the University may not be able to process your application. The information will not be disclosed except in accordance with your wishes as stated in part 4 above, or the *Privacy and Personal Information Protection Act 1998*. Questions regarding access or correction should be addressed to the University Privacy Officers or privacy.enquiries@sydney.edu.au

Further information: sydney.edu.au/arms/privacy