



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

DETAILS OF APPLICANT

Surname: _____

Given Names: _____

Australian Postal Address: _____

Postcode: _____ Telephone Numbers: _____

*If application or on behalf
of an organisation*

Name of Organisation/Business: _____

DETAILS OF REQUEST

Personal Information Non-personal Information (*please tick*)

I am applying for access to document(s) concerning

FORM OF ACCESS

I wish to inspect the document(s): Yes No

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

I require access in another form:
(specify) Yes No

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$..... to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

Are fees and/or charges applicable for this request? Yes No

(See over for charges summary)

Applicants signature: _____ Date:/...../.....

(Office use only)

FOI Reference Number:

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

Acknowledgment sent on:/...../.....

Proof of Identity (If applicable)

Type: Sighted:

NOTES FOR FOI APPLICATIONS

Please provide sufficient information to enable the correct document(s) to be identified.

The Department of Racing, Gaming & Liquor may request proof of your identity.

If you are seeking access to a document(s) on behalf of another person, the Department of Racing, Gaming & Liquor 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, Department of Racing, Gaming & Liquor, by telephoning (08) 6551 4888. Copies of the *Freedom of Information Act 1992* are on line at www.slp.wa.gov.au.

Forms of Access

You can request access to documents by way of 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, or a written document in the case of a document from which words can be reproduced in written form.

Where the Department of Racing, Gaming & Liquor, is unable to grant access in the form requested, access may be given in a different form.

Fees and Charges \$

1. Type of Fee

Application fee under section 12 (1)(e) of the Act \$30.00

2. Type of Charge

- (a) A Charge for time taken by staff dealing with the application (per hour, or *pro rata* for part of an hour): \$30.00
- (b) Charge for access time supervised by staff (per hour, or *pro rata* for part of an hour) plus the actual additional cost to the agency of any special arrangements (eg: hire of facilities or equipment): \$30.00
- (c) Charges for photocopying
 - (i) per hour or *pro rata* for part of an hour of staff time: \$30.00
 - (ii) per copy: \$0.20
- (d) Charge for time taken by staff transcribing information from a tape or other device (per hour or *pro rata* for part of an hour): \$30.00
- (e) Charge for duplicating a tape, film or computer information Actual Cost
- (f) Charge for delivery, packaging and postage Actual Cost

3. **Advanced Deposits**

- (a) An Advance deposit which may be required by an agency under section 18 (1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee: 25%
- (b) Further advance deposit which may be required by an agency under section 18 (4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee: 75%

Applications may be lodged

By post, addressed to:

Department of Racing, Gaming & Liquor
PO Box 6119
East Perth WA 6892

In person at:

Department of Racing, Gaming & Liquor
Gordon Stephenson House
Level 2, 140 William Street
Perth WA 6000