



Application for access to documents

Under the *Freedom of Information Act WA 1992 (s.12)*

Applicant Details		
Title:	Given Names:	Surname:
	Telephone number:	Email:
Australian Postal Address:		Organisation / Business <i>(if applying on behalf of)</i>

Request
Subject matter of the request:
Date or range of dates of requested information:
Details of the specific information or documents being requested:

Form of Access (please tick)	
<input type="checkbox"/> I require a copy of the document(s)	<input type="checkbox"/> I require access in another form <i>(Please specify)</i>
<input type="checkbox"/> I wish to inspect the documents(s)	

Personal information of third parties
<input type="checkbox"/> I consent to all 'personal information' of third parties being deleted from the requested documents/s
<i>Please note: Deleting personal information such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that the agency may not need to consult with those third parties, which means applications may be dealt with quicker and incur lower charges.</i>

Fees and charges
<input type="checkbox"/> Personal information (there is no charge for requests for only personal information)
<input type="checkbox"/> Attached is a cheque to the amount of \$ to cover the application fee. I understand that before I have access to documents I may have to pay processing charges and that in this case I will be supplied with a statement of charges.
<input type="checkbox"/> I would like to pay by Electronic payment via BPoint. Please email me the BPoint payment details.
<i>In certain cases fees and charges may be reduced - see section on fees and charges on the back of this form. If you think you qualify for this, put in a request, along with copies of the documents which show why the fees should be reduced.</i>
I am requesting a reduction in fees and charges: <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Signature	Date	/	/
---------------------	------	---	---

Office Use Only

FOI Reference Number:

Received on:/...../..... Response deadline:/...../..... Acknowledgment sent on:/...../.....

Proof of Identity (if applicable) Type:

Sighted by:





Application for access to documents

Under the *Freedom of Information Act WA 1992* (s.12)

About Freedom of Information applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Corporation may request proof of your identity.
- Your application will be dealt with as soon as practicable (statutory maximum time limit within 45 days) after it is received.
- If you are seeking access to a document(s) on behalf of another person, the Corporation will require written authorisation.

Form of access

You may request access to documents by way of a copy of a document, inspection, 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 Corporation is unable to grant access in the form requested, access may be given in a different form.

Fees and charges

Personal information or amendment of personal information about the applicant is free of any application fees or charges.

Non-Personal Information

\$30.00

\$30.00 per hour of staff time or pro rata for part of an hour
\$30.00 per hour of staff time or pro rata for part of an hour

Application fee
Processing charge
Supervised access

Photocopying

\$00.20 per copy
\$30.00 per hour of staff time or pro rata for part of an hour

Processing charge

The Corporation may provide an estimate of charges for dealing an application if the charges are likely to exceed \$25.00. The charges will be calculated as follows:

- consulting with third parties
- examining the documents, exercising a judgement and making a decision about access
- deleting exempt matter where appropriate
- preparing a notice of decision in the required form where access is denied
- photocopying documents for the provision of access

A 25% reduction may apply to holders of a valid pensioner concession card, or those in financial difficulty.

Further information may be obtained from the Freedom of Information Coordinator in the Leederville office on (08) 9420 3434. The Freedom of Information Act is available for purchase from State Law Publisher, 10 William Street, Perth, or by phoning (08) 9321 7688.

Lodging your application

Please address your application to the Freedom of Information Coordinator:

Post to:

Water Corporation
PO Box 100
Leederville WA 6902

Submit in person at:

John Tonkin Centre
629 Newcastle Street
Leederville

Email:

foi@watercorporation.com.au

Or at any Water Corporation
Regional Office

