



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 or gipa@waternsw.com.au or visit our website at www.waternsw.com.au

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**
- **WaterNSW, Level 14, 169 Macquarie Street, Parramatta NSW 2150**
- Email a scanned copy to gipa@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 on 1800 472 679 or visit the IPC's website at www.ipc.nsw.gov.au

Privacy statement

WaterNSW is subject to the *Privacy and Personal Information Protection Act 1998*. Your personal information is being collected for the purpose of processing your application for information under the *Government Information (Public Access) Act 2009*. WaterNSW may use your personal information for the purposes of processing your application. If you do not provide all or any of this information it could prevent or delay the processing of your GIPA application. Your personal information will not be disclosed without your consent unless authorised or required by law. You have the right to access and correct your personal information if you believe it is incorrect. If you wish to do so, you can contact the Privacy Contact Officer on 0436 660 764 or privacy@waternsw.com.au

OFFICE USE ONLY

Date application received	
File reference	

Section A: Your Details

A1 Title (Mr/Mrs/Ms/Miss)	
A2 Surname	
A3 Other names	
A4 Postal address	
A5 Postcode	
A6 Day-time telephone	
A7 Facsimile	
A8 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.

A9 Place of birth	
A10 Main language spoken	
A11 Aboriginal or Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No
A12 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

<p>c1 Please describe the information you would like to access in enough detail to allow us to identify it.</p> <p>Note: If you do not give enough details about the information, WaterNSW may refuse to process your application</p>	
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Section D: 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)

Section E: Payment of application fee

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

Please contact the Right to Information Officer or email gipa@waterNSW.com.au to arrange payment of the \$30 application fee by EFT. *Note: please do NOT send cash by post.*

E1 Specify method of payment for application fee

Cheque Money Order EFT

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
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Need help?

If you need further assistance, please contact our Customer Service Centre on 1300 662 077, Monday to Friday from 8 am to 5 pm or email Customer.Helpdesk@watersw.com.au