



Department of **Biodiversity,  
Conservation and Attractions**

## APPLICATION FOR ACCESS TO DOCUMENTS

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

### DETAILS OF APPLICANT

<b>Applicant</b>	
<b>Name of Organisation</b>	
<b>On behalf of [Name of Organisation or Individual]</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Reference</b>	
<p><b>Privacy</b></p> <p>The Department of Biodiversity, Conservation and Attractions (DBCA) collects this personal information in order to contact you in relation to your Freedom of Information request.</p> <p>Section 12 of the <i>Freedom of Information Act 1992</i> requires that you provide you postal address, and for personal information requests, sufficient identifying personal details to enable documents to be located.</p> <p>For further details on how DBCA manage your personal information, you can read our <a href="#">Privacy Policy</a>. If you have any questions about how your personal information will be handled, or if you would like to access your personal information, please contact DBCA on (08) 9219 9004 or email <a href="mailto:privacy@dbca.wa.gov.au">privacy@dbca.wa.gov.au</a></p>	

### APPLICATION TYPE

<input type="checkbox"/> <b>Non-personal information – \$30 application fee required (see Fees and Charges and Payment sections on pages 3-4)</b>  For accessing documents about matters or persons other than the applicant, although personal information about the applicant may also be included.
<input type="checkbox"/> <b>Personal information</b>  For accessing or amending the applicant's personal information only.

**DETAILS OF FOI APPLICATION****Description of documents you are requesting:**

- *Clearly describe the documents to which you seek access, including, where possible:*
  - *Subject matter*
  - *Type of document*
  - *Details of the parties/regions responsible for creating the document*
- *Please include any other important information to facilitate your application, such as documents you already have and can be excluded from the scope of your request.*

**Date/s or range of dates of document/s requested**

**Further information**

- *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, or refer to the department's Information Statement available at [www.dbca.wa.gov.au](http://www.dbca.wa.gov.au)*

**Please delete any "personal information" relating to third parties from the requested documents** *(including names, contact details, signatures and identifying information of third parties that are not officers of the agency)*

YES / NO  
Strike out whichever is not applicable

**Please delete any "prescribed details" relating to agency officers from the requested documents** *(including names, contact details, signatures and position titles)*

YES / NO  
Strike out whichever is not applicable

**I consent to my name/organisation being disclosed to any third party that is consulted in accordance with sections 32 and 33 of the FOI Act.**

YES / NO  
Strike out whichever is not applicable

***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.***

**APPLICANT'S SIGNATURE:** .....

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

## NOTES FOR APPLICANTS

- To access or amend documents held by the Botanic Gardens and Parks Authority, Rottnest Island Authority and Zoological Parks Authority (Perth Zoo), 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:
  - Current 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, DBCA 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 time limit within 45 days) after it is received. However, where necessary, extensions may be required.

The *Freedom of Information Act (WA) 1992* is available on the WA Legislation Website: <https://www.legislation.wa.gov.au/>

## FEES AND CHARGES

- Applications seeking only 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 9004, or via email [foi@dbca.wa.gov.au](mailto: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] (e.g. FOI SMITH).

**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.

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](mailto:foi@dbca.wa.gov.au)