

Government Information (Public Access) Act 2009 ACCESS APPLICATION

This form is used to apply for formal access to NSW government information held by TAFE NSW.

Tips on preparing your application are at www.ipc.nsw.gov.au/checklist-tips-framing-your-information-access-application. If you need help in filling out this form, you may also contact the Right to Information Officer at GIPA@tafensw.edu.au.

1. My details

Surname: Title: Mr / Ms / Dr

Other names:

Postal address:

..... Postcode:

Day-time telephone: Mobile:

Email:

I agree to receive correspondence at the above email address.

2. Proof of identity

a. I am applying for access to my personal information only

If you seek access to your own personal information, TAFE NSW needs identification before your information can be released.

Please provide a **certified** copy of one of these forms of your proof of identity:

- Australian driver's licence (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details, eg, Health Care Card, pensioner concession card, student card.

b. I am applying for information on behalf of another person

If you are a solicitor or agent applying on behalf of another person, TAFE NSW needs your client's ID and signed Authority before information can be released.

Provide a recent 'Authority to Act' signed by your client, made out to TAFE NSW, plus a **certified** copy of one of these forms of proof of identity of your client:

- Australian driver's licence (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and address details

4. Third Party Consultation

- If the records you request contain information about any other person, business or government agency, 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).

TAFE NSW may be required to consult with them as third parties to identify whether they object to the disclosure of the information that you have requested (GIPA Act section 54).

Do you consent to your identity being disclosed to any third parties identified? **Yes / No** (circle one)

5. 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 'disclosure log' published on our website. You can object to the information being published online in an agency's disclosure log for one or more of the following grounds:

- **Do you object to my application being listed in the disclosure log?** **Yes / No** (circle one)

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

6. 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).....

7. Application Fee – required by section 41(1)(c)

An Application Fee of \$30 is required by the GIPA Act section 41(1)(c). TAFE NSW accepts payment of the Application Fee by electronic transfer as follows.

a. Payment by electronic transfer

Electronic funds transfer (EFT) to:

Bank account name: TAFE NSW

BSB: 032 821 Account number: 8033026

Fill in this application form and email it – with proof of your EFT payment of the \$30 application fee – to GIPA@tafensw.edu.au

b. Alternative Payment Options

If you are unable to make a payment by electronic funds transfer, please contact GIPA@tafensw.edu.au to discuss alternative payment options.

8. Processing charges - Discount in processing charges

TAFE NSW will request processing charges for the application at \$30 per hour. However, you may seek a 50% reduction in processing changes.

Yes, I would like to seek a 50% reduction in processing charges because of:

- Financial hardship** – a copy of my pensioner, Health Benefits or Centrelink card is **attached**, or, I am a full time student and a copy of my valid student ID card is attached, OR,
- Special benefit to the public generally** – there is a benefit to the general public that is different from what is ordinary or usual, and not merely my private interest alone, because:

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Your signature:

Date:

Privacy notice: TAFE NSW collects the information on this application form to carry out functions under the Government Information (Public Access) Act 2009, the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002. The personal information you provide to TAFE NSW on this form will only be used for the purpose for which it was provided, or as otherwise permitted by privacy legislation.

General information about the GIPA Act is available from the Information and Privacy Commission on 1800 472 697 or at the IPC’s website www.ipc.nsw.gov.au