



Freedom of Information Act 1992
APPLICATION FOR ACCESS TO DOCUMENTS

Title (Hon/Mr/Mrs/Miss/Ms): _____

Surname: _____ Given Names: _____

Australian Address: _____

State _____ Post Code: _____

Note: The Department will not be able to consider your FOI application as valid if you do not provide an Australian residential address which all correspondence can be sent to. Providing only a postal (PO Box) address is not acceptable.

Telephone No (H): _____ (W) _____ (M) _____

Fax No. _____ E-mail _____

IF APPLYING ON BEHALF OF A CLIENT OR ORGANISATION

Organisation Name: _____

Client Name: _____

Note: If you are seeking access to a document(s) on behalf of another person, we will require written authorisation from that person/s confirming that this is indeed the case.

INFORMATION SOUGHT: Personal Non-personal (Please tick the appropriate box)

I am applying for access to the following document(s):

Please attach an additional sheet if necessary and specify the exact information required, including any dates if relevant.

EXCLUSION OF THIRD PARTY PERSONAL INFORMATION

We could finalise your application quicker if you agree to have third party personal and/or prescribed details (including names, position titles, addresses, telephone numbers, email addresses and signatures) deleted from the FOI documents as this may eliminate the legal requirement to undertake third party consultations.

I agree to the removal of:

third party personal information 'prescribed details' of agency officers

Please note that if the documents requested include potentially exempt matter (for example, commercial information of third party business entities) consultations with those parties will still be required.

FORM OF ACCESS REQUIRED (please tick the option preferred)

Paper copies Yes No

Electronic copies – CD or sent via EMAIL Yes No

Access by inspection Yes No

Access in another form Yes No (specify) _____

HOW DO I WANT THE DOCUMENTS DELIVERED TO ME?

Standard Australia Post (no additional charges)

I will arrange and pay for a private courier

Express post at an additional charge to the applicant

FEES AND CHARGES

Applications for Personal Information:

There is no application fee payable for a request to access personal information about yourself (the applicant). However, you must provide proof of identity e.g. Drivers Licence and sign below.

APPLICANT'S SIGNATURE: _____ Date ____/____/____

Applications for Non-Personal Information:

A \$30 non-refundable application fee is payable for all other requests for access to non-personal information (information other than that about yourself) and must be submitted with the application form. Payment may be made in person, in **cash** or by **cheque** made out to the Department of Treasury.

APPLICANT'S SIGNATURE: _____ Date ____/____/____

Applications May be Lodged:

By post, addressed to:

FOI Manager
Department of Treasury
Locked Bag 11
Cloisters Square Western Australia
6850

In person at:

Department of Treasury
Level 2, Gordon Stephenson House
140 William Street
Perth Western Australia 6000
(9.00am - 5.00pm)

IMPORTANT – PLEASE MARK THE OUTSIDE OF YOUR ENVELOPE: “FOI MANAGER”

Additional Charges

Please note that before you can obtain access to relevant documents, you may be required to pay processing charges in respect of this application and will be supplied with a statement of charges if appropriate. For your information the applicable charges are \$30.00 per hour and photocopying costs are 20 cents per page.

Discounts May be Available

If you consider that you are entitled to a reduction on the basis that you are financially disadvantaged and/or the holder of a pensioner concession card (*Freedom of Information Regulations 1993*, reg. 3), please submit a request with copies of the pension card(s) or other documents which support your application.

I am requesting a 25% reduction in charges Yes No

Further Information

Please do not hesitate to contact the FOI Manager on (08) 6551 1125 if you require any further information.

Notes:

- Please provide sufficient information to enable the specific and correct document(s) to be identified by the Department.
- Your application will be dealt with as soon as practicable (and, in any case within 45 days) after it is received.
- The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher, 10 William Street, Perth (08 6552 6000) or e-mail sales@dpc.wa.gov.au.