



Application

Under Freedom of Information Act 1992, S.12 and S.46

Details of applicant

First name:

Surname:

Postal address:

Postcode:

Telephone/mobile:

Email:

Organisation/business:

Details of request

- Access my personal information Amend my personal information
- Access to non-personal information (\$30 application fee required – see page 2)

Describe the document(s) you wish to access or the information you wish to amend (include dates, location, subject matter or other details that would help identify the document(s) or information).

Type of access requested (place X in one box only)

- I require a copy of the document(s) I wish to inspect the document(s)
- Other (please specify)

Application fee (for non-personal information only, see below for definitions)

To cover the application fee:

- I attach a cheque/money order for \$30, made out to Department of Primary Industries and Regional Development
- Debit my Visa/Mastercard for \$30

Cardholder's name

Card number

Expiry date

 /

- I understand that before I obtain access to any documents I may be required to pay processing charges, and if so I will receive an Estimate of Charges.

Applicant's signature

Date

 / /

You may submit this form by email, mail or in person. See below for lodging applications.

Additional information

It is necessary for the applicant to provide sufficient information to enable the correct document(s) or information to be identified. The Department of Primary Industries and Regional Development FOI Coordinator can assist the applicant throughout the process. For help, please phone (08) 9368 3702 or email foi@dpird.wa.gov.au. A valid application will be dealt with as soon as possible, or within 45 calendar days of being received.

Personal and non-personal information

Personal information, as outlined in the FOI Act, means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:

- a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
- b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

An application to access and/or amend **personal information** means documents that contain personal information about the applicant, but no personal information relating to other people. If the subject is a deceased person, the closest relative may apply to amend the information on their behalf. The Department may request proof of the applicant's identity.

An application to access **non-personal information** means a request to access documents that may contain information relating to another person and their personal affairs.

Fees and charges

The Department may seek charges for postage, special arrangements for access or for specialised access such as reproductions. These charges may be waived or reduced if the applicant is unable to afford them or currently holds a valid pensioner concession card. Proof of eligibility must be provided.

The \$30 fee for making an application to access non-personal information cannot be reduced.

Lodging applications at the Department of Primary Industries and Regional Development

You can submit this form by any of the following methods:

Email: foi@dpird.wa.gov.au
(Please add 'FOI Application' in subject line)

Mail: **FOI Coordinator**
Department of Primary Industries and Regional Development
Locked Bag 4
Bentley Delivery Centre WA 6983

Office of the Information Commissioner

If you have any general enquiries about the FOI process, please see the Office of the Information Commissioner website at www.foi.wa.gov.au or contact the office:

Phone: (08) 6551 7888

Phone: (Country callers - toll free) 1800 621 244

Fax: (08) 6551 7889

Email: info@foi.wa.gov.au

Address: Albert Facey House,
469 Wellington Street,
Perth WA 6000