



HEALTH
EDUCATION
& TRAINING

HETI – GIPA Application Government Information (Public Access) Act 2009

Please complete this form to apply for formal access to government information held by the **Health Education and Training Institute (only)** under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

*****IMPORTANT: This is not the application form to request access to medical records, or information held by hospitals, local health districts, or health services as HETI does not hold, or have access to these records.**

Please contact your hospital, doctor, or local health district to apply for medical records or any other information held by that agency. See <http://www.health.nsw.gov.au/lhd/pages/default.aspx> to find your local health district or health service provider.

To apply for access to information held by the Health Education and Training Institute (HETI), please proceed with this form. If you need help in filling out this form, please contact the GIPA Team via email at: [HETI-CEOOffice@health.nsw.gov.au](mailto:CEOOffice@health.nsw.gov.au)

1. Your details

First name: Title:.....

Last name:

Postal address:

State: Postcode:.....

Telephone number:

Email:

☐ I agree to receive correspondence at the above email address

Note: Your application will not be valid unless it includes an Australian Postal address or email address

Organisation:

Type of applicant:

- | | |
|---|---|
| Member of Parliament <input type="checkbox"/> | Media representative <input type="checkbox"/> |
| Private Sector Business <input type="checkbox"/> | Legal representative <input type="checkbox"/> |
| Patient / Former Patient <input type="checkbox"/> | Staff member / former staff member <input type="checkbox"/> |
| Member of public <input type="checkbox"/> | Union / local interest group <input type="checkbox"/> |
| Other <input type="checkbox"/> | |

2. Government information

- Your application will not be considered valid unless you provide enough details to enable HETI to identify the information you are seeking (i.e. statements such as “including but not limited to...” and “all records held in relation to...” will likely result in an application deemed as invalid.)
- Should your scope be too broad, and we considered that it is a diversion of our resources to process, you will be contacted inviting you to amend and reduce the scope of your application.
- You can only apply for access to information that is contained in records or documents that are currently held by HETI, at the time the application is received.
- HETI does NOT hold personal health information or medical records. To apply for this information, you must apply to the health service where you received your medical care. See <http://www.health.nsw.gov.au/lhd/pages/default.aspx>
- For non-personal information concerning other agencies within Health, including Local Health Districts, please apply directly to the respective agency for access to their information.
- HETI cannot be required to create a new document to respond to your application but may, if it is more administratively convenient, decide to do so (i.e. create a summary document rather than to copy all source documents)

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

To minimise processing time and cost to you, you may wish to limit the scope of your application, by clarifying that you are only seeking information contained in certain records held by the NSW Ministry of Health, such as:

By date:
(i.e. only records created between X date and X date, or records created after x date)

By type:
(i.e. only external correspondence sent or received by the Ministry, and not any internal working papers of the NSW Ministry of Health)

By location:
(i.e. only records held by a particular staff member, unit, department or branch)

Other:

Type of information you are seeking: ☐ Personal ☐ Other

3. Have you applied to another agency for substantially similar information?

An applicant is required to inform the agency if they have previously sought substantially the same information from another agency

Have you, at any time, applied for similar information from another agency? **Yes / No** (circle one)

If YES, which agency?

4. Court/Legal Proceedings

An agency may refuse to deal with an access application if the agency reasonably believes the applicant, or person acting in concert with the applicant, is party to current proceedings before a court and able to apply to that court for the information.

☐ I confirm that no such proceedings are on foot with respect to the information requested in this application, **OR**

☐ I confirm there are legal proceedings on foot with respect to the information requested in this application

5. Proof of identity only required when an applicant is requesting their own personal or health information

When seeking access to personal information, an applicant must provide proof of identity in the form of certified copies of one of the following documents.

*Please note that it must contain your photograph, current address and signature.

☐ Australian driver's licence with photograph, signature and current address

☐ Current Australian passport

☐ Other Identification with photograph, proof of signature, and current address details

*If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so. An original signed authority by the applicant is required.

*Certified means that the document has been verified signed and dated by an authorised person (JP, doctor, teacher, pharmacist, legal practitioner, Postmaster - Australia Post)

6. Form of access

How do you wish to access the information?

☐ A copy of the document(s)

☐ Access in another way (please specify)

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7. 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. Note that personal information will not be published on our disclosure log.

Do you object to this? **Yes / No** (circle one)

8. 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** (circle one)

☐ I understand that not agreeing could affect the outcome of my application

9. Personal information contained within documents

We may remove personal information of other persons and, if appropriate, staff names from documents.

- Do you consent to this? **Yes / No** (circle one)

*If NO is selected, we are required to consult with any third party whose personal information is contained in the records

10. Processing fees

- 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**.
- If it appears that it will take more than 4 hours to process and finalise your application, we may request an advance deposit for 50% of the estimated processing charges, before continuing with the application. The processing time to complete the application stops until payment has been received by the NSW Ministry of Health.
- Processing charges (not including the application fee) *may* be reduced by 50% if you are the holder of a Pensioner Concession card issued by the Commonwealth that is in force, a full-time student, applying for or on behalf of a non-profit organisation), or where a public interest is sufficiently demonstrated.
- Decisions on discounts to processing fees are not made until the decision is being finalised.

11. Application payment

Please make the payment for the **\$30 GIPA application fee** to the Health Education and Training Institute by Visa or Mastercard

Credit/Debit card via our online payment portal by:

Navigate to: <https://paynswhealth.health.nsw.gov.au/other-payments> and select the following:

Health Organisation = **Health Education and Training Institute**

Hospital/Facility = **All - Centralised Services**

Service: **GIPA – Government Information (Public Access)**

- **Important** Ensure you download, save, or email a copy of the payment receipt upon payment.
- Provide a copy of your payment receipt with submission of this form or to email HETI-CEOffice@health.nsw.gov.au.
- Your application will require your \$30 payment or a copy of the online payment receipt to be valid
- There is no application fee waiver or discount.

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 not valid 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.

- 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, unless an extension of time is required) 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.

Privacy Statement

Under the GIPA Act you must provide your name and address or email address and a description of the information you seek access to.

If you do not provide all information requested, we may not be able to process your application. Your details will be stored and managed in accordance with the Privacy and Personal Information Protection Act 1998 and the State Records Act 1998.

Your information will not be used for any other purpose and will not be given to any other third party except where required by law.

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 Website: www.ipc.nsw.gov.au.

Office use only:

Date application received: File reference: