

**Pilbara Development Commission –
Application Form for access to documents under the Freedom of Information Act WA
1992 (s.12) (FOI Act)**

Applicant details

Title (Ms, Mr, Dr, etc)	
First name	
Last name	
Phone	
Mobile	
Email	
Postal address in Australia	
Organisation (if application is on behalf of an organisation)	

Information type

Are you seeking personal information that is only about you? (tick either 'Yes' or 'No')

- Yes - if you are seeking information that is just about you, this is called an application for personal information under the FOI Act. There are no fees or charges for this type of request.
- No - if you are seeking information that is more than just about you, this is called an application for non-personal information under the FOI Act. A \$30 application fee applies.

Payment

An application for non-personal information will not proceed without the \$30 application fee being paid. Depending on what information is required and in what formats, some other charges may apply – please refer to the Pilbara Development Commission's [Freedom of Information Statement](#) for the full schedule of fees. If applying for non-personal information, please tick the appropriate box below to show how payment has been made.

- Attached is a cheque/money order for the \$30 application fee; OR
- Electronic payment of the \$30 application fee by bank transfer: please contact the Pilbara Development Commission for account details.

Details of request

Subject matter of request	
Date/s or range of dates of requested document/s	
Details of the specific document/s being requested (please attach additional sheets if necessary)	

Options to exclude documents or information you don't need.

It may be helpful to exclude certain documents or information from your application if it is not what you really want, as excluding particular information may help the FOI Coordinator deal with your application more quickly by reducing the number of documents to be located and assessed and/or removing the requirement for the Commission to consult with third parties. Tick either or both of the following options if you agree:

- I consent to all personal information of third parties being deleted from the requested document/s, including names, contact details, signatures and identifying information of third parties that are not state and local government officers;
- I consent to all personal information of WA state and local government officers being deleted from the requested document/s including contact details, phone numbers and signatures of the Pilbara Development Commission's officers and names, position titles, contact details and signatures of other WA state and local government officers;

Options to exclude third party information

Under sections 32 and 33 of the FOI Act, the FOI Coordinator must seek the views of any third parties whose personal or commercial/business information it proposes to disclose. You may choose for third party personal or commercial/business information to be excluded from the scope of your FOI request. Excluding third party personal or commercial/business information may mean that the FOI Coordinator is able to deal with your application in less time. Tick either, or both of the boxes below if you agree:

I do not require:

- Commercial or business information relating to third parties.
- Any 'personal information' about private people other than myself (this means that the requested documents may be edited to delete any information that may identify any private individuals, including names and contact details).
- Other (please specify). _____

Option to consent to release name to third parties

The FOI applicant may choose to consent to their name being released to any third parties who are consulted who request to know the name of the FOI applicant. This may enable the FOI consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known. Tick the box below if you agree:

- I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the FOI Act) who requests to know the identity of the applicant

Submission of this form

To complete the FOI application please sign below and lodge with the Pilbara Development Commission's FOI Coordinator – see Lodging an access application.

Applicant signature: _____ Date: ____/____/____

Lodging an application

FOI applications are not valid until both the completed and signed application form and payment of the application fee (if applicable) have been received. It is recommended that applications be sent via email to pdc@pdc.wa.gov.au and payment made by bank transfer to the account details on page 1 of this form ensure that they can be processed as soon as possible.

Alternatively, applications can be sent to;

Freedom of Information Coordinator
Pilbara Development Commission
Shop 2, 6 Wedge Street
Port Hedland WA 6005
Tel: (08) 6551 7500
Email: fdc@fdc.wa.gov.au

Notes:

- Persons considering an access application under the FOI Act to the Pilbara Development Commission are strongly encouraged to read the Commission's [Freedom of Information Statement](#).
- In your application, please provide sufficient information to enable the correct document/s to be identified.
- In accordance with section 29 of the FOI Act, the Pilbara Development Commission may request proof of your identity.
- If you are seeking access to document/s on behalf of another person or organisation, the FOI Coordinator will require authorisation in writing.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after a valid application is received). However, should more time be required the FOI Coordinator may request an extension of time from you/or the Information Commissioner.

Forms of access

You may request access to documents by way of a copy of a document, an audio or video tape, a USB, a transcript of a recorded document or of words recorded in shorthand or encoded form. Where the agency is unable to grant access in the form requested, access may be given in a different form.

Charges for processing applications

- Before obtaining access to documents, you may be required to pay processing charges – please refer to the Pilbara Development Commission Freedom of Information Statement for details.
- You will be supplied with a statement charges if appropriate.
- Discounts may be available in certain cases. For example, if you are considered financially disadvantaged and/or are the holder of a pensioner concession card a reduction in processing charges may apply.
- If you consider yourself entitled to a reduction, please advise when lodging your application and attach copies of pension card/s or other documentation to support your request.

Further information:

- [Pilbara Development Commission Freedom of Information Statement](#)
- [Office of the Information Commissioner WA](#)