

FOI Application for Access to Documents

Under the Freedom of Information Act 1992, s12

Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Other

Surname: Given Name/s:

Organisation: (if applicable)

Postal Address: (An address in Australia to which notices under the Act can be sent)

Postcode:

Phone No: () Mobile No:

Email:

Name of other Party (If application relates to a complaint of discrimination or harassment)

Type of Request

- ☐ **Personal Documents** (Information of the agency that contains personal information about you, or was supplied by or to you)
- ☐ **Non-Personal Documents** (Information of the agency that does not contain any personal information about you)

Note: *If the application is for access to or amendment of your personal information, you need to confirm your identity by providing documentary evidence e.g. driver’s licence, valid passport or similar.*

Form of Access Required (Please tick ☒)

I require a copy of the document[s] ☐

Copying charges may apply (FOI Regulations Schedule 1)

I wish to inspect the document[s] ☐

Access in another form ☐

(Details)

Description of Documents

Describe clearly the documents you wish access to (include dates, location, subject matter or any other information which would help identify the document).

Please specify actual documents rather than entire files, if possible. Your reason for access (optional) may assist in the accurate capture of documents:

Fees and Charges

Application Fee

- There is no fee for access applications relating to personal information and amendment of personal information.
- No charges are applicable for applications for access to or amendment of personal information.
- The *Freedom of Information Regulations 1992* includes a schedule of fees and charges payable under the FOI Act.
 - An application fee of \$30 is payable when lodging an application for access to documents containing non-personal information.
 - The application may be posted, along with a cheque, money order or credit card details (see page four) to cover the \$30 fee. Cheques or money orders should be made payable to the 'Commissioner for Equal Opportunity.' We do not accept cash payments.

Charges

There may be processing charges in respect to your application. If the amount is likely to be more than \$25, you will be provided with an estimate of charges and given 30 days to advise if you wish to continue with the application.

Processing Charges Reduction

The FOI Regulations allow for a 25% reduction in processing costs if the applicant holds any of the following cards.

- a valid Commonwealth-issued pensioner card; or
- another type of government-issued concession card (e.g. WA Seniors Card); or
- a student card (e.g. WA Student Card).

Applicant's signature:

Date: / /

Lodgement of Applications

By Post or In Person:

FOI Officer
Equal Opportunity Commission
Albert Facey House
469 Wellington Street
PERTH WA 6000

By email: (credit card payment details required)

FOI Officer
Equal Opportunity Commission
Email: eoc@eoc.wa.gov.au

Phone Enquiries:

(08) 9216 3952
1800 198 149 (Country callers)

Credit Card Payment

Card

Number: _ _ _ _ - _ _ _ - _ _ _ - _ _ _ -

Expiry Date:

Card

Type: (Please tick) **Master Card** ☐ **Visa** ☐ **Amount**

Cardholder's

Name: (Please print)

Signature:

Note: The credit card number will be removed when the payment has been receipted

Office Use Only

Received: ----- / ----- / ----- Validated (Fee Paid): ----- / ----- / ----- Receipt/Tax Invoice No: -----

Proof of Identify: (Access to or amendment of personal information) ☐ Sighted by _____