

## 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 [0439 158 372](tel:0439158372) 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 [gipa@waternsw.com.au](mailto: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 (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		
A11 Type of applicant (select one) <input type="checkbox"/> Member of the public <input type="checkbox"/> Member of the public (by legal representation) <input type="checkbox"/> Member for Parliament <input type="checkbox"/> Media <input type="checkbox"/> Private sector <input type="checkbox"/> Not-for-profit/community organisation		
A12 Are you acting on behalf of another person? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state the name of the person or party you act for		

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.

A13 Place of birth
A14 Main language spoken
A15 Aboriginal or Torres Strait Islander <input type="checkbox"/> Yes <input type="checkbox"/> No
A16 Do you have special needs and require assistance with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No

## 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

### 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 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 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. Please ensure your request includes a date range for the information sought.

c2 Why are you seeking the information?

Providing this additional context is not mandatory but may assist us in dealing with your request.

## 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

f1 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/hour). Some applicants may be entitled to a 50% reduction. 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** a processing charge cannot be discounted by more than 50% even if both reasons apply.

### Section H: Privacy statement

WaterNSW is subject to the **Privacy and Personal Information Protection Act 1998 (NSW)**. Your personal information is being collected for the purpose of processing your application for information under the **Government Information (Public Access) Act 2009 (NSW)**. WaterNSW will use your personal information for the purposes of processing your application. Failing to provide any or all of this information could prevent or delay the processing of your GIPA application. Your personal information will not be disclosed without your consent unless noted on this form, or authorised or required by law. You have the right to access and correct your personal information by contacting [privacy@waternsw.com.au](mailto:privacy@waternsw.com.au).

### Section I: Applicant signature

**For applications made by individuals**

Name	Signature	Date

#### Need help?

Contact our Right to Information Officer on **0439 158 372** or email [gipa@waternsw.com.au](mailto:gipa@waternsw.com.au)