

Application for access of documents under the Freedom of Information Act WA 1992 (s.12)



Submit your completed form by email or post. Your application will be dealt with as soon as possible within 45 days after it is received. Note that Keystart may ask you for proof of identity.

Email: foi@keystart.com.au

Post: The Freedom of Information Coordinator
Keystart
PO Box 2016
Subiaco, WA 6904

Need help with this form?

Email us:

foi@keystart.com.au

Call us:

1300 578 278

1. Applicant details

Title	Given name/s	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	Email address	
<input type="text"/>	<input type="text"/>	
Business/organisation name (if applying on behalf of)		
<input type="text"/>		
Australian postal address		
<input type="text"/>		

2. Access request

Please provide us with enough information to help us find the document(s)/information you're looking for.

Subject matter of request	Date or range of dates of requested information
<input type="text"/>	<input type="text"/>
Details of the specific information/document(s) being requested	
<input type="text"/>	

Form of access (select as many as apply)

- ☐ I wish to inspect the information/document(s).
- ☐ I require a copy of the information/document(s).
- ☐ I require access in another form.
- Please specify:

Removal of third party personal information (optional)

- ☐ I consent to all **third party personal information** being removed/deleted from the requested document(s).
- Removing/deleting third party personal information such as names, position titles, addresses, telephone numbers, email addresses, and signatures, means that the agency do not need to consult with those third parties, which means applications may be dealt with quicker and incur lower charges.*

3. Fees and charges

Any applicable fees and charges must be paid via bank transfer by the time of application submission.

Personal information of applicant

If your request is for personal information regarding **the applicant (yourself) only**, no fees or charges will apply. If your request includes non-personal information, a \$30 application fee applies.

- ☐ My request is for personal information regarding **the applicant (myself) only**.
No charge
- ☐ My request includes non-personal information.
\$30 fee applies

Account details

Bank: Westpac

Account name: Keystart

BSB: 036000

Account number: 532239

Reference/description: [INITIAL][FAMILY NAME]FOI
e.g. JSMITHFOI

Please ensure you label the reference/description correctly so we can accurately track your application.

4. Declaration

I declare that:

- The information provided in this form is complete and correct.
- I have paid any relevant application fee.

I understand that, before I obtain access to information/document(s), I may be required to pay processing charges in respect of this application.

I understand that it's an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Applicant signature

Date (DD-MM-YYYY)