



Freedom of Information

Application for Access to Information

(Pursuant to section 12 of the *Freedom of Information Act 1992*)

Applicant Details			
Title:			
Given Name:		Surname:	
Preferred Name:			
Australian Postal Address:			
State or Territory		Post Code:	
Telephone Number:		Email Address:	
Preferred Contact Method: Telephone Email			

Applications on Behalf of a Business or Organisation		
Is the application being made on behalf of a business or organisation?	Yes	No
If yes, state the name of the business/organisation		
Note: If you are seeking access to a document or documents on behalf of other people, written authorisation from the people confirming the request must be attached to this application. 		

Type of Information Request	
Request Category (choose one):	Personal information (Relates to information about the applicant only i.e. yourself) Non-personal information (Relates to requests for access to documents that contain information about other people or businesses.)

Fees, Charges and Payment Methods	
Personal Information	- No charge - Proof of identity required (see notes on page 3) 
Non-Personal Information	\$30 non-refundable application fee payable. - Additional charges may apply (see notes on page 3). Select the payment method being used: Cash (included with this application) Electronic payment via BPoint. Enter receipt number:

Request Details

To assist us in identifying the documents you are seeking access to, please provide as much detail as possible including:

- document subject matter
- date(s) or date ranges of requested documents
- type(s) of document(s)
- division, team, and/or reference number(s)
- any other relevant details.

Including your reason for access (although not a requirement) may assist in the accurate sourcing of documents.

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 team at the Department of Treasury and Finance to discuss alternatives on +61-8-6551 2777 or at freedomofinformation@dtf.wa.gov.au.

Consent: Third Party Personal Information and Consultation with Third Parties

Note: *Selecting 'yes' to the statements below may reduce the need for consultation which may expediate the processing of your application and reduce the likelihood of processing fees.*

I consent to all 'personal information' of third parties being redacted from the requested documents *(information that would be redacted: names, contact details, signatures and identifying information of third parties that are not State and local government officers).*

Yes No

I consent to all 'personal information' of Western Australian State and local government officers being redacted from the requested documents *(information that would be redacted includes: names, contact details, signatures and identifying information of third parties that are not State and local government officers).*

Yes No

I consent to all 'prescribed details' of this agency's officers being deleted from the requested document(s) *(information that would be redacted includes: names, position titles and government officers).*

Yes No

Note: *Selecting 'yes' to the statement below 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.*

I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the *Freedom of Information Act 1992*).

Yes No

Applicant Declaration

I declare that:

- the information provided in this form is accurate and complete; and
- I have included any relevant application fee.

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

I understand it is an offence to provide misleading information about my identity and that doing so may result in a decision to refuse to process my application.

I understand my personal information will be collected, used, disclosed and stored in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)*.

Signed:

Date:

Lodging Applications

By email, addressed to:

Freedom of Information
Department of Treasury and Finance
freedomofinformation@dtf.wa.gov.au

By post, addressed to:

Freedom of Information
Department of Treasury and Finance
Locked Bag 11
CLOISTERS SQUARE WA 6850

In person, delivered to:

Freedom of Information
Department of Treasury and Finance
Level 23
David Malcolm Justice Centre
28 Barrack Street
PERTH WA 6000
9am-5pm Monday-Friday

Notes

Processing Times

Your application will be dealt with as soon as practicable and within the 45 days specified by the *Freedom of Information Act 1992*, or as otherwise agreed with yourself and/or the Information Commissioner.

Fees and Charges

(In accordance with the *Freedom of Information Regulations 1993*)

Personal Information

There is no fee for accessing your personal information.
Under the *Freedom of Information Act 1992*, the definition of 'personal information':

- is information about an identifiable individual; and
- can only apply to people (living or dead)

If your application is for your own personal information only, all other information, other than background or factual information that is not exempt, will be redacted as being outside the scope.

Non-Personal Information

Application Fee: \$30

Additional Charges that May Apply

Before you can obtain access to documents, you *may be* required to pay processing charges. A statement of charges will be provided. Applicable charges are:

- Processing fees: \$30 per hour
- Photocopying: \$0.20 per copy
- Postage or special arrangements: actual costs.

Reduced Charges

A fee reduction is available for financially disadvantaged applications or applicants holding a concession card. Include relevant copies of documents with your application.

Proof of Identity

In accordance with section 29 of the *Freedom of Information Act 1992*, if you have requested access to your **personal information** you must provide a copy of your photo identification as proof of identity. Acceptable documents include a:

- current driver's licence with photograph and current address; or
- current passport.

Proof of identity documents are collected solely to verify entitlement to access personal information requested under the *Freedom of Information Act 1992 (WA)* and will be managed in accordance with the Department's privacy obligations.

Collection Notice

The Department of Treasury and Finance collects 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; and
- maintain records of FOI applications for reporting, auditing and statutory compliance purposes.

Personal information is collected under the *Freedom of Information Act 1992 (WA)* for the purpose of receiving, assessing and processing FOI applications and verifying applicant identity where required.

We may share this information with:

- internal departmental officers responsible for locating and assessing records to determine access eligibility;
- the Office of the Information Commissioner or other oversight bodies, where required; and
- third parties who are consulted in accordance with sections 32 and 33 of the *Freedom of Information Act 1992 (WA)* where consultation is necessary to determine whether documents can be released.

FOI application records are managed in accordance with applicable record keeping requirements, including the *State Records Act 2000 (WA)*.

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

You may request access to, or correction of, your personal information held by the Department in accordance with applicable privacy legislation, including the *Privacy and Responsible Information Sharing Act 2024 (WA)*.

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, please contact the Department of Treasury and Finance on +61-8-6551 2777 or at freedomofinformation@dtf.wa.gov.au.

Further information about how the Department handles personal information is available in the [Department's Privacy Policy](#).

Checklist

Check that you have attached and/or actioned the following:

Applications on behalf of an organisation or business

Written authorisation from the people confirming the request.

Applications for personal information

A copy of photo identification.

Applications for non-personal information

Submitted payment via [BPoint](#) and noted the receipt number on this application form or included cash with your application.

Applications seeking reduced charges

Copies of relevant documents proving financial disadvantage