

## Government Information (Public Access) Act 2009 Western NSW Local Health District - 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 with filling out this form, please contact the Right to Information Officer via email: [WNSWLHD-GIPA@health.nsw.gov.au](mailto:WNSWLHD-GIPA@health.nsw.gov.au)

**This is not the application form for medical records.** For information on how to access your medical record, visit our website.

### 1. Your details

First name:

Title:

Last name:

Date of Birth:

Address line 1:

Address line 2:

State:

Postcode:

Home phone:

Mobile:

Email:

I agree to receive correspondence via the above email address

Type of applicant

Member of Parliament

Media representative

Private sector

Legal representative

Patient/former patient

Staff member/former staff member

Member of the public

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

Place of birth:

Main language spoken:

Aboriginal or Torres Strait Islander:

Do you have special needs for assistance with this 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 photograph, signature & current address

Current Australian Passport

An original birth certificate or certified extract of birth

Certificate of Australian Citizenship

### 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 Western NSW LHD may refuse to process your application.
- Do not use this form to apply for medical records. For information on how to access your medical record visit our website.

Are you seeking personal information?

### 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. Application Fee

I attach payment of the **\$30 application fee** made out to **Western NSW Local Health District** by either: cheque or money order (circle one).

(Note: please do NOT send cash by post)

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

Do you object to this?

### 7. 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?

Applicant's signature:

Date:

Please post this form or lodge it at:

**Right to Information Officer  
Western NSW Local Health District  
PO Box 4061  
DUBBO NSW 2830**

### 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 not a 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 for 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 are 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 the Western NSW Local Health District's disclosure log. This disclosure log is on our website.
- 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.

*General information about the GIPA Act is available by calling the Information and Privacy Commission NSW on freecall 1800 472 697 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: