Right to Information and Information Privacy Access Application

1. Contact Details
You are required to supply your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer. If you are applying on behalf of another person, please complete this section with your contact details.

Title (e.g. Mr, Mrs, Ms, Miss) Given name/s Family name

Organisation / Company name (complete if you are making this application on behalf of an organisation or company)

Postal address

Postcode

Preferred method of contact. (Please indicate by numbering in order of preference, your preferred method of contact. If you choose e-mail or post, please also provide a contact telephone number. GAWB may need to contact the applicant to clarify aspects of the application. Please include area code, where applicable and provision for noting for whom seeking information and proof of author.)

Phone

Fax

Mobile

E-mail

Post

2. Application Details

Letter Report Form

[ ] Other (please specify)

Relevant document reference number (if known): ________________________________

Subject matter (please specify information that will help identify the document(s)):

______________________________________________________________

3. Preferred access type (tick one)

[ ] Inspect document(s) [ ] Photocopy of document(s) ($0.20 per A4 page) [ ] Document sent by e-mail

[ ] Copy of the document(s) on DVD [ ] Copy of the document(s) on CD

4. Payment
(Note: $38.00 fee is payable with lodgement of application for non-personal documents. Copying charges apply – see schedule of fees and charges overleaf)

[ ] Cheque [ ] Money Order [ ] Cash

Signature of Applicant ____________________________________________

Date: __________/________/________
# Schedule of Fees and Charges

## Application Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee for personal documents</td>
<td>Nil</td>
</tr>
<tr>
<td>Application fee for non-personal documents</td>
<td>$38.00</td>
</tr>
<tr>
<td>Compiling documents in excess of 5 hours</td>
<td>$ hourly fee</td>
</tr>
</tbody>
</table>

## Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copies of personal documents</td>
<td>Nil</td>
</tr>
<tr>
<td>Copies of A4 size pages for non-personal documents</td>
<td>20 cents per page</td>
</tr>
<tr>
<td>Copies of documents other than A4 sized paper</td>
<td>Amount that is not more than the actual cost incurred by the agency in giving access to the documents</td>
</tr>
<tr>
<td>Inspection of non-personal documents and supervision thereof.</td>
<td>No charge if less than 5 hours. If more than 5 hours $5.00 for each 15 minutes or part thereof, commencing from start of application.</td>
</tr>
<tr>
<td>Time spent searching for or retrieving a document or doing things related to making a decision on an application for access to non-personal documents</td>
<td></td>
</tr>
</tbody>
</table>

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**All enquiries and applications may be directed to:**

Right to Information Coordinator  
Gladstone Area Water Board  
PO Box 466  
GLADSTONE QLD 4680

Phone: (07) 49 76 3000  
Facsimile: (07) 49 72 5632  
Email: gawb@gawb.qld.gov.au

**The Information Privacy Act 2009 (IP)**
The IP Act creates a right for individuals to apply for their own personal information. In addition to allowing access to and amendment of personal information. The IP Act also provides safeguards for the handling of personal information in the public sector environment. Personal information is any information or opinion, including information or an opinion forming part of a database, whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

**The Right to Information Act 2009 (RTI)**
The RTI Act creates a right for individuals to apply for documents containing all other information.

**Which Act is relevant to my application?**
If you are seeking information relating to yourself or on behalf of another person your application can be processed under the IP Act. Evidence of identity is required for an application under IP.
If you are seeking information other than your own personal information, the RTI Act will apply. Documents that contain your own personal information and the personal information of another person, and/or non-personal information, will be assessed to determine whether they should be processed under the RTI or IP Act. If you are unsure which Act applies you may contact GAWB.

**Exempt information**
The new legislation is based on the presumption that all government held information is open and accessible unless the release of information would, on balance, be contrary to the public interest. Reasons for exempting documents from disclosure are clearly set out in the RTI and IP Acts. Exemptions that are commonly applied relate to documents that are subject to an ongoing deliberative process, documents subject to legal professional privilege, information disclosure of which would found an action for breach of confidence, documents that, if released, would prejudice an individual’s right to privacy and personal information, including personal information of a deceased person.

**How to Apply**
In order to process your request for information, a valid application must be submitted. There is only one form for both RTI and IP applications.

A valid application must:
1. Be on the approved form (available: www.gawb.qld.gov.au or contact GAWB)
2. Provide sufficient information to identify the document(s)
3. State a mailing address
4. Be accompanied by a fee of $38.00 (RTI applications only)
5. Evidence of identity is required for access to personal information within 10 business days after making the application (must be a certified copy if sent via post).

Evidence of identity includes:
- Current driver’s licence
- Identifying page of current passport
- Birth certificate
- Copy of a prisoner’s identity card certified by a corrective services officer
- Statutory declaration of an individual who has known the applicant for at least one year

**What does an application cost?**
Personal information:
No application fee. Access fees may apply (for example, photocopying and postage).

Non-personal information:
A $38 application fee must be paid. Charges apply to applications that require more than five hours of processing. Access charges may also apply. Charges may be waived if you can demonstrate financial hardship (for example, if you hold a valid concession card).

Within 25 days of receipt of your application a Charges of Estimate Notice (CEN) will be issued for the processing/access charges associated with the application.

**How long before my application is processed?**
The RTI and IP Acts require a decision on access applications within 25 business days or 35 days if consultation with a third party is required. However, an applicant may agree to extend this period.

**Forms of access**
Most released documents are provided to an applicant in hard copy format which is mailed to the applicant via registered mail.

**Disclosure Log**
Information that is released and that does not contain personal information may be included in a disclosure log (for example, the GAWB website disclosure log) no sooner than 24 hours after an applicant accesses the information.
Review rights

There are two options available to an individual who is not satisfied with a reviewable decision. You can apply for internal or external review. The internal review will be undertaken by an officer more senior to the original decision maker. You can apply for external review through the Office of the Information Commissioner. You do not have to request an internal review to be eligible to apply for an external review.

To apply for internal review

Under section 80 of the RTI Act an application for internal review must be made in writing to this agency within 20 business days after the day on which you receive this decision. You are taken to “receive” this decision on the day on which you should receive it in the ordinary course of mail delivery. No specific form of application is required. Your application can be lodged in one of the following ways:

In person: 147 Goondoon Street, Gladstone
Post: GAWB, PO Box 466, Gladstone, QLD 4680
Email: gawb@gawb.qld.gov.au

To apply for external review

If you wish to apply for an external review of the decision, your application should be lodged in writing within 20 business days after the date of this decision letter. Your application can be lodged with the Information Commissioner in one of the following ways:

In person: Level 4, 300 Adelaide St, Brisbane
Post: Office of the Information Commissioner, PO Box 10143, Adelaide Street, Brisbane, Qld 4000
Fax: 07 3005 7150
Email: administration@oic.qld.gov.au
Online: www.oic.qld.gov.au/application-external-review

Applications should be sent to:
Right to Information Coordinator
Gladstone Area Water Board
PO Box 466
GLADSTONE QLD 4680

Phone: (07) 49 76 3000
Facsimile: (07) 49 72 5632
Email: gawb@gawb.qld.gov.au

Right to Information / Information Privacy Flow sheet