



APPLICATION FOR ACCESS TO DOCUMENTS
(under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANT

Surname:

Given Names:

Australian Postal Address:

Postcode: Telephone Number(s):

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

I am applying for access to document(s) concerning:

FORM OF ACCESS (Please tick)

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

Attached is a cheque/cash 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.

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 am requesting a reductions in fees and charges: [] Yes [] No (Please tick)

APPLICANT'S SIGNATURE: Date:/...../.....

(Office Use Only)
FOI Reference Number:
Received on:/...../..... Response Deadline:/...../..... Acknowledgment sent on:/...../.....
Proof of Identity (if applicable) Type:
Sighted by:

NOTES

FOI 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	Application fee
\$30.00 per hour of staff time or pro rata for part of an hour	Processing charge
\$30.00 per hour of staff time or pro rata for part of an hour	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; and
- 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 (telephone number (08) 9420 2420). The Freedom of Information Act is available for purchase from State Law Publisher, 10 William Street, Perth (telephone number (08) 9321 7688).

Lodging your Application

Applications may be lodged:

By post, addressed to FOI Coordinator

Water Corporation
PO Box 100
Leederville WA 6902

In person at

John Tonkin Center
629 Newcastle Street
Leederville

OR any Regional Office of the
Water Corporation