



APPLICATION FOR ACCESS TO DOCUMENTS

(Under the *Freedom of Information Act 1992*, s.12)

DETAILS OF APPLICANT

Applicant	
Name of Organisation	
On behalf of Name of Organisation or Individual	
Address <i>For receipt of notices under s.12(1)(c) of the FOI Act 1992 give an address in Australia [not email address]</i>	Postcode
Telephone	
Email	
Reference	

DETAILS OF FOI APPLICATION:

Subject matter to which your application relates.	
Details of specific document/s requested <i>Subject to s.12(1)(b) of the FOI Act (e.g. type of document, name of sender/recipient of document)</i> <i>Refer to the Department of Biodiversity, Conservation and Attractions (DBCA) Information Statement as a guide or contact relevant area to assist you.</i>	
Date/s or range of dates of document/s requested	
Other information to facilitate your application <i>(e.g. such as documents that you already have and can be excluded from the scope of your request)</i>	

INSTRUCTIONS:

- Clearly describe the documents to which you seek access so that your request can be dealt with promptly.
- If your application concerns a large number of documents, please clarify the particular document/s that you seek.
- You are welcome to attach additional information to this form so that we can promptly deal with your application.
- If not sure of the documents you require, please clarify with officers of the division that best relates to your request.
- For further information please read the department's Information Statement available at www.dbca.wa.gov.au

Please delete any “personal information” relating to third parties from the requested documents	<u>YES / NO</u> Strike out whichever is not applicable
Please delete any “prescribed details” relating to agency officers from the requested documents	<u>YES / NO</u> Strike out whichever is not applicable
<p><i>Please note that deleting personal information or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, means that DBCA does not have to consult with those third parties or officers, which means applications can be dealt with quicker and may incur lower charges.</i></p>	

NOTES FOR APPLICANTS

- Under Freedom of Information legislation, the Botanic Gardens and Parks Authority, Rottneet Island Authority and Zoological Parks Authority (Perth Zoo) are not deemed related agencies of the Department. Please refer to the specific authority’s website for further information.
- If your application is for access or amendment to your personal information, please provide a certified copy of one of the following documents:
 - Driver’s Licence;
 - Aged Pensioner Concession Card;
 - Passport;
 - Birth Certificate (and Marriage Certificate if name has changed); or
 - Proof of Age Card (issued by the Department of Transport).

DOCUMENTS MUST BE CERTIFIED BY A PERSON AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER SCHEDULE 2 TO THE OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005.

If proof of identity in the manner described above, is not provided, Biodiversity, Conservation and Attractions will not provide access to, or amend the requested information until satisfied of your identity (s.29(a) of the FOI Act).

- If you are lodging an application on behalf of an organisation or another individual, please provide a letter of authority, authorising you to act on their behalf.
- Your application will be dealt with as soon as practicable (statutory maximum time limit within 45 days) after it is received. However, where necessary, extensions may be required.

The *Freedom of Information Act (WA) 1992* may be purchased from the State Law Publisher on (08) 9321 7688 or can be viewed online at the FOI Commissioner’s website: www.foi.wa.gov.au.

FEES & CHARGES

- Applications seeking an applicant’s own personal information or amendment of personal information are free of any fee or charge.
- **The application fee for all non-personal applications is \$30.**
- The department only accepts payment by cheque, credit card or electronic fund transfer (EFT).
- If necessary, the Department may impose a charge for processing the application. If charges apply DBCA will send you a statement of payable charges. Currently, where a processing charge applies, the current breakdown of fees is as follows:
 - \$30.00 p/hr of staff time processing charge (if number of pages is greater than 50)
 - \$30.00 p/hr of staff time photocopying time (if number of pages is greater than 50)
 - \$ 0.20 p/photocopy (if number of pages is greater than 50).

(See Schedule 1 of the *Freedom of Information Regulations 1993* for a full list of charges).

Further information can be obtained from DBCA’s FOI Coordinator on (08) 9219 9931, or via email foi@dbca.wa.gov.au.

PAYMENT

Payment by cheque: Please attach a cheque (made out to the Department of Biodiversity, Conservation and Attractions) to the application form to cover the application fee.

Payment by EFT: Details below. It is essential that you include a reference with your fund transfer as follows – FOI surname or company name (i.e. FOI MACGREGOR).

ACCOUNT NAME: Department of Biodiversity, Conservation and Attractions
BSB: 066 040
ACCOUNT NUMBER: 11300006

AMOUNT PAID BY EFT: \$_____

Payment by credit card:

Please phone DBCA’s revenue officer on **(08) 9219 9318** to make payment via VISA or Mastercard over the phone.

I understand that before I have access to documents, I **may** have to pay processing charges and that in this case I will be supplied with a letter relating to the statement of charges that would be incurred, prior to proceeding with the request.

APPLICANT’S SIGNATURE:

Date:/...../.....

Applications may be lodged (together with applicable fee):

By Mail:

FOI Coordinator
Department of Biodiversity,
Conservation and Attractions
Locked Bag 104
Bentley Delivery Centre
WA 6983

In Person:

FOI Coordinator
Department of Biodiversity,
Conservation and Attractions
17 Dick Perry Avenue
Technology Park (Western
Precinct)
Kensington WA 6151

By Email:

FOI Coordinator
Department of Biodiversity,
Conservation and Attractions
foi@dbca.wa.gov.au