

When completed, this form is classified as OFFICIAL Sensitive

Application for access to documents

Under the *Freedom of Information Act 1992* (FOI Act)

1. Applicant Details

Title [Miss, Mr, Mrs, Ms, other]

First name

Surname

Name of organisation/business [if applicable]

Australian postal address

Contact number

Email

Preferred method of contact

Your reference [if applicable]

1.1 Client Details (where applying on behalf of another person or an organisation/business)

Note: Signed authority **MUST** be provided to prove you have authority to act on the client's behalf.

Please attach evidence of authority to this application.

Title [Miss, Mr, Mrs, Ms, other]

First name

Surname

Name of organisation/business [if applicable]

2. Application Type

☐ **Non-Personal Information** – A non-refundable \$30 application fee required. Additional processing charges may apply.

Note: A request seeking access to information about persons other than the applicant (client), is deemed a request for non-personal information, although personal information about the applicant (client) may also be included.

☐ **Personal Information** – No application fee.

Note: A personal information request is applicable if seeking access to, or the correction of, the applicant's (client's) personal information.

Note: Documents which contain the applicant's (client's) personal information will only be provided when the application is accompanied by a copy of a primary identification document, such as a driver's licence or passport.

3. Applicable Business Area(s)

The FOI team processes applications on behalf of various business areas within LGIRS, as well as for the Department of Mines, Petroleum and Exploration. Please indicate which business area(s) your application relates to:

- | | |
|--|--|
| ☐ Building and Energy | ☐ Racing and Gaming |
| ☐ Consumer Protection | ☐ Local Government Inspectorate |
| ☐ Human Resources | ☐ WorkSafe – Mine Safety |
| ☐ Labour Relations | ☐ WorkSafe – Other |
| ☐ Local Government | ☐ WorkSafe – Petroleum Safety and Dangerous Goods |
| ☐ Liquor | ☐ I do not know the business area |
| ☐ Service Delivery | ☐ Department of Mines, Petroleum and Exploration |

4. Access Request

Please provide details of the information you are applying to access. If you are unsure what a specific document may be called, please provide any dates, locations, reference numbers, subject matter or any other information that would enable the document(s) to be identified. Your reason for access may also assist with processing (optional).

We may contact you to clarify the information you have requested and if necessary, negotiate a reduction in the scope of your application if a significant number of documents are involved.

If access is granted, where possible, we will provide you with an electronic copy of the document(s) via email. If you do not want the document(s) in an electronic format, please indicate your preference. In most cases, you will be given the document(s) in the format requested.

Note: Your right under the [FOI Act](#) is to access documents. If you are seeking answers to questions, please contact 9222 3333 or find more [contact information](#).

5. Consent and Third-Party Consultation

Under sections 32 and 33 of the [FOI Act](#), agencies may be required to consult with relevant third parties. Consenting to any, or all, of the below options may eliminate the need for consultation, expediting the application process and minimising potential charges.

For more information refer to the [FOI Act](#).

- ☐ I consent to all personal information of third parties being removed from the requested document(s).
- ☐ I consent to my name as the applicant, including my organisation/business name (where applicable) being disclosed to any third party that is consulted for this application.
- ☐ I consent to my client's name and organisation/business (where applicable) being disclosed to any third party that is consulted for this application.
- ☐ I consent to the name and position title of this agency's officers being deleted from the requested document(s).
- ☐ I consent to the name and position title of WA state and local government officers (other than this agency) being deleted from the document(s).
- ☐ I consent to the removal of duplicate documents.

6. Applicants Declaration and Acknowledgement

I declare that the information provided in this form is complete and correct.

I understand that obtaining access to personal information of another by deceit is an offence under section 109 of the [FOI Act](#).

I have included any relevant application fee and understand that, before I obtain access to documents, I may be required to pay processing charges in respect of this application, and that I will be supplied with a statement of charges, if appropriate.

Applicant Signature	Date

7. Payment

If paying by payment card (Visa and Mastercard accepted), please use the department's online FOI application form. Payment card is also accepted for applications lodged in person.

For requests relating to the Department of Mines, Petroleum and Exploration, cheques and money orders are payable to the Department of Mines, Petroleum and Exploration.

For all other applications, cheques and money orders are payable to the Department of Local Government, Industry Regulation and Safety.

8. Lodgement

Please print, complete, and lodge your completed application form, including any relevant attachments and applicable application fee as follows:

By post

FOI Coordinator
Department of Local Government,
Industry Regulation and Safety
Locked Bag 14
Cloisters Square
PERTH WA 6850

By Email

foi@lgirs.wa.gov.au

In person

Department of Local Government,
Industry Regulation and Safety
Mason Bird Building, 303 Sevenoaks Street
Cannington WA 6107

9. Privacy Collection Notice

The Department of Local Government, Industry Regulation and Safety (LGIRS) collects your personal information when you lodge a Freedom of Information (FOI) application or make an enquiry under the *Freedom of Information Act 1992 (WA)* (FOI Act). This may include your name, contact details and any supporting information submitted with your application, for the purpose of verifying your identity, and enabling us to assess and process your application.

Your personal information may be disclosed to third parties where consultation is required under the [FOI Act](#), or to other government agencies where documents relate to their functions. Your information may also be disclosed to the Office of the Information Commissioner if you apply for an external review of a decision relating to your FOI application. We will not disclose your personal information to anybody else unless you have given consent or we are authorised or required to do so by law.

Providing the requested information is voluntary; however, if you choose not to provide the required information your application may be delayed or we may be unable to process your request.

Please refer to [LGIRS Privacy Policy](#) for more information about how we handle your personal information, how you can request access to, or correction of, the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint.

FOI Application Checklist

- An Australian address has been provided in Section 1 of this application.
- Sufficient information has been provided to enable the correct document(s) to be identified.
- Personal information application – Photo identification has been provided in accordance with section 29 of the [FOI Act](#).
- Signed authority to prove you have authority to act on the client's behalf is attached (when applicable).
- Payment of the FOI application fee has been made for a non-personal information application.