

## Information relating to Freedom of Information (FOI) Applications

If you require assistance with your application, please email the Public Trustee Freedom of Information Coordinator at [public.trustee@justice.wa.gov.au](mailto:public.trustee@justice.wa.gov.au)

Please provide as much information as possible on the following application form to enable the identification of relevant documents, and refrain from using descriptive terms that are all encompassing such as "all documents relating to ...".

Under s6(b) of the *Freedom of Information Act 1992* (WA) access rights do not apply to documents that are already available for inspection (whether for a fee or charge or not) under Part 5 or another enactment.

s47(2) of the *Public Trustee Act 1941* (WA) permits the Public Trustee to consider your request for access to documents under its own enabling legislation, and you will be advised of this decision.

A valid application will be processed as soon as possible (and within 45 days after a valid application is received or within an extended time frame agreed upon with the applicant).

A copy of the *Freedom of Information Act 1992* (WA) is available at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au).

### Forms of Access

Where the Public Trustee is unable to grant access in the form requested, access may be given in another form.

### Fees and Charges

#### PERSONAL INFORMATION:

No fees or charges are applicable for access applications requesting (only) the personal information of the applicant.

#### NON-PERSONAL INFORMATION:

**A \$30 application fee is required at the time of lodgement.**

Payment of the fee can be made by cheque, money order or EFT to:

CBA Public Trustee Interest Bearing Account  
BSB: 066-040  
Account: 630-0005  
Ref: include the Estate name

If lodging in person, EFTPOS or cash payment options are also available. If lodging by email, proof of the application fee being paid must be provided before your application can be processed.

Additional charges may apply for dealing with the application, postage, reproduction of documents, or access arrangements.

### Identification / Authority

Applications must be accompanied by certified proof of identification. Refer to the Acceptable ID information document at [www.publictrustee.wa.gov.au](http://www.publictrustee.wa.gov.au)

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.

If you are seeking access to documents relating to a deceased person, proof of authority/closest/nearest relative status must be provided.

### Lodgement of Applications

| By post:                                                           | In person:                                                                            | By email:                                                                                                 |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| FOI Coordinator<br>Public Trustee<br>GPO Box M946<br>PERTH WA 6843 | FOI Coordinator<br>Public Trustee<br>Ground floor Reception<br>553 Hay St<br>PERTH WA | FOI Coordinator<br><a href="mailto:public.trustee@justice.wa.gov.au">public.trustee@justice.wa.gov.au</a> |



Public Trustee

# Freedom of Information Application for Access to Documents

(pursuant to s12 of the *Freedom of Information Act 1992*)

## Applicant Details

|                                                |       |              |
|------------------------------------------------|-------|--------------|
| SURNAME                                        |       | GIVEN NAME/S |
| DATE OF BIRTH                                  | PHONE | EMAIL        |
| AUSTRALIAN POSTAL ADDRESS                      |       |              |
| SUBURB                                         |       | POSTCODE     |
| AGENT NAME AND CONTACT DETAILS (if applicable) |       |              |

## Application Type (choose one)

- ☐ **Access to personal information** (no fee) - A request for access to documents containing your personal information only; can include your name, identifying details, contact information, or other identifying matter.

OR

- ☐ **Access to non-personal information** ((\$30.00 application fee, additional charges may apply) - A request for access to documents containing information that is **not** limited to your personal information only; can include circumstantial information and, subject to the Act and/or consultation, information regarding third parties.

The Public Trustee will be able to deal with your request sooner if you agree to the below:

- ☐ I consent to all 'personal information' of third parties being deleted from the requested documents. (removed information can include names, contact details, signatures and identifying information of third parties that are not officers of the agency)
- ☐ I consent to all 'prescribed details' of officers of the Public Trustee being deleted from the requested documents. (removed information can include names and position titles of officers of the agency)

## Document Description (clearly describe the documents including dates/location/subject matter)

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## Access Method (choose one of the following forms of access)

- ☐ Email   ☐ Post   ☐ Collection   ☐ Other, please specify:

|                       |      |                                      |
|-----------------------|------|--------------------------------------|
| APPLICANT'S SIGNATURE | DATE | ID ATTACHED <input type="checkbox"/> |
|-----------------------|------|--------------------------------------|

## Office Use Only

Receipt No:

Date of Receipt:

V 2026