

FOI Application Form

Applicant's Name (printed) _____

Address _____

_____ P/Code _____

Phone (W): _____ Phone (H): _____ Fax: _____

Area of SunWater applicant believes to be holding relevant documents:

- | | |
|---|---|
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Operations & Maintenance |
| <input type="checkbox"/> Engineering Services | <input type="checkbox"/> Water Supply Services |
| | <input type="checkbox"/> Other (please specify) |

Description of Documents(s) applicant wishes to obtain:

- | | | |
|---|---------------------------------|-------------------------------|
| <input type="checkbox"/> Letter | <input type="checkbox"/> Report | <input type="checkbox"/> Form |
| <input type="checkbox"/> Other (please specify) _____ | | |

File Reference Number (if known) _____

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

Access:

- | | |
|--|--|
| <input type="checkbox"/> Inspection of Documents | <input type="checkbox"/> Copy of Documents |
|--|--|

Payment (Note: \$35.25 fee is payable with lodgement of application for non-personal documents. Copying charges apply – see schedule of fees and charges overleaf)

- | | | |
|---------------------------------|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Cheque | <input type="checkbox"/> Money Order | <input type="checkbox"/> Cash |
|---------------------------------|--------------------------------------|-------------------------------|

Signature of Applicant _____

Schedule of Fees and Charges:

Application Fees

Application fee for personal documents	Nil
Application fee for non-personal documents	\$35.25
Compiling documents in excess of 2 hours	\$ hourly fee

Charges

Copies of personal documents	Nil
Copies of A4 size pages for non-personal documents	20 cents per page
Copies of documents other than A4 sized paper	Amount that is not more than the actual cost incurred by the agency in giving access to the documents
Inspection of non-personal documents and supervision thereof	\$5.20 for each 15 minutes or part thereof
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	\$5.20 for each 15 minutes or part thereof

All enquiries and applications may be directed to:

Street Address:

FOI Coordinator
SunWater
Level 9,
William Buck Centre
120 Edward Street
BRISBANE QLD 4000

Postal Address:

FOI Coordinator
SunWater
PO Box 15536
CITY EAST QLD 4002

Phone: (07) 3120 0000
Facsimile: (07) 3120 0260