

# Freedom of Information



## Application for access to documents

Most information within Murdoch University can be obtained without needing to apply formally under the [Freedom of Information Act 1992 \(WA\)](#), and an informal request for access is likely to be quicker for both you and the University. Wherever possible Murdoch University will provide documents outside of the Freedom of Information process. The *FOI Act* requires that for any application to be considered valid it must follow specific criteria. Under the Act, Murdoch University has an obligation to help you submit an application that complies with the Act, or to help you change your application so that it complies with those requirements.

### YOUR DETAILS (THE APPLICANT)

Surname:	_____	Given names:	_____
Australian address for correspondence:	_____		
Suburb:	_____	Telephone (H):	_____
Post code:	_____	Telephone (W):	_____
State:	_____	Mobile:	_____
Email:	_____		

### IF THE APPLICATION IS ON BEHALF OF AN ORGANISATION:

Organisation name: \_\_\_\_\_

### DETAILS OF REQUEST

I wish to apply for access to the following documents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Refer to information overleaf to assist with your application. Attach additional pages if necessary.)*

**FORM IN WHICH ACCESS IS REQUIRED**

I require a copy of the documents ( )

I wish to inspect the documents ( )

**FEES AND CHARGES**

The FOI Coordinator will advise if your application is likely to contain Personal Information about third parties (i.e. not limited to Personal Information about you) and whether an application fee is required.

Refer to the information online at <http://our.murdoch.edu.au/University-Secretarys-Office/Freedom-of-Information/Fees-and-charges/>

**PROOF OF IDENTITY**

You may be requested to provide proof of identity before information is released to you. A driver's licence with photograph or a passport is preferred.

**AUTHORISATION**

*By signing this form, I understand that before I obtain access to documents, I may also be required to pay processing charges in respect of this application and that I will be supplied with an estimate of charges if appropriate.*

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

Date: \_\_\_\_\_

**APPLICATIONS MAY BE LODGED:**

<b>Electronically:</b>	<a href="mailto:foi@murdoch.edu.au">foi@murdoch.edu.au</a>
<b>By post:</b>	FOI Coordinator University Secretary's Office Murdoch University 90 South Street Murdoch WA 6150
<b>In person:</b>	<a href="tel:330.4.009">330.4.009</a> Perth campus

**QUESTIONS?**

Visit <https://goto.murdoch.edu.au/FreedomofInformation> for details on Freedom of Information at Murdoch University. It may be helpful to discuss any general inquiries with the FOI Coordinator on +61 8 9360 6544 before submitting an application.

The website for the Office of the Information Commissioner in WA contains information for members of the public about accessing documents, amendment of personal information and applying for review of decisions. Visit <http://foi.wa.gov.au/ThePublic> for details.