



## 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 or you would like to enquire about whether information can be accessed informally before submitting a formal application, please contact the Right to Information Officer at [informationintegrity@csu.edu.au](mailto:informationintegrity@csu.edu.au)

A set of tips on how to prepare your application can be found at: <https://www.ipc.nsw.gov.au/checklist-tips-framing-your-information-access-application>

### 1. Your details

Surname: \_\_\_\_\_ Title: ☐ Mr / ☐ Mrs / ☐ Ms / ☐ Dr

Other names: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Day-time telephone: \_\_\_\_\_

Email: \_\_\_\_\_

☐ I agree to receive correspondence at the above email address.

### Optional questions

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

First Nations: ☐ Yes ☐ No

Do you require assistance to make this application? If so, please specify.

\_\_\_\_\_  
\_\_\_\_\_

### 2. Proof of identity

*Only required when you are requesting information on your own behalf.*

**When seeking access to personal information, you 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

### 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 agency may refuse to process your application.

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Are you seeking personal information? ☐ Yes ☐ No

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

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### 4. Form of access

How do you wish to access the information?

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

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### 5. Application Fee

Please include your application fee of **\$30** when you post this form or provide evidence of payment by way of a copy of the remittance.

#### Payment Methods

By Mail: Cheque or Money Order, payable in Australian Dollars and drawn on a bank in Australia  
Payable to: Charles Sturt University  
Mailed to: Right to Information Officer  
c/o Office of Governance & Corporate Administration  
Charles Sturt University, The Grange, Panorama Avenue, Bathurst NSW 2745

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#### By Electronic Funds Transfer

**Bank Details:** Commonwealth Bank of Australia 41 Fitzmaurice Street WAGGA WAGGA NSW 2650 AUSTRALIA  
**Account Name / Payee:** Charles Sturt University  
**Bank/State/Branch Number:** 062 614  
**Account Number:** 1038 6263

To identify & process your payment, please quote "GIPA – OGCA Right to Information" on your remittance advice.

Please email your remittance advice to: [deposit@csu.edu.au](mailto:deposit@csu.edu.au) and [informationintegrity@csu.edu.au](mailto:informationintegrity@csu.edu.au)

Alternatively, you may fax your remittance advice to: +61 2 6933 4099

I attach payment of the **\$30 application fee** by ☐ cash ☐ cheque ☐ money order ☐ EFT.

## 6. 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, Charles Sturt University may be required to consult with third parties before deciding your application. The purpose of this consultation is for Charles Sturt 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

## 7. Disclosure log

If the information sought is released to you and we consider it may be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- ☐ The information includes personal information about you (or a deceased person for whom you are the personal representative).
- ☐ The information concerns your business, commercial, professional, or financial interests.
- ☐ The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf.
- ☐ The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to this? ☐ Yes ☐ No

**Please note:** if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

## 8. Discount in processing charges

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.

## 9. Signature and date

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 10. Please return this form with confirmation of payment to

Right to Information Officer  
Charles Sturt University  
Office of Governance and Corporate Administration  
Panorama Avenue  
Bathurst NSW 2745

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*General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

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