

Title Application for Access to Documents (under *Freedom of Information Act, 1992, s12*)

DETAILS OF APPLICANT

Surname _____ Given Name _____

Aust. Postal Address _____

Postcode _____

Telephone No. _____ Facsimile No. _____

If application is on behalf of an organisation

Name of Business/Organisation _____

DETAILS OF AGENT

Surname _____ Given Name _____

Agency _____

Aust. Postal Address _____

Postcode _____

Telephone No. _____ Facsimile No. _____

DETAILS OF REQUEST *(Please make appropriate selection)*

Personal Documents Non-Personal Documents

I am applying for access to document(s) concerning

FORM OF ACCESS *(Please make appropriate selection)*

I wish to inspect the document(s) Yes No

I require a copy of the document(s) Yes No

I require access in another form Yes No

(Specify documents)

FEES

If you wish to access information that is not just about yourself, you will need to pay the \$30.00 fee with this application.

Attached is the application fee of \$30 (cheque, over the counter, or via credit card). Yes No

ADDITIONAL CHARGES FOR DOCUMENTS

I understand that before I obtain access to the documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

A reduction in charges may be so sought in the case of financial hardship. If you consider you are entitled to a reduction, please select the appropriate box and provide copies of documents the support your request for a reduction in the charges. Proof of evidence such as a Senior's Card is required (copy of proof to be attached).

I am requesting a reduction in the charges Yes No

APPLICANTS/AGENTS SIGNATURE

Date _____ / _____ / _____

NOTES

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The authority may request proof of your identity.
- If you are seeking access to any document(s) on behalf of another person, the authority will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Co-ordinator, Freedom of Information, Landgate, Midland on telephone (08) 9273 7373.

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, email or a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the authority is unable to grant access in the format requested, access may be given in a different format.

Fees and Charges

- There are no fees or charges for applications for **personal information** about the applicant.

Application Fee

- The application fee for non-personal information, as prescribed by the Regulations, is **\$30.00**

Other Charges for Non-Personal Information

- Charges for dealing with the application are set at a standard rate of **\$30.00** per hour, or pro rata for a part of an hour.
- Charges for supervising inspection of documents are set at a standard rate of **\$30.00** per hour, or pro rata for part of an hour.
- Charges for photocopying of a document are:
 - \$30.00** per hour, or pro rata for a part of an hour of staff time; and
 - \$0.20** per copy.
- Charges for time taken by staff transcribing information from a tape or other device is set at a standard rate of **\$30.00** per hour, or pro rata for part of an hour.
- Charges for duplicating a tape, film or computer information will be the **actual cost**.
- Charges for delivery, packaging and postage will be the **actual cost**.
- If charges are estimated to be more than **\$25.00** for the information, then the applicant will be notified in writing and be given 30 days to make their intentions known.
- The Regulations provide for a **25%** reduction in charges for financially disadvantaged applicants who, in the opinion of the authority, are impecunious or who hold a prescribed pensioner concession card.

Lodgement of Applications

<i>By mail to</i>	FOI Co-ordinator Landgate Post Office Box 2222 MIDLAND WA 6936	
<i>In person at any Landgate Office</i>	1 Midland Square MIDLAND WA 6936	200 St Georges Terrace PERTH WA 6000
		Bunbury Tower 61 Victoria Street BUNBURY WA 6230