



Government Information (Public Access) Act 2009

Access Application

Complete this form to make a formal application for access to information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help filling out this form, please contact the Information Access Officer on (02) 6620 3465 or email privacy@scu.edu.au

1. Your Details

Surname:

Other Names:

Postal Address:

Daytime Phone Number:

Email Address:

I agree to receive correspondence at the above email address.

2. Requested Information

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

I do not want access to documents to / from myself.

I do not want access to the personal information of third parties.

At any time, have you applied to another Government agency for substantially the same information?

Yes No

If **YES** please identify the other agency

Are you seeking access to your own personal information? Yes No

If **YES**, please complete section 3 below.

3. Proof of Identity

If you are seeking access to your personal information, please 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



4. Form of Access:

How do you want to access the information?

Inspect the document(s)

Receive a copy of the document(s)

Access in another way - please specify:

5. Application Fee

An application is not valid until a \$30 application fee is paid. No waiver or discount is available on the application fee. When making electronic payment please reference as **"GIPA fee" and your name.**

I have paid the \$30 application fee by EFT to: **Southern Cross University's ANZ Bank account**
BSB: 012-715 Account Number: 837 687 158

6. Third Party Consultation

If the information you are requesting contains information about another person, business or government agency, the University may be required to consult with those people or organisations before deciding your application.

Do you consent to your identity as an applicant being disclosed to involved third parties?

Yes

No

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. Discount in Processing Charges

You may be asked to pay a charge for processing the application (\$30 per 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. an Australian Pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why:

Applicant's signature: _____

Date: _____

Please email this form to: privacy@scu.edu.au