



Government of **Western Australia**
Department of **Jobs, Tourism, Science and Innovation**

Freedom of Information
APPLICATION FOR ACCESS TO DOCUMENTS

(Under Freedom of Information Act 1992, Section 12)

Preferred Title (Hon/Dr/Mr/Mrs/Miss/Ms etc.).....

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

Australian Postal Address

.....Post Code.....

Telephone Number(s) Home.....Work.....

Mobile Tel NoEmail.....

If application is on the behalf of an organisation - Name of Organisation or Business

.....

I am applying for access to.....

.....

.....

.....

(Please attach additional sheet if necessary)

FORM IN WHICH ACCESS IS REQUESTED (Please tick appropriate box)

I require a copy of the document(s)..... ☐ Yes ☐ No

I wish to inspect the document(s)..... ☐ Yes ☐ No

I require access in another form ☐ Yes ☐ No

(Specify).....

.....

FEES AND CHARGES

Applicants for Personal Information: Please sign below and forward your application in an envelope marked "FOI".

Applicants for Non Personal Information (Information other than that about yourself):

Attached is a cheque/cash for \$30 to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect to this application and that I will be supplied with a statement of charges if appropriate. Please sign the below and forward your application in an envelope clearly marked "FOI."

Discounts may be available: In certain cases a reduction in charges may apply. If you consider you are entitled to a reduction, please submit a request with copies of pension card (s) or other documents which support your application.

I am requesting a 25% reduction in charges ☐ Yes ☐ No

On the basis that I am financially disadvantaged and/or the holder of a pension concession card (*Freedom of Information Regulations 1993, reg.3*)

APPLICANT'S SIGNATURE.....**Date**.....

NOTES

Freedom of Information Applications

Please provide sufficient information to enable the correct document(s) to be identified. In accordance with s 29 of the *Act*, the department may request proof of your identity. If you are seeking access to a document(s) on behalf of another person, the department will require written authorisation from that person, confirming that this is the case. Your application will be dealt with as soon as possible after it is received, but in any case within the time specified in the *Act*.

Forms of Access

You may request access to documents by requesting a copy of documents, by inspection, or by requesting a copy of an audio or video tape, computer media, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of document from which words can be reproduced in written form.

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

Lodgement of Applications

Applications addressed to the Freedom of Information Coordinator may be lodged by

Email: foi@jtsi.wa.gov.au

Mail: Department of Jobs, Tourism, Science and Innovation,
Level 11, 1 William Street, Perth Western Australia 6000

Further Information

Contact the Freedom of Information Coordinator
Department of Jobs, Tourism, Science and Innovation
+61 8 6277 3000