

## 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)

### Your details

Name:

Postal address:

Postcode:

Day-time telephone:

Email :

Tick here if you agree to receive communication via email:

### Proof of identity

Are you seeking personal information?      Yes      No

**When seeking access to your personal information, you 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

### Information required

Please describe the information you would like to access in enough detail to allow us to identify it.

*Note: If you do not give sufficient details, Sydney Water may refuse to process your application.*

Information request period:

From (Date)

To (Date)

## Form of access

How do you wish to access the information?

Inspect the document(s)

A copy of the document(s)

## 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' on Sydney Water's website.

Do you object to this?

Yes

No

## Fees and charges

A fee of \$30 applies to applications for formal access under the GIPA Act and must accompany the application. Based on the complexity of the request and time required for research and retrieval, we may impose additional processing fees (\$30/hour). Our GIPA officer will contact you if the application is likely to result in additional processing fees.

## Discount in processing charges

You may be required to pay a charge for processing the application (\$30/hour). Some applicants may be entitled to a 50% reduction in processing charge. If you wish to apply for a discount, please indicate the reason:

Financial hardship – provide supporting documentation (eg a copy of pension or Centrelink card).

**AND / OR**

Special benefit to the public – specify why:

**Note:** *There is no discount applicable to the \$30 application fee*

## Payment options

- Pay by EFT

BSB No: 062 789

Account No: 1915 0587

Quote GIPA as reference and send remittance advice by email [GIPA@sydneywater.com.au](mailto:GIPA@sydneywater.com.au)

- Pay by Mail

Please send a CHEQUE or MONEY ORDER (payable to Sydney Water) along with the application form to the address on next page.

## How to lodge your application

Lodge by email: [GIPA@sydneywater.com.au](mailto:GIPA@sydneywater.com.au)

Lodge by mail: Government Information (Public Access) Officer  
Level 14  
Sydney Water  
PO Box 399  
PARRAMATTA NSW 2124

## Privacy statement

Your personal information is being collected to process your application for information pursuant to Part 4, Division 1 of the *Government Information (Public Access) Act 2009*. The requested information assists GIPA officer to respond to the applicant. If you do not provide the requested information, we may not be able to process the application. Your personal information will be securely retained in Sydney Water's record keeping system. Sydney Water will not disclose your personal information without your consent unless authorised or required by the law.

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

Applicant's signature:

Date:

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>