



Application for Access to Documents
Freedom of Information Act, 1992 (FOI Act) (s.12)

PART 1 – Applicants Details

Surname:

Given Names:

Australian Postal Address:

Suburb:

Postcode:

Contact Details:

Telephone Number/s:

Email:

If application is on behalf of an Organisation

Name of Organisation/Business:

PART 2 – Details of Application

(Please tick)

Personal Information

Non-Personal Information

Refer to Part 4 for the meaning of personal and non-personal information.

Area of UWA the applicant believes to be holding the relevant documents:

- Architecture, Landscape and Visual Arts
- Arts, Humanities and Social Sciences
- Business School
- Education
- Engineering, Computing and Mathematics
- Law
- Life and Physical Sciences
- Medicine, Dentistry and Health Services
- Natural and Agricultural Sciences
- School of Indigenous Studies
- Other *(Please specify)*

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

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.....

If additional space required, please use next page.

Form of Access: *(Please tick)*

- I require a copy of the document/s
- I wish to inspect the document/s
- I require access in another form *(Please specify)*



PART 3 – Prescribed Fees and Charges

Attached is a cheque / money order / cash to the amount of \$30.00 for the application of non-personal documents.

(Please do not send cash through the mail.)

I understand that I may be required to pay processing charges in respect to this application and I 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 consider 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)*

- Yes
- No

APPLICANT'S SIGNATUREDATE:

All enquiries and applications may be directed to:

FOI Coordinator
Legal Services Office M461
University of Western Australia
35 Stirling Highway
CRAWLEY WA 6009

Telephone: (08) 6488 4759
Fax: (08) 6488 1328

Details of Application: (cont'd)

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OFFICE USE ONLY

Received on: / /

Proof of Identity (if applicable) Type:

Sighted by:



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 days after it is received.
- If your application consists of personal information, UWA may request proof of your identity.
- If you are requesting access to document/s, relating to another person and their personal affairs, you may be asked to submit written consent signed by that person.

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 -

- (a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
- (b) 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 <http://www.legalservices.uwa.edu.au/iso/foi>.

Further information can also be found on The Officer of the Information Commissioner website <http://www.foi.wa.gov.au/>.