



APPLICATION FOR ACCESS TO DOCUMENTS

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

DETAILS OF APPLICANT

Applicant	
Name of Organisation	
Requesting on behalf of [Name of Organisation or Individual]	
Address	
Telephone	
Email	
Reference	
<p>Privacy</p> <p>The Zoological Parks Authority (ZPA) collects this personal information in order to contact you in relation to your Freedom of Information request.</p> <p>Section 12 of the <i>Freedom of Information Act 1992</i> requires that you provide your postal address, and for personal information requests, sufficient identifying personal details to enable documents to be located.</p> <p>For further details on how the Department of Biodiversity, Conservation and Attractions (under which ZPA/Perth Zoo is a statutory authority) manage your personal information, you can read our Privacy Policy. If you have any questions about how your personal information will be handled, or if you would like to access your personal information, please contact the ZPA on (08) 9474 0444 or email us at email@perthzoo.wa.gov.au</p>	

APPLICATION TYPE

<input type="checkbox"/> Non-personal information – \$30 application fee required (see Fees and Charges and Payment sections on pages 3-4)	<p>For accessing documents about matters or persons other than the applicant, although personal information about the applicant may also be included.</p>
<input type="checkbox"/> Personal information	<p>For accessing or amending the applicant’s personal information only.</p>



DETAILS OF FOI APPLICATION

Description of documents you are requesting:

- *Clearly describe the documents to which you seek access, including, where possible:*
 - *Subject matter*
 - *Type of document*
 - *Details of the parties/areas responsible for creating the document*
- *Please include any other important information to facilitate your application, such as documents you already have that can be excluded from the scope of your request.*

Date/s or range of dates of document/s requested

Further information

- *You are welcome to attach additional information to this form so that we can promptly deal with your application.*
- *If not sure of the documents you require, please clarify with the FOI officer, or refer to the ZPA’s Information Statement available at perthzoo.wa.gov.au*

Please delete any “personal information” relating to third parties from the requested documents *(including names, contact details, signatures and identifying information of third parties that are not officers of the agency)*

YES NO
 Select whichever is applicable

Please delete any “prescribed details” relating to agency officers from the requested documents *(including names, contact details, signatures and position titles)*

YES NO
 Select whichever is applicable

I consent to my name/organisation being disclosed to any third party that is consulted in accordance with sections 32 and 33 of the FOI Act.

YES NO
 Select whichever is applicable

Please note that deleting personal information or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that ZPA does not have to consult with those third parties or officers, which means applications can be dealt with quicker and may incur lower charges.

APPLICANT’S SIGNATURE:

Date:



NOTES FOR APPLICANTS

- If your application is for access or amendment to your personal information, a copy of one of the following documents needs to be sighted to confirm your identity:
 - Current Driver's Licence;
 - Aged Pensioner Concession Card;
 - Passport;
 - Birth Certificate (and Marriage Certificate if name has changed); or
 - Proof of Age Card (issued by the Department of Transport).

If proof of identity in the manner described above is not provided, ZPA will not provide access to or amend the requested information until satisfied of your identity (s.29(a) of the FOI Act).

Once sighted ZPA will not retain copies of your identity documents.

- If you are lodging an application on behalf of an organisation or another individual, please provide a letter of authority authorising you to act on their behalf.
- Your application will be dealt with as soon as practicable (statutory time limit within 45 days) after it is received. However, where necessary, extensions may be required.

The *Freedom of Information Act (WA) 1992* is available on the WA Legislation Website: <https://www.legislation.wa.gov.au/>

FEES AND CHARGES

- Applications seeking only an applicant's own personal information or amendment of personal information are free of any fee or charge.
- **The application fee for all non-personal applications is \$30.**
- The ZPA only accepts payment by cheque, money order or credit card.
- If necessary, ZPA may impose additional charges for processing the application (s.16 of the FOI Act). If charges apply ZPA will send you a statement of payable charges (s.17 of the FOI Act). Currently, where a processing charge applies, the current breakdown of fees is as follows:
 - \$30.00 p/hr of staff time processing charge (if number of pages is greater than 50)
 - \$30.00 p/hr of staff time photocopying time (if number of pages is greater than 50)
 - \$ 0.20 p/photocopy (if number of pages is greater than 50).

(See Schedule 1 of the *Freedom of Information Regulations 1993* for a full list of charges).

In certain circumstances a reduction of **additional charges** may apply (s.16(g) of the FOI Act). If you consider your circumstance warrant a reduction of charges, please contact ZPA's FOI Coordinator to discuss.

Further information can be obtained from ZPA's FOI Coordinator on (08) 9474 0444, or via email email@perthzoo.wa.gov.au.



PAYMENT

Payment by cheque or money order: Please attach a cheque or money order (made out to Perth Zoo) to the application form to cover the application fee.

Payment by credit card:

Please submit your application with a request to pay by credit card. You will be contacted by phone to organise payment via either VISA or Mastercard. Alternatively, phone Perth Zoo Reception on (08) 9474 0444 and request to speak with the FOI Coordinator about making a credit card payment.

Please understand that before you are granted access to documents, you **may** have to pay processing charges, and that in this case, you will be supplied with a letter relating to the statement of charges that would be incurred, prior to proceeding with the request.

Applications may be lodged (together with applicable fee or payment request):

By Mail:

FOI Coordinator
Zoological Parks Authority
PO Box 489
South Perth WA 6951

In Person:

FOI Coordinator
Perth Zoo - Reception
20 Labouchere Road
South Perth WA 6151

By Email:

FOI Coordinator
Zoological Parks Authority
email@perthzoo.wa.gov.au