

# Freedom of Information Application for access to documents

[Pursuant to the *Freedom of Information Act 1992*, s 12]

## Applicant details

Surname: ..... Given names: .....  
Date of birth (*Optional*) ..... Title: [Mr/Ms etc] .....  
❖ Agents/Representative's name: (*if applicable*) .....  
Australian postal address: ..... Postcode: .....  
Contact number: ..... Matter number: .....

## Details of request **Please tick**

- Personal Documents (incurs no fees and will contain information pertinent to applicant **only**)
- Non-personal documents - (incurs \$30.00 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). **Please specify actual documents rather than entire files.** Your reason for access (**optional**) may assist 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/money order/[credit card authorisation form](#) to the amount of \$30 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 page 2. If you have a valid concession card please complete the [Fee Concession form](#) and attach it to this application.

I am requesting a reduction in charges  Yes  No [Please tick appropriate box]  
Reason:

Applicant's signature: ..... Date: .....

❖ If Applicant has **not** signed this form and an agent is acting on their behalf, a signed and dated statement of authority must be included with application.

## Notes

### FOI Applications

- Please provide sufficient information to enable the correct document[s] to be identified.
- With the exception of individuals currently in the custody of the Department, applications to access or amend personal information of an applicant must be accompanied by proof of identification documentation.
- If you are seeking access to a document[s] on behalf of another person, the Tribunal 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. Please note payment for non-personal applications is required before the request is processed.
- The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher, 10 William Street, Perth (telephone +61 8 6552 6000).
- Freedom of Information queries for the Tribunal should be directed to [sat@justice.wa.gov.au](mailto:sat@justice.wa.gov.au) or (08) 9219 3111 or 1300 306 017.

### 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 Tribunal 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 and amendment of personal information.
- No charges applicable for applications for access to or amendment of personal information.
- An application fee of \$30 is applicable for all access applications relating to non-personal information.
- No fees applicable for internal or external review applications.
- A fee of \$30 per hour of staff time may be applied for dealing with a non-personal application.
- Photocopies may be charged at the rate of 20 cents per copy for non-personal applications.
- A reduction of fees and charges for non-personal applications may be applied for financially disadvantaged applicants or those who have a valid concession card.

### Lodgement of applications

Applications may be lodged –

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• By post, addressed to:<br/><br/>FOI – Decision Matter<br/>State Administrative Tribunal<br/>GPO Box U1991<br/>PERTH WA 6000</li></ul> | <ul style="list-style-type: none"><li>• In person, addressed to:<br/><br/>FOI – Decision Matter<br/>State Administrative Tribunal<br/>Level 6, 565 Hay Street<br/>PERTH WA 6000</li></ul> |
| <ul style="list-style-type: none"><li>• By facsimile: (08) 9325 5099</li></ul>  | <ul style="list-style-type: none"><li>• By email: <a href="mailto:sat@justice.wa.gov.au">sat@justice.wa.gov.au</a></li></ul>  |