

REQUEST FOR ACCESS TO INFORMATION

Use this form to request access to Clinical Excellence Commission (CEC) information under the *Government Information (Public Access) Act 2009 (GIPA Act)*

If you need help filling out this form, please contact the Right to Information Officer on 02 9269 5506 or visit our website at www.cec.health.nsw.gov.au/home/gipa.

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or via: www.ipc.nsw.gov.au

Instructions

1. Please post this form with cheque or money order payment to Locked Bag 8, Haymarket NSW 1240; or
2. Please scan and send this form with details of Electronic Funds Transfer (EFT) payment via email to cec-spc@health.nsw.gov.au.

Surname:

Other names:

Postal address:

Telephone number:

Email:

I agree to receive correspondence at the above addresses

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

Place of birth:

Main language spoken:

Are you an Aboriginal or Torres Strait Islander: Yes No

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 and current address
- Current Australian passport
- Other proof of signature and current address details

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 we may refuse to process your application. *Please attach additional sheets if required.*

Government information (continued)

Are you seeking personal information? Yes No

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):

Application fee

A \$30 application fee is payable when lodging an access application for information.

I attach payment of the \$30 application fee by:

EFT Cheque Money order

Bank details for EFT payments:

Bank: Westpac
Branch: Martin Place
Account Name: Clinical Excellence Commission
BSB: 032 024
Account No: 641132
Please include a reference based on your name and date of application.

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 CEC's 'disclosure log'. This is published on the CEC's website.

Do you object to this? Yes No

Discount in processing charges

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 / hour). If processing charges are applicable, then the \$30 application fee counts towards the first hour of processing. 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 (eg. a pension or Centrelink card).

AND/OR

Special benefit to the public – please specify why below:

Name of applicant:

Signature of applicant:

Date:

OFFICE USE ONLY

Date application received:

TRIM reference:

Fee received? Yes No

Date completed: