

APPLICATION FOR ACCESS TO DOCUMENTS
(under *Freedom of Information Act 1992, s.12*)

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) _____

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$_____ to cover the application fee. 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 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.

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 Board may request proof of your identity.
- If you are seeking access to any document(s) on behalf of another person, the Board 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.

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 Board 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 is 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 Board, are impecunious or who hold a prescribed pensioner concession card.

Lodgement of Applications

- *By mail to:* Chief Executive Officer
MyLeave
Post Office Box 1333
WEST PERTH WA 6872
- *In person* MyLeave
Level 3,
50 Colin Street
West Perth WA 6005