




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 (for receipt of notices under s. 12(1)(c) of the FOI Act, provide a postal address in Australia): | | Organisation (if application is on behalf of an organisation): |

The Department of the Premier and Cabinet's FOI Unit processes applications on behalf of the following agencies, please indicate below to which agency the application is being made; (Choose only ONE per application form);

| Agency |
|--|
| <input type="checkbox"/> This application is being made to the Office of the Premier |
| <input type="checkbox"/> This application is being made to the Department of the Premier and Cabinet |
| <input type="checkbox"/> This application is being made to Infrastructure WA |
| <input type="checkbox"/> This application is being made to the Office of a Minister Please provide the name of the Minister to which this application is made to; |

| Information Type | |
|--|--|
| Category of request (choose one) | |
| <input type="checkbox"/> Personal information (there is no charge for requests for <i>only</i> personal information) | |
| <input type="checkbox"/> Non-personal information | <input type="checkbox"/> Attached is a cheque/money order for the \$30 application fee (made out to the relevant agency as ticked above). OR <input type="checkbox"/> Electronic payment of the \$30 application fee has been made via  CTRL + CLICK on BPOINT link above. My BPoint receipt number is : |

| Request |
|--|
| Subject matter of the request: |
| Date/s or range of dates of requested document/s: |
| Details of the specific document/s being requested (please attach additional sheets if necessary): |

Personal Information

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

I consent to all 'personal information' of WA state and local government officers being deleted from the requested document/s (*information that would be removed; contact details, phone numbers and signatures of this agency's state government officers and names, position titles, contact details and signatures of other WA state and local government officers*)

I consent to all 'prescribed details' of this agency's officers being deleted from the requested document/s (*Information that would be removed; names and position titles of this agency's officers*)

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 the Premier and Cabinet's FOI Unit (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 foiunit@dpc.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;

Manager, Freedom of Information Unit (FOI Unit)
Dumas House
2 Havelock Street
WEST PERTH WA 6005

Tel: (08) 6552 5000
Email: foiunit@dpc.wa.gov.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, the FOI Unit 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 FOI Unit 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, an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form. Where the agency is unable to grant access in the form requested, access may be given in a different form.

Charges for processing applications

- Before obtaining access to documents you may be required to pay processing charges.
- You will be supplied with a statement 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.
- 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.