




# Application for Access to Documents

under the *Freedom of Information Act WA 1992* (s.12) (FOI Act)

Applicant Details		
Title (Mr, Ms, Mrs, Dr, etc.):	First name:	Last name:
Preferred name:	Phone:	Email:
Postal Address ( <i>for receipt of notices under s. 12(1)(c) of the FOI Act, provide a postal address in Australia</i> ):		Organisation ( <i>If you are seeking access to document/s on behalf of another person or organisation, a signed and dated statement of authority must be included with the application</i> )
Information Type (choose one only)		
<input type="checkbox"/> Personal Information (no fee)	<i>A request for access to documents containing your personal information only; can include your name, identifying details, contact information, personal images or other identifying matter.</i> <input type="checkbox"/> Attached are two forms of personal identification.	
<input type="checkbox"/> Non-personal Information (\$30)	<i>A request for access to documents containing information that is not limited to your personal information.</i> <input type="checkbox"/> Attached is a cheque/money order for the application fee. OR <input type="checkbox"/> Electronic payment of the application fee has been made via Bpoint link CTRL + CLICK on icon link.  Provide your name as the reference. Receipt number is:	
Scope of FOI Application		
Subject matter of the request:		
Date/s or range of dates of requested document/s:		
Details of document/s being requested: <i>(Please provide specific information to identify relevant documents and refrain from using descriptive terms that are all encompassing such as 'all documents relating/pertaining to'. Attach additional sheets if necessary)</i>		

## Personal Information (tick all boxes that apply)

I consent to all 'personal information' of third parties being deleted from the requested document/s  
(information that would be removed as out of scope; names, contact details, signatures and identifying information of third parties that are not government officers)

I consent to all 'personal information' of all government officers being deleted from the requested document/s  
(information that would be removed as out of scope; contact details, phone numbers and signatures of all government officers)

I consent to 'prescribed details' of all government officers being deleted from the requested document/s  
(Information that would be removed as out of scope; names and position titles of all government officers) Functions and duties of an officer would remain in scope.

**Please note: If you tick any of the above boxes this means that the agency may not need to consult as widely, which means applications may be dealt with quicker and incur lower charges.**

I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the FOI Act) who requests to know the identity of the applicant. (Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known)

**To complete the FOI application please sign below and lodge with the Department of Primary Industry and Regional Development (see 'lodging an application' below for contact details)**

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_\_

## Lodging an application

**Please note:** FOI applications are not valid until BOTH **application form** and **payment of the application fee (if applicable)** have been received. It is recommended that applications be sent via email to [foi@dpird.wa.gov.au](mailto:foi@dpird.wa.gov.au) and payment made via BPoint to ensure that they can be processed as soon as possible. Alternatively applications can be sent to;

Information Release and Privacy Team  
Locked Bag 4  
Bentley Delivery Centre WA 6983

Tel: (08) 6552 1829  
Email: [fox@xxxxx.xx.xxx.au](mailto:fox@xxxxx.xx.xxx.au)

## Notes

- Please provide sufficient information to enable the correct document/s to be identified.
- In accordance with s.29 of the FOI Act, the agency may request proof of your identity.
- If you are seeking access to document/s on behalf of another person or organisation, DPIRD will require authorisation in writing.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after a valid application is received). However, should more time be required the DPIRD may request an extension of time from you/or the Information Commissioner.

### Forms of access

- You can request access to documents by way of a copy of a document, this can be sent to you electronically via email. Where the agency is unable to grant access in the form requested, access may be given in a different form. DPIRD's preferred method of providing access to documents is via a secure sharing platform, Objective Connect.

### Charges for processing applications

- Before obtaining access to documents you may be required to pay processing charges.
- You will be supplied with an estimate of charges if appropriate.
- Discounts may be available in certain cases. For example; if you are considered financially disadvantaged and/or are the holder of a pensioner concession card a reduction in processing charges may apply. (Application fee of \$30 cannot be waived for non-personal information)
- If you consider yourself entitled to a reduction, please advise when lodging your application and attach copies of pension card/s or other documentation to support your request.