



Ms Lauren Schneider
Acting Manager of Risk, Privacy and Information Officer
SCU Legal Office
Southern Cross University
P O Box 157
LISMORE NSW 2480

By email: [email address]

Dear Ms Schneider,

Additional facilities for the making of an access application or for the payment of an application fee

I refer to your email dated 6 July 2016 seeking the Information Commissioner's approval in accordance with section 41(2) of the *Government Information (Public Access) Act 2009* (GIPA Act) for additional facilities for the making of an access application or for the payment of an application fee.

You have advised that Southern Cross University (SCU) wishes to allow additional application and payment facilities, via email and pay via bank transfer, for members of the public to make, and pay for, access applications and applications for internal reviews.

As Information Commissioner, I commend SCU's efforts to make it as easy as possible for applicants to request access to government information and I approve your proposal for email application and bank transfer payments as additional facilities under section 41(2) of the GIPA Act. I note that under the GIPA Act the Information Commissioner is not required to approve online facilities for internal review applications.

In reviewing the proposed form SCU may also wish to consider:

- providing the applicant with an opportunity to indicate in the form whether they agree to the information requested being included in the SCU's disclosure log, and
- including an explanation of 'personal factors'.

Please do not hesitate to contact me if you have any queries. Alternatively, your officers may contact David Marcus, Manager Performance Reporting and Projects, on [telephone number], or by email at [email address].

Yours sincerely

Elizabeth Tydd
IPC CEO/NSW Information Commissioner
4 August 2016