Government Information (Public Access) Act 2009
APPLICATION FOR INFORMATION FORM

1. YOUR DETAILS

Title:	First Name:	Surname:
Organisation / Company Name: (if applicable)		
Postal Address:		
		State: Postcode:
Email:		Phone Number:

Are you seeking access to information on someone's behalf?

☐ No

☐ Yes → Who? Name:

Please attach proof of your authorisation to act on the person's behalf, such as a legal documentation in support of your authority (a client agreement, insurance policy document) or written authorisation from the person concerned.

2. REQUEST FOR INFORMATION

Please provide detailed information in the box below about the information you want to access. Clear details help us identify and locate the requested information accurately. Vague or overly broad requests may be considered invalid. Avoid phrases like "including but not limited to" or "all or any records held in relation to," as they may render your application invalid or unreasonable.

What is the date range for the information you are requesting? (e.g. between x and x date or after x date)	

Please advise why you would like to look at this information as it will assist in identifying the information you require. Hunter Water is obliged to consider the Public Interest when determining the release / non-release of document(s). Personal factors of the application can be taken into account when making access decisions.
Reason Information Requested:

Are you requesting access to your own personal information?	☐ Yes ☐ No
Proof of identity is only required when a customer is seeking access to their own personal information. Personal information means information about an individual whose identity can be reasonably determined from the information. If you are a third party acting on behalf of another person, you will need to provide a written authority from the person to whom the information belongs as well as their proof of identity. Hunter Water will not disclose personal information it may hold about a person to another person or organisation without written consent. Examples of allowable Certified documents include an Australian Driver's licence, or Australian Passport. Other Certified documents that provide proof of signature and current address details can also be provided.	
Proof of identity is attached (if applicable) ☐ **Note:** This is not a requirement if you are not seeking any personal information.	

Have you, at any time, applied to another agency for the same information? ☐ Yes ☐ No	
If YES, which agency?	Name:
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.	

3. FORM OF ACCESS

Hunter Water will use the email address provided on this form to organise access to the records. If you do not supply an email address, we will send all correspondence to the postal address provided on this form. Hunter Water will not ask a Customer to collect records in person from its Honeysuckle Office.

4. THIRD PARTY CONSULTATION

Under Section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, Hunter Water may be required to consult with third parties before deciding your application. The purpose of this consultation is for Hunter Water to determine whether the third party has an objection to disclosure of some, or all, of the requested information.

Should third party consultation be required, do you consent to your identity as an applicant, being disclosed to any third parties?

☐ Yes ☐ No

5. FEES AND CHARGES

Application Fee for Formal Access Application: $30.00
The application will not be valid until proof of payment is received.

Methods of Payment

Online - https://pay.hunterwater.com.au/ Use payment reference number: **00223170369**

In person - Hunter Water Head Office Front Counter, 36 Honeysuckle Drive, Newcastle West.

Processing Charges

A processing charge at a rate of $30.00 per hour may apply for the time it takes to deal with your application. An advance deposit may also be required to be paid for any application that involves more than ten (10) hours processing time.

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 – please attach supporting documentation (e.g. Pensioner or Centrelink card)

☐ Special benefit to the public - provide reasons and enclose supporting documents (e.g. applying for or on behalf of a not-for-profit organisation)

6. 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 Hunter Water's disclosure log which is published on our website.

Do you object to this? ☐ Yes ☐ No

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.

If we decide to include information in our disclosure log despite your objection, you can see a review of this decision.

7. PRIVACY STATEMENT

In making this application, you are providing personal information such as name and contact details. This information will only be used for the purpose of assessing your application and contacting you regarding the status of your application. Your personal information will be accessed by persons who have been authorised to do so, including the decision maker of your application. Your personal information will be handled in accordance with Hunter Water's Privacy Management Plan.

8. APPLICANT DECLARATION

I/we acknowledge the following:

- The information provided in this form is complete and correct
- I have read the privacy statement
- Where applicable, I have attached documents required for the purpose of this application (e.g. evidence of identity, authorisation to act on another person's behalf, evidence of owner's consent)
- I understand that I must seek the Copyright Owner's consent in order to use any part of a copyright document for any other purpose.
- I understand that this application is not valid until I have paid the application fee
- I understand it is an offence to give misleading information about my identity and that doing so may result in a decision to refuse to process my application.

☐ I have read and agree to the statement above.

9. LODGEMENT

If you have not filled in this application online, it can be lodged by sending this completed form, together with any supporting documentation, via the following methods:

Email to: GIPA@hunterwater.com.au – this is the recommended and preferred method

Post to: Right to Information Officer, Hunter Water Corporation, PO Box 5171, HRMC NSW 2310