

## Government Information (Public Access) Act 2009 NSW

### FORMAL ACCESS APPLICATION

Please complete this form to apply to make a formal application to access government information in NSW under the *Government Information (Public Access) Act 2009 NSW* (GIPA Act). If you need assistance with completing this form, please contact the Right to Information Officer on [0436 660 764](tel:0436660764) or [gipa@waternsw.com.au](mailto:gipa@waternsw.com.au) or visit our [website](#).

#### What you need to do

Applicants are advised to read the instructions carefully before filling in this form.

Please complete the form with a black/blue ink pen and use BLOCK letters. You can also type directly in this form. Once completed, please print and sign the form.

#### Submit your application form

- by post to **WaterNSW, PO Box 398, Parramatta NSW 2124**, or
- email a scanned copy to [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

If there is not enough space in the form, please attach additional pages to the back of the form.

If lodging via the above email address, please note that your access application cannot be processed until payment has been received – see page 4.

For general information about the GIPA Act, please contact the Information and Privacy Commission (IPC) on 1800 472 679 or visit the [IPC's website](#).

#### OFFICE USE ONLY

Date application received	
File reference	

## Section A: Your details

A1 Title	A2 Surname	
A3 Given name(s)		
A4 Postal address		
A5 Suburb	A6 State	A7 Postcode
A8 Phone	A9 Mobile phone	
A10 Email		

I agree to receive correspondence at the above email address.

I agree to the release of my name to any other (third) parties WaterNSW may need to consult with as part of my application.

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

A11 Place of birth
A12 Main language spoken
A13 Aboriginal or Torres Strait Islander <input type="checkbox"/> Yes <input type="checkbox"/> No
A14 Do you have special needs and require assistance with this application? <input type="checkbox"/> Yes <input type="checkbox"/> 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

## Section B: Personal information

B1 Are you seeking personal information? <input type="checkbox"/> Yes <input type="checkbox"/> No
B2 Have you applied, at any time, to another agency for similar information? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state the name of the agency

## Section C: Government information

c1 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, WaterNSW may refuse to process your application

## Section D: Form of access

d1 How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s)
- Access in another way (please specify)

## Section E: Payment of application fee

e1 Specify method of payment for application fee

- EFT     Cheque     Money order

I attach payment of the **\$30 application fee** by cheque or money order (tick above).

Please contact the Right to Information Officer or email [gipa@waternsw.com.au](mailto:gipa@waternsw.com.au) to arrange payment of the \$30 application fee by EFT.

**Note:** Please do NOT send cash by post.

## Section F: 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 agency's 'disclosure log'. This is published on our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative).
- The information concerns your business, commercial, professional, or financial interests.
- The information concerns research that has been, or is being, or is intended to be, carried out by or on your behalf.
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

### Do you object to this?

Yes

No

**Please note:** If an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

## Section G: Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 p/hour). 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 (e.g. a pension or Centrelink card)

### AND/OR

Special benefit to the public – please specify why: \_\_\_\_\_

**Please note** that a processing charge cannot be discounted by more than 50% even if both reasons are relevant.

### For applications made by individuals

Name	Signature	Date

## Privacy statement

The personal information you provide on this form will be used and protected in accordance with WaterNSW Privacy policy. It is being collected by WaterNSW and will be used for purposes related to assessing and processing your application, or in connection with the operation of any approval granted, or for research-related purposes such as customer surveys. It may be used from time to time to contact you about services WaterNSW provides.

WaterNSW will not disclose your personal information to anybody else unless authorised by law. The provision of this information is voluntary. However, if you choose not to provide the requested information, we will not be able to process your application. You have the right to request access to, and correct details of, your personal information held by WaterNSW. Further information regarding privacy can be obtained from our website at [waternsw.com.au](http://waternsw.com.au)

If an approval is granted, the *Water Management Act 2000* requires that various details relating to the approval are to be recorded in the Register of Water Approvals kept by the Minister. Information recorded in the register is publicly available.

## Offences and penalties

It is an offence, under section 344 of the *Water Management Act 2000*, to make a statement that you know to be false or misleading in, or in connection with, this application.

A corporation found guilty of an offence against section 344 is liable to a penalty not exceeding \$2.002 million. An individual found guilty of an offence against section 344 is liable to a penalty not exceeding \$500,500. An access licence or approval may be suspended or cancelled under the *Water Management Act 2000* in certain circumstances. These include if the holder of the licence or approval is convicted of an offence under that Act.

### Need help?

If you need further assistance, please contact our Customer Service Centre on [1300 662 077](tel:1300662077), Monday to Friday between 8am to 5pm or email [Customer.Helpdesk@waternsw.com.au](mailto:Customer.Helpdesk@waternsw.com.au)

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