



## Application for Access to Documents under the *Freedom of Information Act WA 1992* (s.12) (FOI Act)

Applicant Details		
Title (Mr, Mrs, Miss, Ms, 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 to which agency the application is being made:

Agency – choose only ONE per application
<input type="checkbox"/> This application is being made to the <b>Office of the Premier</b>
<input type="checkbox"/> This application is being made to the <b>Department of the Premier and Cabinet</b>
<input type="checkbox"/> This application is being made to <b>Infrastructure WA</b>
<input type="checkbox"/> This application is being made to the <b>Office of a Minister</b> Please provide the name of the <b>Minister</b> :

Information Type	
Category of request (choose one)	
<input type="checkbox"/> Personal information (there is no charge for requests for personal information <b><u>only</u></b> )	
<input type="checkbox"/> Non-personal information	<input type="checkbox"/> Attached is a cheque/money order/cash for the \$30 application fee (made out to the relevant agency as ticked above) <b>OR</b> <input type="checkbox"/> Electronic payment of the \$30 application fee has been made via <a href="#">BPoint</a> Please provide <a href="#">BPoint</a> receipt number:

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

**Please note:** Selecting the options above may reduce the need for consultation which may expedite the processing of your application and reduce the likelihood of processing fees.

☐ I consent to all 'personal information' of third parties being deleted from the requested document/s (*information 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 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 removed: names and position titles of this agency's officers*)

☐ 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) and who requests to know the identity of the applicant. (*Providing this information to third parties enables the consultation process to be finalised more efficiently, 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 emailed to [foiunit@dpc.wa.gov.au](mailto:foiunit@dpc.wa.gov.au) and payment made via [BPoint](#) to ensure they are processed as soon as possible. Alternatively, applications can be sent to:

Manager, Freedom of Information  
Dumas House  
2 Havelock Street  
WEST PERTH WA 6005

Tel: (08) 6552 5000  
Email: [foiunit@dpc.wa.gov.au](mailto:foiunit@dpc.wa.gov.au)

## Notes:

- Please provide sufficient information to enable identification of the correct documents.
- 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 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 of charges if appropriate.
- Reduced processing charges may apply. For example, if you are considered financially disadvantaged or are the holder of a pensioner concession card.
- If you consider you may be entitled to a reduction, please advise when lodging your application and attach copies of pension card/s or other documentation to support your request.

## Collection Notice

The Department of the Premier and Cabinet collect this information to:

- Process your Freedom of Information (FOI) request to access records held by the department.
- Verify your identity and ensure the request complies with the requirements of the FOI Act.
- Maintain records of FOI applications for reporting, auditing, and statutory compliance purposes.

## We may share this information with:

- Internal departmental officers responsible for locating and assessing the requested records, to determine access eligibility.
- The Office of the Information Commissioner or other relevant oversight bodies, where required for review or appeal processes.

This information helps the Department meet its responsibilities under the FOI Act and the State Records Act 2000 (WA), which guides how government records are created, managed, and preserved, including those subject to FOI requests.

If you choose not to provide your contact details or sufficient information to identify the records you are seeking, we may be unable to process your FOI request.

If you have questions about how your personal information will be handled or would like to gain access to your personal information, please contact the Department of the Premier and Cabinet on (08) 6552 5000 or [foiunit@dpc.wa.gov.au](mailto:foiunit@dpc.wa.gov.au)