

# FOI Application for access to documents

(Under s12, Freedom of Information Act (1992))

## 1. Applicant Details

Surname:..... Given Names:.....

Australian postal address: .....

..... State: ..... Post Code: .....

Contact phone number: ..... Email:.....

### IF APPLICATION IS ON BEHALF OF AN ORGANISATION or ANOTHER PERSON:

Name of organisation/person: .....

**NOTE:** If you are seeking access to documents on behalf of an individual whose personal information may be contained in the documents we will require a signed authority from your client to expedite processing your request.

## 2. Documents to which access is sought (please give enough information to enable the correct documents to be identified)

.....  
.....  
.....  
.....  
.....

**NOTE:** If you require more space for your request description than provided above you may attach extra page(s) to this application and leave this section blank

## 3. Details of request

Access to **Non-personal Information** (Applicant for documents which are non-personal in nature require a \$30 application fee)

OR

Access to **Personal Information Only** (No fees or charges apply for personal information or amendment of personal information about yourself)

**Do you have any objection to being identified as the FOI applicant to any third parties?**  yes  no

**NOTE:** If applying for personal information it is possible that your identity will become self-evident to those assisting with searches or the provision of documents which relate to you.

## 4. Exclusion of Third Party Personal Information

Please advise if you agree to delete from the scope of your request any third party personal information, i.e. names, positions, signatures, contact details and identifying matter. This removes the necessity to consult with third parties whose personal information is contained in the documents, the need to claim any exemption against release of personal information and reduces the amount of processing time required to deal with your application.

**NOTE: We will still need to consult third parties in relation to any commercial/business information contained in such documents.**

I agree to the removal of third party information.

## 5. Form of access requested

I wish to inspect document(s)  yes  no (please tick appropriate box)

I require a copy of the document(s)  yes  no

**Applicant's Signature:**..... **Date:** .....

**6. Notes**

**FOI Applications**

- Please provide sufficient information to enable the correct document(s) to be identified. Details can be provided on a separate sheet if necessary;
- The University may request proof of your identity;
- If you are seeking access to a document(s) on behalf of another person, the University will require written authorisation;
- Your application will be dealt with as soon as practicable (and in any case within 45 days) after it is received;
- Further information can be obtained from the FOI Coordinator on 6304 2453, or via our website: <http://www.ecu.edu.au/centres/office-of-governance-services/our-services/freedom-of-information> or from the Office of the Information Commissioner: <http://www.foi.wa.gov.au>.

**7. Fees and charges**

**Application Fee**

- The application fee for non-personal information is \$30.00 as prescribed by the FOI Regulations. A cheque/money order/cash for the appropriate amount must accompany the application.
- No application is payable for personal information relating to the applicant or for applications to amend personal information.

**Charges**

- **Personal information** about the applicant No fee and no charges

**Non-Personal Information**

- Application Fee (for non-personal information) \$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 \$0 .20
- 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 the charges for dealing with the application. 75%

For impecunious applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

**8. Lodgement and payment of applications**

- **Cheques or money orders** must be payable to **Edith Cowan University**
- Applications may be lodged together with cash, cheque or money order (if applicable) to:

**By Post:**

FOI Coordinator  
 Office of Governance Services  
 Edith Cowan University  
 270 Joondalup Drive  
 JOONDALUP WA 6027

**By Facsimile:** (61 8) 6304 2661

**By email:** [j.tracey@ecu.edu.au](mailto:j.tracey@ecu.edu.au)

**OFFICE USE ONLY**

Received on: ..... / ..... / .....

Proof of Identity (if applicable) Type: .....

Sighted by: .....