

FOI Application for Access to Documents

(Under the Freedom of Information Act 1992, s12)

The *Freedom of Information Act 1992* ("the FOI Act") recognises two kinds of requests for access to information, *personal information* and *non-personal information*. *Personal information* is information about the FOI applicant. This includes, but is not limited to, information from which the identity of the applicant is apparent or can reasonably be ascertained (i.e. names or contact details).

Non-personal information is information concerning people other than the FOI applicant. This also includes, but is not limited to, information, opinions, names or contact details.

The FOI Act allows a person to have access to personal information about themselves, subject to some limitations. In relation to non-personal information, Schedule 1, Clause 14 of the FOI Act and section 167 of the *Equal Opportunity Act 1984* ("the EO Act") exempt the Equal Opportunity Commission from disclosing to third parties any information relating to the affairs of a person obtained by the Commission for the purposes of the EO Act. However, if you were a party to a complaint lodged with this Commission, you may request copies of relevant documentation from your file. To do this, the Commission will need to confirm your identity.

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)

Type of Request

- Personal Information *** (information of the agency that contains personal information about you, or was supplied by or to you)
- Non-Personal Information** (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

- Copy of the document/s Copying charges may apply (FOI Regulations Schedule 1)
- Inspection of document/s
- Access in another form (Details)

Description of Documents Give enough information to enable the requested document/s to be identified. Avoid asking questions of the agency, such as why has this happened or when will this happen. Don't make the application too broad, for example: I am requesting all documents in relation to...

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for providing additional information or evidence.

Note: *If more space is needed, leave this section blank and attach extra pages to the application.*

Fees and Charges

Application Fee

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 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.

Note: No application fee is payable for access to personal information supplied by or about the applicant.

Charges

There may be processing charges in respect of 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:

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Date:

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Lodgement of Applications

By Post:

FOI Officer
Equal Opportunity Commission
PO Box 7370
CLOISTERS SQUARE
PERTH WA 6850

In Person:

FOI Officer
Equal Opportunity Commission
Level 2, Westralia Square
141 St Georges Terrace
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 received

Office Use Only

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

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