



*FREEDOM OF INFORMATION ACT 1992*  
APPLICATION FOR ACCESS TO DOCUMENTS

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**Applicant Details**

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Australian Contact Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Contact Number: \_\_\_\_\_

Mobile: \_\_\_\_\_

Your reference (if applicable): \_\_\_\_\_

Agent/Representative's Name and contact details (if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Details of request (please tick the appropriate box and provide details):

- Request for documents containing personal information only.
- Request for documents including Non-Personal documents. This attracts an application fee of \$30 payable at the time of applying. Payments can be made by cheque, made payable to DFES, or credit card.

We could finalize your application quicker if you agree to have third party personal and/or prescribed details (including names, position titles, addresses, telephone numbers, email addresses and signature) deleted from the FOI documents as this may eliminate the legal requirement to undertake third party consultations.

- I consent to the removal of Third-Party personal information.
- I consent to the removal of 'prescribed details' of agency officers.



Please complete the following details if relevant to your request:

I am applying for access to documents concerning an incident:

Date of Incident: \_\_\_\_\_

Incident number (if known); \_\_\_\_\_

Address or location of incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**OR**

I am applying for access to document(s) concerning:

Please describe clearly the documents you are requesting access to (include dates, location, subject matter or any other information that would enable the requested documents to be identified). Your reasons for access (*optional*) may assist in the accurate capture of documents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I require the documents in the following format:

Hardcopy

Electronic      Your E-mail address: \_\_\_\_\_

Both

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:** ..... / ..... / .....



**Fees and Charges**

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DFES accepts payment by cheque or credit card only.

**Payment by Cheque:** Please attach cheque to the application form to the amount of \$ 30.00 to cover the application fee.

**Payment by Credit Card:** Please fill out the form below

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MASTERCARD       BANKCARD       VISA

CARD NUMBER    \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_

CARD HOLDER'S NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

CITY \_\_\_\_\_ POSTCODE \_\_\_\_\_

EXPIRY DATE    \_ \_ / \_ \_      TOTAL AMOUNT \_\_\_\_\_

I authorise the Department of Fire and Emergency Services (DFES) to debit my credit card with the amount shown above. I certify that I am over 18 years of age.

SIGNATURE \_\_\_\_\_



## NOTES FOR APPLICANTS

### FOI Applications

- In some instances, DFES may request proof of your identity.
- 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 obtained.
- If you are seeking access to a document(s) on behalf of another person, then DFES may require written authorisation from the person you represent.
- Further information can be obtained from DFES's FOI Coordinator (Ph (08) 9395 9480). The *Freedom of Information Act 1992* may be purchased from the State Law Publisher, 10 William Street, Perth Ph (08) 9215 7333 or by viewing the electronic copy on the FOI Commissioner's website: [www.foi.wa.gov.au](http://www.foi.wa.gov.au).
- Applications may be lodged (together with applicable fee or charge) in the following ways:

***In person***            **FOI Coordinator**  
                                 **Dept. Fire and Emergency Services**  
                                 **Emergency Services Complex**  
                                 **20 Stockton Bend**  
                                 **COCKBURN CENTRAL WA 6164**

– OR –

***By mail***                **FOI Coordinator**  
                                 **PO Box 1174**  
                                 **PERTH WA 6844**

– OR –

***By email***                [foi@dfes.wa.gov.au](mailto:foi@dfes.wa.gov.au)

### Fees and Charges

- The application fee is currently \$30. If necessary, DFES may impose a charge for processing the application.
- Applications seeking personal information or amendment of personal information are free of any fee or charge.
- If charges apply DFES will send you a statement of payable charges. Currently, where a processing charges applies, the current breakdown of fees is as follows:

#### **Personal Information (about you personally)**

Free (No application fee)

#### **Non-Personal Information Only**

\$30.00 application fee

\$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)

\$0.60 per photograph