

# Access Application Form - Formal

Government Information (Public Access) Act 2009



Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you require assistance in filling out this application form, please contact Sydney Water's GIPA Team by calling (02) 8849 6834 or email [GIPA@sydneywater.com.au](mailto:GIPA@sydneywater.com.au).

## YOUR DETAILS

|   |                |           |
|---|----------------|-----------|
| Title:  | First name:    | Surname:  |
| Organisation name:  |                |           |
| Name of person or party on whose behalf you are acting (if applicable):               |                |           |
| Postal address:   |                |           |
|   | State:         | Postcode: |
| Email address:  | Mobile Number: |           |
| <input type="checkbox"/> I agree to receive correspondence at the above email address |                |           |

## PROOF OF IDENTITY

When seeking access to your own personal information, we will need to establish your identity before providing you with any information. If this applies to you, please attach a certified copy of one of the following:

Australian Driver Licence
  Current Australian Passport
  Other photo identification

If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so.

## GOVERNMENT INFORMATION

**Please provide sufficient detail in the box below of the information you would like to access, to enable us to identify it.** If your request is unclear, we may not be able to locate and identify it or it may be deemed invalid (e.g. statements such as "including but not limited to..." and "all or any records held in relation to..." are likely to result in an application being deemed invalid or unreasonable).

|   |  |
|---|--|
| What is the date range for the information you are requesting?<br>(e.g. between x and x date or after x date) |  |
| Specify the documents requested e.g. emails, letters, reports (final versions of letters, reports etc.)       |  |
| Are you requesting access to your personal information only?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## ADDITIONAL INFORMATION

Have you, at any time, applied for similar information from Sydney Water or another agency?  Yes    No

If YES, which agency.....

We may refuse to deal with an access application if we believe the applicant, or a person acting in concert with the applicant, is a party to a current or pending legal proceedings before a court and/or 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.

## FORM OF ACCESS

How would you prefer to access the information?

- Inspect document/s on site     Be provided a copy of the document/s     Another way (please specify) .....

## FEE AND CHARGES

### APPLICATION FEE

There is a mandatory application fee of \$30, the application is not valid until the fee is paid. At this stage, Sydney Water only accepts banking payments in the form of :

|  |  |
|--|--|
| <input type="checkbox"/> <b>Electronic Funds Transfer (EFT)</b><br>EFT is our preferred and recommended method of payment. | Bank: Westpac<br>BSB No: 032 001<br>Account No:188136<br>Account Name: Sydney Water Corporation<br>Reference: Insert Name - GIPA App Fee<br><br>Enclose the remittance advice with this application form |
| <b>NO PAYMENTS IN CASH ACCEPTED</b>  |  |

### PROCESSING FEES

We may impose processing fees at the rate of \$30 per hour and an advance processing fee may be required to process the request. Note that the decision to impose additional fees is subject to whether Sydney Water has agreed to process your access application having regards to whether it would be an unreasonable diversion of our resources. Sydney Water may refuse your application for this reason under section 60 of the GIPA Act.

### DISCOUNT

Some applicants may be entitled to a 50% reduction in their processing fees. Decisions on discounts to processing fees are not made until the Notice of Decision is being finalised. If you wish to apply for a discount, please indicate the relevant reason below:

- Financial hardship – enclose supporting documentation (e.g. Pensioner Concession card issued by the Commonwealth that is in force, a full-time student conducting a research project, etc.)
- Special benefit to the public – provide reasons and enclose supporting documents (e.g. applying for or on behalf of a not-for-profit organisation)

## THIRD PARTY CONSULTATION

If the information you are seeking contains information about another person, business, or government agency, we may be required by law to ask whether they have an objection to the disclosure of their information. For the purposes of such consultation, please indicate in the boxes below whether you consent to the release of the following information to any third parties.

Your name, company name or person being represented:     Yes     No

## 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 (excluding your personal information) may be recorded in the Sydney Water's disclosure log.

Do you object to this?     Yes     No

## PRIVACY COLLECTION NOTICE

Sydney Water is collecting your personal information to process your application for information pursuant to Part 4, Division 1 of the GIPA Act. The provision of personal information is voluntary, however if you do not provide it, we may not be able to process your application. Your information will be held and used by Sydney Water for the purpose of contacting you and processing your application. This may include Sydney Water sharing and transferring your application to another agency who holds or is likely to hold the information you have requested. Sydney Water will not otherwise disclose your personal information without your consent, unless authorised by law to do so. Sydney Water is required to collect personal information directly from you unless you have authorised collection of the information from your representative.

Generally, you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so, please email [privacy@sydneywater.com.au](mailto:privacy@sydneywater.com.au). For further information refer to our [Privacy Policy](#).

Insert your digital signature below. Alternatively, print this form, sign and scan then send it via post or email.

**Applicant's Signature:**

**Date**

## LODGMET DETAILS

Your application can be lodged by sending this completed form, together with any supporting documentation via the following methods :

- By Email to: [GIPA@sydneywater.com.au](mailto:GIPA@sydneywater.com.au) – this is the recommended and preferred method
- By Post to: GIPA Officer, Sydney Water, PO Box 399, PARRAMATTA NSW 2124