



## Freedom of Information Application for access to documents

Freedom of Information Act 1992 (WA) s.12

### Applicant details

Title: (please select) Mr Mrs Ms Miss Dr

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Agents/Representative's name: (if applicable) \_\_\_\_\_

Australian postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Reference number: (optional) \_\_\_\_\_

### Details of request (please select option)

Personal documents (will contain information only about the applicant) – no fee

Non-personal documents (may contain information regarding third parties) – a \$30 application fee and associated charges

Describe clearly the documents you want to access (include dates, location, subject matter or any other information which would help identify the document). Please specify actual documents rather than entire files. Your reason for access (optional) may assist in the accurate capture of documents.

### Form access (please select your preferences)

I wish to inspect the document[s] Yes No

I require a copy of the document[s] Yes No

### Fees and charges – non-personal applications

Attached is a cheque/cash for \$\_\_\_\_\_ to cover the application fee. I understand that before I am able to access any documents I may need to pay processing charges incurred as part of this application and that I will be given a statement of charges if appropriate.

In certain cases reduced fees and charges may apply – complete the section below and include copies of documents that address the criteria on the back of this form.

I am requesting a reduction in fees and charges (please selection option) Yes No

Reason: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If the applicant has not signed this form and an agent is acting on their behalf, a signed and dated statement of authority must be included with the application.*

## Notes for Freedom of Information applications

### Applications

- Please provide sufficient information to enable the correct document[s] to be identified.
- We may request proof of your identity.
- If you are seeking access to a document[s] on behalf of another person, we will require authorisation, usually in writing.
- Your application will be dealt with, within 45 days after it is received.
- The *Freedom of Information Act 1992* (WA) is available for purchase from the State Law Publisher [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- Further information can be obtained from the Manager Corporate Services by phoning 08 6213 2297 or emailing [info@ccyp.wa.gov.au](mailto:info@ccyp.wa.gov.au).

### Forms of access

You can request access to documents by

- inspection
- a copy of a document
- 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
- a written document in the case of a document from which words can be reproduced in written form.

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

### Fees and charges

- Applications relating to personal information and amendment of personal information do not incur a fee.
- An application fee of \$30 applies for applications relating to non-personal information.
- No fees apply for an internal or external review.
- A fee of \$30 per hour of staff time may be charged for dealing with an application.
- Photocopies for processing an application are charged at 20 cents per copy.
- Actual costs to us include postage, special arrangements for access and for specialised access etc will be charged to the applicant.
- A reduction in charges may be sought in the case of financial hardship.

### Lodging your application

Manager Corporate Services  
Commissioner for Children and Young People  
Level 1, Albert Facey House  
469 Wellington Street  
PERTH WA 6000