



Application for Access to Documents

Freedom of Information

Pursuant to the *Freedom of Information Act 1992 (WA) S.12*

Applicant details

Family name: First name:

Date of birth (optional): Title (Mr/Ms):

Agents/representative's name*:

Australian postal address: Postcode:

Contact number: Reference number (optional):

Details of request (please tick)

Personal documents (no fees and will contain information about applicant ONLY)

Non-personal documents (\$30 application fee and associated charges and may, subject to the Act and/or consultation, contain information regarding third parties)

Describe clearly the documents you wish access to (include dates, location, subject matter or any other information which would help identify the document). Specify actual documents rather than entire files. Your reason for access (optional) may help in the accurate capture of documents:

.....
.....
.....
.....

Form of access (please tick)

I wish to inspect the document/s Yes No I require a copy of the document/s Yes No

Fees and charges - non-personal applications

Attached is a cheque/cash to the amount of \$..... to cover the application fee. I understand that before I obtain access to 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.

In certain cases a reduction in charges may apply. See section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents that address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in charges Yes No

Reason:
.....

Applicant's signature: Date:

**If the applicant has not signed this form and an agent is acting on their behalf, include a signed and dated statement of authority.*

Freedom of Information applications

- Please provide sufficient information to enable the correct document/s to be identified.
- The Agency may request proof of your identity.
- If you are seeking access to a document/s on behalf of another person, the agency 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.
- The Freedom of Information Act is available for purchase from the State Law Publisher via phone (08) 6552 6000 or the website www.slp.wa.gov.au
- Further information can be obtained from the FOI and Records Management Officer, Knowledge Management and Compliance Branch at the Department of the Attorney General (phone (08) 9264 1124).

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, 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 agency is unable to grant access in the form requested, access may be given in a different form.

Fees and charges

- No fees applicable for access applications relating to personal information or amendment of personal information.
- No charges applicable for amendment of personal information.
- An application fee of \$30 is applicable for access applications relating to non-personal information.
- No fees applicable for an internal or external review.
- A charge of \$30 per hour of staff time for dealing with an application.
- Photocopies charged at the rate of 20 cents per copy.
- Actual cost to the agency charged for postage, special arrangements for access and for specialised access such as reproductions and the like.
- A 25% reduction of charges for financially disadvantaged applicants or those in receipt of health benefits.

Lodgement of Applications

For documents of an administrative nature:

By post:

FOI Officer
Department of the Attorney General
GPO Box F317
PERTH WA 6001

In person:

Knowledge Management and Compliance Branch
Department of the Attorney General
Level 24, David Malcolm Justice Centre
28 Barrack Street
PERTH WA 6000

For documents dealing with wills, trusts and estate management:

By post:

FOI Coordinator
Public Trustee
GPO Box M946
PERTH WA 6843

In person:

Public Trustee
553 Hay Street
PERTH WA 6000

For documents relating to the State Administrative Tribunal:

By post:

State Administrative Tribunal
GPO Box U1991
PERTH WA 6845

In person:

State Administrative Tribunal
565 Hay Street
PERTH WA 6000

For documents of a legal nature:

By post:

FOI Coordinator
State Solicitor's Office
PO Box B83
PERTH WA 6001

For documents relating to personal guardianship:

By post:

Public Advocate
PO Box 6293
EAST PERTH WA 6892