

DEPARTMENT OF HEALTH (WESTERN AUSTRALIA)

APPLICATION FOR ACCESS TO DOCUMENTS

(under *Freedom of Information Act 1992*, S. 12)

DETAILS OF APPLICANT

Surname: .....

Given Names: .....

Australian Postal Address: .....

Suburb:..... State:.....

Postcode: ..... Telephone Number(s):.....Fax:.....

Name of Organisation/Business: .....  
(If application is on behalf of an organisation)

DETAILS OF REQUEST

☐ Personal ☐ Non-Personal (Please tick)

**Personal applications are free from all fees and charges.**

I am applying for access to document(s) concerning (Attach further pages if required) .....

.....

.....

.....

.....

.....

.....

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30.00 to cover the application fee. I understand that before I obtain access to documents I will be required to pay processing charges in respect of this application and that I may be required to pay a deposit of 25% of the estimated cost of processing. An estimate of charges can be supplied upon request.

*In certain cases a reduction in charges may apply - see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.*

Please make cheques out to “**Freedom of Information – Department of Health**”.

I am requesting a reduction in fees and charges ☐ Yes ☐ No (Please tick)

APPLICANTS SIGNATURE:..... Date ...../...../.....

# ACCESS TO INFORMATION NOTES

## Applications

- Please provide sufficient information to enable the correct document(s) to be identified.  
(If seeking medical record information please provide Date of Birth).
- The agency may request proof of your identify.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation for you to act as an agent, in writing.
- Your application will be dealt with as soon as practicable (and in any case, within 45 days) after it is received.
- Further information regarding your application can be obtained from the Co-ordinator on 9222 6412. The Freedom of Information Act 1992, is available for purchase from the State Law Publisher, 10 William Street, Perth (Telephone 6552 6000).

## 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 agency is unable to grant access in the form requested, access may be given in a different form.

## Personal Information

Applicants seeking access to personal information about themselves will be required to show proof of identity before access is given to documents containing personal information. Applications for personal information are free of fees and charges.

## Fees and Charges

Under section 12 (1) (e) of the Act an application fee is payable for access to non personal documents. Under section 16 (1) a charge is payable for the time taken to process non-personal applications. Cheques may be made payable to "Freedom of Information – Department of Health".

<b>Application Fee:</b>	<b>\$30.00</b>
<b>Processing Charge:</b>	<b>\$30.00 per hour</b>
<b>Photocopying:</b>	<b>\$00.20 per copy</b>
<b>Postage, delivery:</b>	<b>Actual cost</b>

The charge payable under section 16 (1) (g) may be reduced by 25% if the applicant is the holder of a currently valid Commonwealth pensioner concession card or a concession card under the Rates and Charges (Rebates and Deferments) Act 1992.

## Lodgement of Applications

Applications may be lodged

By post, addressed to  
FOI Co-ordinator  
Level 1, B Block  
Department of Health WA  
PO Box 8172  
Perth Business Centre WA 6849