

## 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 Coordinator on (02) 9515 9095 or visit our website at:  
<http://www.slhd.nsw.gov.au/RightToInformation/default.html>

*\* indicates required information*

### 1. Your details

\*First name: ..... \*Title: Mr / Ms

\*Last name: ..... Date of Birth: .....

\*Address line 1: .....

Address line 2: .....

State: ..... Postcode: .....

Home phone: ..... Work phone: .....

Mobile number: ..... Fax: .....

Email: .....

What is your preferred method of correspondence?       Post       Email

Organisation: .....

\*Type of applicant:

Member of Parliament	<input type="checkbox"/>	Media representative	<input type="checkbox"/>
Private Sector	<input type="checkbox"/>	Legal Representative	<input type="checkbox"/>
Patient / Former patient	<input type="checkbox"/>	Staff Member / former staff member	<input type="checkbox"/>
Member of the Public	<input type="checkbox"/>		

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

Country of birth: ..... Main language spoken: .....

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

**Do you have special needs for assistance with this application?** .....

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

**2. 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 Sydney Local Health District (SLHD) may refuse to process your application.

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

..... (If you require more space, please attach additional pages)

Type of information you are seeking:  Personal  Other

**3. 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 **certified copies** of *two* of the following documents (one containing a photo and one with a signature):

- Australian driver’s licence with photograph, signature and current address
- Current Australian passport
- An original birth certificate or certified extract of birth
- Certificate of Australian Citizenship
- Other secondary documents with photo ID and/or proof of signature and current address details

**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) .....

**5. 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 agency's 'disclosure log'. This is published on the agency's website.

Do you object to this?                       **Yes**                       **No**

**6. Third Party Consent**

If the information sought is of a kind that would require consultation with a third party (as required under section 54 of the GIPA Act), your name may be disclosed to a third party.

Do you consent to this?                       **Yes**                       **No**

**7. Application Fee**

I attached payment of the **\$30 application fee** made out to **Sydney Local Health District (SLHD)** by: cheque / money order (circle one).

**Applicant's signature:** .....

**Date:** .....

## INFORMATION FOR APPLICANTS

- Please try to provide as much detail as you can to help us identify the documents you want.
- You will be contacted within 5 working days after the application is received to notify you of the agency's decision as to the validity of your application.

**Please note:** An application is a not valid access application if it is an application for excluded information of the agency, or does not comply with the formal requirements for access applications as per section 41 of the GIPA Act.

- Identification is required for all requests for personal information.
- If you are requesting documents relating to the personal affairs of another person, on their behalf, they must give consent. An original signed authority by the applicant is required.
- Your request will be dealt with as soon as possible and in any case within twenty working days after it is registered. However, if an agency is obliged to conduct third party consultations, section 54 of the GIPA Act provides for an additional 10 working days (up to a maximum of 15 working days) in which to process the application.
- If the documents you seek is more likely to be held by another Agency, your request will be transferred and you will be notified.
- If you are granted access, the government information you are seeking may be of interest to other members of the public, details about your application may be recorded in Sydney Local Health Districts' disclosure log. This disclosure log is on the SLHD website at <http://www.slhd.nsw.gov.au/>
- You have a right to object to these details being included in our disclosure log, in certain circumstances. For example, you might object if the government information you seek contains your own personal information or concerns your business, commercial, professional or financial interests. However, even if you do object, we may still decide to include details about your access application in our disclosure log.

## FEES AND CHARGES

Under the GIPA Act, the application fee is \$30.00 which, in a request for personal documents, covers 20 hours of processing. Processing charges for non-personal requests are \$30.00 per hour.

Processing charges (not including the application fee) *may* be reduced by 50% if the applicant is, the holder of a Pensioner Concession card issued by the Commonwealth that is in force, a full-time student, a non-profit organisation (including a person applying for or on behalf of a non-profit organisation), or where a public interest is sufficiently demonstrated.

You may also be required to pay processing charges for this request and a statement will be given of any such charge, if appropriate.

**Please send this form and the application fee to:** Right to Information Coordinator  
Sydney Local Health District  
Post Office Box M30 Missenden Road  
NSW 2050

General information about the GIPA Act is available by calling The Information and Privacy Commission NSW on Freecall 1800 472 679 Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au) Website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

### Office use only

Date application received: ..... File reference:.....