

## Government Information (Public Access) Act 2009 - ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the GIPA Officer on (02) 8849 6229 or visit our website at [www.sydneywater.com.au](http://www.sydneywater.com.au)

### 1. Your details

Name: Mr / Mrs /Ms .....

Postal address: .....

..... Postcode: .....

Day-time telephone: ..... Email (optional): .....

### 2. Proof of identity

Are you seeking personal information?  Yes  No

**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

Current Australian passport

Other proof with photograph, signature and current address

### 3. Government information

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, Sydney Water may refuse to process your application.

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Information request period: From (Date) ..... to (Date) .....

**4. 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).....

**5. Application Fee**

- I attach payment of the **\$30 application fee** by cheque / money order payable to Sydney Water.

**6. 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 may be recorded in Sydney Water’s ‘disclosure log’. This is published on Sydney Water’s website.

Do you object to this?  Yes  No

**7. Discount in processing charges**

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 / 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 (eg a copy of pension or Centrelink card).

**AND / OR**

- Special benefit to the public – please specify why below:

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Applicant’s signature: .....

Date: .....

Please post this form to:

Government Information (Public Access) Officer  
Sydney Water  
PO Box 399  
PARRAMATTA NSW 2124

*General information about the GIPA Act is available by calling the Information and Privacy Commission on freecall 1800 472 679 or at its website: <http://www.ipc.nsw.gov.au>*

**Office use only**

Date application received: .....

File reference: .....