Under *Freedom of Information Act 1992*, s.12

Notes

FOI applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.

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 documents or of words recorded in shorthand or encoded form, or a written documents in the case of a documents from which words can be reproduced in written form.

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

Fees and charges

Applications for personal information will not attract a charge.

Non-personal information:

Application fee	$30.00
Processing fee	$30.00 per hour, or pro rata for a part of an hour
Supervised inspection of documents	$30.00 per hour, or pro rata for a part of an hour
Photocopying of documents	$0.20 per copy
	$30.00 per hour or pro rate for a part of an hour

If charges are to be more than $25.00 for the information the applicant must be notified in writing and be given 30 days to make their intentions known.

Applicants claiming to be impecunious need to prove that it is in fact the case by producing verifying information as prescribed in the Regulations. If applicants can prove this then a reduction of 25% of the charges must be made.

Lodgement of applications

Applications may be lodged:

By mail:

Attn: FOI Coordinator
Forest Products Commission
Locked Bag 888
PERTH BUSINESS CENTRE WA 6849

In person:

Attn: FOI Coordinator
Forest Products Commission
Level 1, D Block
3 Baron-Hay Court
KENSINGTON WA 6151

Section 1 – About you

Name: .....

Surname Given Name Other Name(s)

Home address: ..... **Postcode:** .....

Postal address: ..... **Postcode:** .....

Contact information

Office phone: ..... **Home phone:** .....

Mobile: ..... **Other phone:** .....

Email: .....

Company/Industry details

If your feedback or complaint is on behalf of a company or association, please complete the following information:

Company name: .....

Industry: .....

Section 2 – Details of request

Type of documents access is requested to: ☐ **Personal documents** ☐ **Non-personal documents**

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

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Need more room? Please attach a separate page.

Section 3 – Form of access

(Please circle)

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	**Yes**	**No**

(specify)

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Section 4 – 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.

In certain cases a reduction in fees and charges may apply – see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support you application for a fee reduction.

I am requesting a reduction in fees and charges: **Yes** **No**
(Please circle)

Section 5 – Signature

Signature: X ..... **Date:** .....

Action record – FPC use only				
FOI reference number:			Response deadline:	
Received:		/ /	By:	X
Acknowledged:		/ /	By:	X
Proof of identity -	Type:			
(if applicable)	Sighted:	/ /	By:	X