



**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 (02) 6773 3096 or visit our website at <http://www.une.edu.au/about-une/governance/gipa-foi-act>.

1. Your details

Surname: **Title:**

Other names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**

Email:

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:.....

.....
.....

I agree to receive correspondence at the above email address.

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 photograph, signature and current address

Current Australian passport

Other proof of signature and current address details

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 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. a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:

.....
.....
.....

Applicant’s signature:

Date:

Please post this form or lodge it with:

**Right to Information Officer
Legal Office
University of New England
Armidale NSW 2351**

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

Office use only

Date application received:.....

File reference:.....