**Application for Access to Documents**

WA Freedom of Information Act 1992 (FOI Act) (s.12)

**PART 1 – Applicant Details**

Surname:

Given Names:

Australian Postal Address:

Suburb: Postcode:

Telephone Number/s:

Email:

*If application is on behalf of an Organisation*

Name of Organisation/Business:

**PART 2 – Administration, Fees and Charges**

Where an application is for non-personal documents a fee of $30.00 is required before the application can be processed. Payment may be made as below *(Please indicate but do not send cash through the mail).*

* Credit / Debit Card (UWA will contact you to take your payment details)
* Cheque / Money Order – enclosed by mail
* Cheque / Money Order / Cash – paid in person

You may be required to pay processing charges in respect to this application and if so you will be provided with a Notice of Estimated Charges *(see attached information on fees and charges).*

**Application to have fees and charges reduced**

In certain cases, a reduction in fees and charges may apply. If you believe you are entitled to a reduction, send a request with copies of supporting documents with this form i.e. photocopy of your pension card or health care card.

I am requesting a reduction in fees and charges. (*Please tick and attach supporting documents)*

* Yes
* No

**All enquiries and applications may be directed to:**

Manager – Information Governance Telephone: (08) 6488 1706
Information Governance M461 Email: foi@uwa.edu.au
University of Western Australia
Perth WA 6009

**PART 3 – Details of Application**

*(Please tick - Refer to Part 4 for the meaning of personal and non-personal information)*

|  |  |
| --- | --- |
| * Personal Information
 | * Non-Personal Information
 |

**I am applying for the following documents:** (*Please be specific)*

*If additional space required, please enclose an additional page.*

**Form of Access:** *(Please tick)*

* I require a copy of the document/s (*this will normally be provided digitally)*
* I wish to inspect the document/s
* I require access in another form *(Please specify below)*

In accordance with section 13(3) of the FOI Act, UWA will advise you its decision within 45 calendar days of your application being deemed valid, which if an application fee is required includes payment of that fee.

**PART 4 – Additional Information**

REQUEST FOR ACCESS TO DOCUMENTS

* As the applicant, you are required to provide sufficient information to enable the correct document/s to be identified. The FOI Coordinator at UWA will help you if you require assistance with your application.
* A valid application will be dealt with as soon as practicable, or within 45 calendar days after it is received.
* If your application requests access to your personal information, UWA will request proof of your identity.
* If you are requesting access to document/s which contain personal information other than your own, you may be asked to provide consent from those persons or the information may be exempt and removed from any documents supplied.

**MEANING OF ‘PERSONAL INFORMATION’ AS OUTLINED IN THE FOI ACT**

**‘Personal information’ means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead -**

1. **whose identity is apparent or can reasonably be ascertained from the information or opinion; or**
2. **who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.**

**PERSONAL OR NON-PERSONAL APPLICATION**

* **A personal application would consist of a request to access documents which contains personal information about the applicant, with very little or no ‘third party’ information (personal information relating to other people).**
* **Non-personal information is the opposite of the above. It would consist of an application for access to documents with very little, or no personal information about the applicant and a considerable amount of information relating to third parties.**

**FEES AND CHARGES**

The table below is a list of charges that can be imposed under the FOI Act, in addition to the application fee of $30.00. These charges are outlined in the Freedom of Information Regulations, 1993.

|  |  |
| --- | --- |
| Personal Information Application | No fee  |
| Non-Personal Information Application | $30.00 |
| Charge for Time Dealing with the Application (Per Hour or Pro Rata)  | $30.00 |
| Access Time Supervised by Staff (Per Hour or Pro Rata)  | $30.00 |
| Photocopying Staff Time (Per Hour or Pro Rata)  | $30.00 |
| Per Photocopy (Per Page)  | 20 Cents |
| Transcribing from Tape, Film or Computer (Per Hour or Pro Rata)  | $30.00 |
| Duplicating a Tape, Film or Computer Information | Actual Cost |
| Delivery, Packaging and Postage | Actual Cost |
| **Deposits**   |  |
| Advance Deposit may be required in respect of the Estimated Charges  | 25% |
| Further Advance Deposit may be required to meet Charges for Dealing with the Application  | 75% |
| For Impecunious Applicants or those Issued with Prescribed Pensioner Concession Cards, the Charge Payable is Reduced  | 25% |

Information on the FOI Act or how to make an application can be found by visiting UWA’s website <https://www.spp.uwa.edu.au/riskandlegal/freedom-of-information/information-statement>.

Further information can also be found on The Officer of the Information Commissioner website: <https://www.oic.wa.gov.au/en-au/>.