

Government Information (Public Access) Act 2009

ACCESS APPLICATION

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 or phone (02) 9850 7362

1. Your details

Surname:	_____	Title: (Mr/Ms)	_____
Other names	_____		
Postal address:	_____	Postcode:	_____
Email:	_____		
Daytime Tel:	_____		

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 is available at: <https://www.mq.edu.au/about/about-the-university/structure-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 – *with current address*
- ☐ Current Australian Passport – *with current address*
- ☐ Other proof of identity document including 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.

Include the date range for the information you are seeking, and if known, the person, University office or department which holds the information. Attach additional pages if necessary.

Note: If you do not give enough details about the information you are requesting, the University may refuse to process your application.

- ☐ Student seeking access to their own file (if applicable)
- ☐ Staff member seeking access to their own file (if applicable)

4. Form of access

How do you wish to access the information?

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

5. Application fee

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

Preferred payment method

To assist you in paying the \$30.00 application fee there is a dedicated online payment facility please see <https://payments.mq.edu.au/onestopweb/GIPA>

Payments can be made using Mastercard or Visa. Please forward a copy of the receipt confirming payment once processed.

(8036 1001 1261 is the relevant Macquarie University account number)

Once payment is made please email a copy of the system generated receipt to gipa@mq.edu.au

Alternative payment options

Cheque or money order payments are to be made out to 'Macquarie University'. Send your \$30 cheque or money order with this application form to:

By Post

Manager Records and Archives
Room 120 The Chancellery
19 Eastern Road
Macquarie University NSW 2109

In Person (please call ahead to arrange an appointment time)

Records and Archives
Room 121 The Chancellery
19 Eastern Road
Macquarie University NSW 2109

Depending on the size and complexity of your application, a processing charge and advance deposit may be required. The University will contact you if additional processing charges are to be applied to this application before further processing is undertaken.

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 disclosure log. This is published on the Macquarie University website.

Do you object to details of your application being included in the MQU disclosure log? ☐ YES ☐ NO

If yes, please indicate which of the following option(s) describes the reason for your objection.

- ☐ The information concerns my personal affairs
- ☐ The information concerns my business, commercial, professional and/or financial interests
- ☐ The information concerns research or the compilation or analysis of statistics that is being, or will be, carried out by me and/or on my behalf
- ☐ The information concerns the affairs of the Commonwealth or State government.
(Note: this option is applicable only if the applicant is the government in question)

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 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:

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

8. Signature

Applicant's signature:

Date:

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

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

Office use only

Date application received: _____ File Ref: _____