



Freedom of Information Act 1992 APPLICATION FOR ACCESS TO DOCUMENTS

YOUR DETAILS

Name (family name, given Name(s)): _____

Australian Address: _____

State: _____ Post Code: _____

Note: The Department will not be able to consider your FOI application as valid if you do not provide an Australian residential address which all correspondence can be sent to. Providing only a postal (PO Box) address is not acceptable.

Telephone No: _____

E-mail: _____

IF APPLYING ON BEHALF OF A CLIENT OR ORGANISATION

Organisation/Client Name: _____

Note: If you are seeking access to a document(s) on behalf of another person, we require written authorisation from that person/s confirming the request which must be attached to this application.

REQUESTED INFORMATION:

Personal if you are asking for personal information we require appropriate ID to establish your identity

Non-personal (Please tick the appropriate box, see description of each on page 2)

I am applying for access to the following document(s):

Please attach an additional sheet if necessary and specify the exact information required, including any dates if relevant.

EXCLUSION OF THIRD-PARTY PERSONAL INFORMATION

Your application can be finalised quicker if you agree to have third party personal and/or prescribed details (including names, position titles, addresses, telephone numbers, email addresses and signatures) redacted from FOI documents as this may eliminate the legal requirement to undertake third party consultations. Documents which have potentially exempt matter (eg commercial information) will still require third party consultation.

I agree to the removal of:

- third party personal information
- 'prescribed details' of agency officers

FORM OF ACCESS All documents will be released by email or electronic transfer unless you request an alternative form of access. Please contact the Freedom of Information Coordinator to discuss alternatives.

FEES AND CHARGES

Applications for Personal Information:

There is no application fee payable for a request to access personal information about yourself (the applicant). However, you must provide proof of identity e.g. Drivers Licence and sign below.

APPLICANT'S SIGNATURE: _____ Date ___/___/___

Applications for Non-Personal Information:

A \$30 non-refundable application fee is payable for all other requests for access to documents that contains information about other people or businesses and must be submitted with the application form. Payment may be made online via the [BPay Payment Portal](#), in person, in **cash** or by **cheque** made out to the Department of Finance.

APPLICANT'S SIGNATURE: _____ Date ___/___/___

Lodge your Application:

By post, addressed to:

FOI Coordinator
Department of Finance
Locked Bag 11
Cloisters Square WA 6850

In person at:

Department of Finance
Ground Floor Reception
Djookanup Building
16 Parkland Road
Osborne Park WA 6017
(9.00am - 5.00pm)

By email, addressed to:

FOI Coordinator
Department of Finance
foi@finance.wa.gov.au

IMPORTANT – PLEASE MARK THE OUTSIDE OF YOUR ENVELOPE: “FOI COORDINATOR”

Additional Charges

Please note that before you can obtain access to relevant documents, you may be required to pay processing charges in respect of this application and will be supplied with a statement of charges if appropriate. For your information the applicable charges are \$30.00 per hour and photocopying costs are 20 cents per page.

Discounts May be Available

If you consider that you are entitled to a reduction on the basis that you are financially disadvantaged and/or the holder of a pensioner concession card (*Freedom of Information Regulations 1993*, reg. 3), please submit a request with copies of the pension card(s) or other documents which support your application.

I am requesting a 25% reduction in charges Yes No

Further Information

Please do not hesitate to contact the FOI Coordinator on (08) 6551 1125 if you require any further information.

Notes:

- Please provide sufficient information to enable the specific and correct document(s) to be identified by the Department.
- Your application will be dealt with as soon as practicable (and, in any case within 45 days) after it is received.
- The *Freedom of Information Act 1992* is available online via the Parliamentary Counsel's Office website https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a290.html.