

**OFFICE OF GENERAL COUNSEL
INFORMATION COMPLIANCE UNIT**

Government Information (Public Access) Act 2009 Access Application Form

THIS FORM IS TO BE USED TO APPLY FOR ACCESS TO INFORMATION THAT IS HELD BY THE UNIVERSITY OF WOLLONGONG (UOW)

The personal information you provide on this form will be used by UOW to process your application and any associated reviews, if required. This may include sharing information with relevant external agencies who may undertake a review of UOW's decision. UOW's privacy policy is available at: <https://www.uow.edu.au/privacy/>

1. UNIVERSITY OF WOLLONGONG CONTACT	
Information Compliance Unit	<p>Enquiries and assistance with the application process may be sought by contacting the Information Compliance Unit on (02) 4221 4368 or via email at icu-enquiry@uow.edu.au.</p> <p>Please complete this form and submit:</p> <ol style="list-style-type: none"> 1. via email at: icu-enquiry@uow.edu.au (preferred method); or 2. via post: Information Compliance Unit, Level 1, Building 22, University of Wollongong, NSW 2522.
2. APPLICANT DETAILS	
Surname	
First Name	
Title	
Postal Address	
Day-time telephone	
Email address	
<input type="checkbox"/> I agree to receive correspondence at the above email address	
3. PROOF OF IDENTITY (Only required when you are requesting personal information)	
<p>When seeking access to your personal information, you must provide proof of identity in the form of a <i>certified</i> copy of any one of the following documents:</p> <p><input type="checkbox"/> Australian Driver's Licence (with photograph, signature and current address)</p> <p><input type="checkbox"/> Current Australian Passport</p> <p><input type="checkbox"/> Other proof of signature and current address details</p>	



4. GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow the University to identify it.
Note: If you do not give enough details about the information, the agency may deem your application as invalid.

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.

5. 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): _____

6. APPLICATION FEE (Please do NOT send cash via post)

I would like to make payment of the \$30 application fee via:

UOW Payment Portal (*please include a receipt of payment with your application*)
Follow the link: <https://pay.uow.edu.au/AccessToInformation>

Alternative payment method (i.e., cheque or electronic funds transfer) (*please indicate your preferred method and a member of the ICU team will contact you regarding next steps*): _____

7. PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 per hour). Some applicants may be entitled to a 50% reduction in their processing charges. Please note that a processing charge cannot be discounted by more than 50%, even if both reasons are relevant.

If you wish to apply for a discount, please indicate the reason:

Financial hardship (please attach supporting documentation, i.e., Pension or Centrelink card).
AND/ OR

Special benefit to the public – please specify why below:



8. THIRD PARTY CONSULTATION

Under section 54 of the GIPA Act, if the information you are requesting contains information about any 3rd party, the University may be required to consult with them before deciding your application. The purpose of consultation is to determine whether the 3rd party has any objection to disclosure of some or all of the information being requested.

Please indicate whether you consent to your identity being disclosed to the involved 3rd party Yes No

9. 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 University's Disclosure log which is published on our website.

Do you object to your application being made available on UOW's Disclosure Log? Yes No

Please note: The University may decide to release the information despite your objection. You will be notified of the University's decision and will have an opportunity to seek a review of this decision

Your signature: _____

Date: _____

**PLEASE KEEP A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS.
REFER TO SECTION 1 TO SUBMIT YOUR COMPLETED APPLICATION**