



The **new**

## Freedom of Information

### APPLICATION FOR ACCESS TO DOCUMENTS

(Pursuant to the Freedom of Information Act 1992 (WA); S.10)

## OFFICE USE ONLY

FOI Ref No: \_\_\_\_\_

UMRN: \_\_\_\_\_

ID Sighted:  YES  NO

### Details of Applicant

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Are you requesting information about another person?**  YES  NO

If you answered **YES**, please provide their details below. If you answered **NO**, proceed to Details of Application.

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Suburb/City: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_ Your relationship to other person: \_\_\_\_\_

### Details of Application

Please specify the documents you wish to obtain (e.g. Discharge Summary, Intensive Care Unit, 2013):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post or fax application form with copy of ID**  
 (e.g. driver's licence, passport photo, concession card, birth certificate)

**ADDRESS:** Freedom of Information  
 Royal Perth Hospital  
 197 Wellington Street  
 PERTH WA 6000  
**TELEPHONE:** +61 8 9224 7023  
**FACSIMILE:** +61 8 9224 1399



# **Information for Freedom of Information Applicants**

## **What is Freedom of Information?**

The Freedom of Information Act 1992 (WA); also known as the FOI Act, gives you the right to apply for access to documents held by State Public Sector agencies including:

- Government Departments,
- Local Authorities,
- Statutory Authorities and;
- Ministers.

Agencies are required to take reasonable steps when assisting the public to obtain access to documents at the lowest reasonable cost. Agencies must also ensure that all documents held are accurate, complete, up-to-date and not misleading.

Your right to lodge an access application is not affected by any reasons you have for wishing to obtain access or the agency's belief as to your reasons for applying.

## **How are access applications made?**

Access applications must:

1. Be in writing,
2. Provide enough information to enable the identification of documents,
3. Have an Australian address where notices under the FOI Act can be sent to,
4. Provide any other information required under the FOI Act and;
5. Be lodged with the responsible agency with any applicable application fee attached.

## **How are access applications processed?**

The agency must formulate a decision on what form of access to documents will be provided to the applicant. Agencies must formulate a decision as soon as is practicable and in any event, before the permitted period of 45 days.

Should the agency decide to grant access to documents, the agency is required to provide a copy of the documents to the applicant.

## **Are fees/charges involved?**

Fees and/or charges are not applicable when an access application is deemed:

- A personal access application,
- An amendment of personal information,
- An internal review and;
- An external review.

Non-personal access applications incur a mandatory application fee of \$30.00 and must be lodged simultaneously with the non-personal access application. Additional charges may be imposed:

- \$30.00 per hour for staff time elapsed.
- 20c per page of photocopying.
- Cost price for arranging, packaging and posting copies of documents.

## **What are personal and non-personal access applications?**

Access applications are deemed 'personal' when the applicant is requesting documents containing their own personal information.

Access applications are deemed 'non-personal' when the applicant is requesting documents containing personal information about an individual other than themselves.

## **How will I be advised of the agency's decision?**

The agency must provide you with a written notice of decision. If you are refused access or only given partial access to the documents you applied for, the agency has to provide details of their reasons and explain why documents or parts of documents cannot be released.

## **Can I request a review of the agency's decision?**

Yes.

Applications for internal review must be lodged within 30 days to the agency who issued the written notice of decision.

Once the agency advises the applicant of the outcome of the internal review, the applicant will be advised of their rights and the procedure to apply for an external review of the agency's decision with the Office of the Information Commissioner (WA).