

<p>FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS</p>

FOI Statement

It is the aim of the Western Australian Institute of Sport to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act* 1992 provides the right to apply for documents held by the Western Australian Institute of Sport and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Structure and functions of WAIS

A comprehensive description of the Institute's functions and structure can be found at www.wais.org.au or in the current annual report.

Information Enquiries

Requests for access to documents should be made, in the first instance, to the Human Resources & Administration Manager at the agency. Often material may be made available without the need to formalise a request under Freedom of Information

Freedom of Information Applications

Access applications have to -

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

All applications, enquiries or requests for amendments to any of our records must be in writing and addressed to the FOI Officer at WAIS;

Western Australian Institute of Sport

Human Resources & Administration Manager

PO Box 139

CLAREMONT WA 6910



Applications will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

Freedom of Information Charges

A scale of fees and charges set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows.

1. Type of Fee

- | | |
|--|----------------|
| • <i>Personal information about the applicant.....</i> | <i>No fee.</i> |
| • <i>Application fee (for non-personal information).....</i> | <i>\$30.00</i> |

2. Type of Charge

- | | |
|--|--------------------|
| • <i>Charge for time dealing with the application (per hour, or pro rata)...</i> | <i>\$30.00</i> |
| • <i>Access time supervised by staff (per hour, or pro rata).....</i> | <i>\$30.00</i> |
| • <i>Photocopying staff time (per hour, or pro rata).....</i> | <i>\$30.00</i> |
| • <i>Per photocopy.....</i> | <i>.20cents</i> |
| • <i>Transcribing from tape, film or computer (per hour, or pro rata).....</i> | <i>\$30.00</i> |
| • <i>Duplicating a tape, film or computer information.....</i> | <i>Actual Cost</i> |
| • <i>Delivery, packaging and postage.....</i> | <i>Actual Cost</i> |

Deposits

- | | |
|---|-----|
| • Advance deposit may be required of the estimated charges..... | 25% |
| • Further advance deposit may be required to meet the charges for dealing with the application..... | 75% |

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

Access Arrangements

Access to documents can be granted 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, shorthand or encoded document from which words can be reproduced.

Notice of Decision

Applicants are provided with written notice of the agency's decision including the following information:

- date of the decision;
- name and designation of the decision-maker;
- reasons for deleting any matter;
- reasons for deferring access;

- arrangements for giving access;
- reasons for refusing access to any matter;
- the amount and basis for any charges levied; and
- the rights of review and procedures to be followed.

Review Rights

If the applicant or third party is aggrieved with a decision made by the agency, they have the right to submit a written request for a review of that decision. This must be done within 30 days after being given notice of the decision. The review will be conducted by a person other than the person who made the original decision, is not subordinate to that person. The agency must respond with a written notice of decision within 15 days. There is no lodgement fee payable for internal reviews.

If the applicant or third party is still aggrieved, they may lodge a written complaint to the Office of the Information Commissioner within 60 days following the internal review decision (30 days for third parties). The Commissioner's decision is final unless an appeal is made to the Supreme Court on a question of law.

Amendment of Personal Information

Personal information held on agency records may be amended by application to the FOI Coordinator. This provision exists to ensure the agency does not unfairly harm the person referred to, misrepresents facts about them or does not give a misleading impression.

Applicants must provide details and, if necessary, documentation in support of their claim to amend inaccurate, incomplete, out of date or misleading information.



Freedom of Information Application Form

Please fill in this form if you would like to apply for access to documents under the *Freedom of Information Act 1992 S.12*.

Title: Hon/Dr/Mr/Mrs/Miss/Ms: _____

Given Names: _____ Surname: _____

Postal address _____

State _____ Postcode: _____

Telephone Number: (Home) _____ (Work) _____

Can you be contacted at work ☐ Yes ☐ No

Mobile : _____ Email: _____

(If application is on behalf of an organisation/ business)

Name of organisation or business _____

I would like to apply for access to (please supply as much information as possible):
