Freedom of Information

Application for access to documents

(Section 12 of the *Freedom of Information Act 1992*)

| Personal details |  |
| --- | --- |
| Title |  |
| Surname |  |
| Given names |  |
| Australian postal address |  |
| Telephone |  |
| Email |  |

| Reason for FOI application | Yes | No |
| --- | --- | --- |
| I am seeking access to personal information about myself |  |  |
| I am seeking access to non-personal (third party) information |  |  |
| I am applying on behalf of a business/organisation |  |  |

| If yes to the last question, please write the business/organisation name: |
| --- |
|  |

Please provide sufficient information to enable the correct documents to be identified. If you are seeking access to documents on behalf of another person, we will require authorisation in writing.

Please attach additional information if necessary.

| I am applying for access to: |
| --- |
|  |

## Date range for document search (if relevant):

| From | To |
| --- | --- |
| Date field | Date field |

# Fees and charges

| Personal information |
| --- |
| No fee is charged for access to your personal information |

| Non-Personal information |
| --- |
| An application fee of $30 applies. This fee must be paid when the application is submitted.  How to pay:   * [BPOINT](https://www.bpoint.com.au/payments/publicsectorcommission) * Electronic Funds Transfer:   + **BSB**: 066-040 A**ccount Number**: 19400108 **Account name**: Public Sector Commission * By cheque: Please make all cheques out to the “Public Sector Commission” |

Processing charges may also apply, charges are outlined in [Public Sector Commission Information Statement.](https://www.wa.gov.au/organisation/public-sector-commission/public-sector-commission-information-statement)

Note: a reduction of charges is available for financially disadvantaged applicants or those in receipt of Health Benefits, on request. Please attach a copy of your pension/concession card(s) or other supporting documentation.

# Applicant declaration

I have attached the $30 fee (for a non-personal application) and understand that I may be required to pay processing charges to obtain access to documents. Should processing charges apply:

| Declaration | Yes | No |
| --- | --- | --- |
| I understand that I will be provided with a statement of charges. |  |  |
| Under Regulation 3 of the Freedom of Information Regulations 1993, I request a 25% reduction as I am financially disadvantaged and/or the holder of a pension/concession card. I have attached supporting documentation. |  |  |

| Signature | Date |
| --- | --- |
|  | Date field |

# Lodgement of applications

|  |  |
| --- | --- |
| **By post or in person:**  Public Sector Commission  Dumas House  2 Havelock Street WEST PERTH WA 6005 | **By email to:**  PSC-FOI@psc.wa.gov.au |

**Note: An acknowledgement letter will be sent upon receipt of the FOI application. Your application will be dealt with as soon as practicable.**

# Further information

If you require further information, please do not hesitate to contact our FOI Coordinator on (08) 6552 8550 or visit the Public Sector Commission [website](https://www.wa.gov.au/organisation/public-sector-commission).