



Australian Government  
Department of Health and Aged Care

# Freedom of Information Request for access to documents

29 April 2025

## Right to access documents

The *Freedom of Information Act 1982* (**FOI Act**) gives you a right to access documents held by Australian Government agencies and ministers, unless an exemption applies.

You can request documents held by the Department of Health and Aged Care (**the department**), and we will assess your request against the provisions of the FOI Act.

## Making a FOI request

To meet the requirements of the FOI Act, a request for access to documents must:

- be in writing
- state the request is for the FOI Act
- provide sufficient information about the documents so that an officer of the department can identify them, and
- provide an email or postal address where the department can contact you.

It is also helpful if you tell us:

- the specific type of document you are seeking (for example, emails, reports, data, evaluations or proposals)
- the subject of the documents, and
- the date range of interest.

## Privacy notice

Your personal information is protected by law, including the *Privacy Law Act 1988* (Cth) and the Australian Privacy Principles, and is being collected by the department for the primary purpose of processing your FOI request. Your information may also be used and disclosed for other purposes, such as communicating with the Office of the Australian Information Commissioner.

The department will not disclose your personal information to any overseas recipients.

If you do not provide this requested personal information, the department may not be able to grant access to personal documents.

You can get more information about the way in which the department will manage your personal information, including our privacy policy, at [health.gov.au/privacy-policy](https://health.gov.au/privacy-policy).

By providing your personal information in this form you consent to the department collecting information about you for the purposes indicated above.

## Important information

### Personal health records

The department does not generally hold personal health records such as:

- medical or hospital records
- pathology investigations or reports
- other diagnostic test results, or
- allied health practitioner records.

Personal health records may be obtained directly from your health practitioner or health service provider. Hospital records should be requested through your state/territory health service. For more information, please visit your local health department's website.

If you have questions about gaining access to your personal health records, go to:

[OAIC - Your Health Information](#)

### Medicare records

The department does not hold Medicare records. Please visit [Services Australia](#) for access to your Medicare documents.

## Contact

If you have any questions regarding making a FOI request to the department, please contact the FOI Section by emailing [FOI@health.gov.au](mailto:FOI@health.gov.au) or calling (02) 6289 1666.

For more information, see:

- [Freedom of Information Act 1982 \(Cth\)](#)
- [Your freedom of information rights](#)

## How to use this form

Complete this form to lodge a request to access or amend documents held by the department.

- Do not use this form to request an update on a request that has already been lodged.
- This form cannot be used to request personal advice or explanations in relation to departmental policy/procedures.
- If you are requesting access to documents that contain your personal information, you must provide photo evidence of your identity (such as a passport identity page or drivers' licence).
- If you are applying for information about a third party, you must provide evidence of their consent for you to access their information and/or documents.

If you have a printed form:

- Use black or blue pen.
- Print in **BLOCK LETTERS**.
- Mandatory fields are marked with a \*
- Where you see a box like this ☐ ► **Go to 1** skip to the question number shown.

## Part 1 - Your details

### 1. Title

Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐  
Other ☐

**First name (and middle name if applicable)**

**Surname**

**Company name (if applicable)**

### 2. Communication method

Please provide at least one communication method (email or postal preferred) to enable us to contact you regarding your request.

**Mobile phone number**

**Email address**

**Postal address**

### 3. What is your preferred method of receiving documents:

By email ☐

By post ☐

### 4. Are you lodging this request on behalf of another person?

**Yes** ☐ ► Go to Part 2

**No** ☐ ► Go to Part 3

## Part 2 – Applicant's details (if different from person completing form)

### 5. Title

Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐

Other ☐

First name (and middle name if applicable)

Last name

Company name (if applicable)

### 6. Do you have authority to make an FOI request on the applicant's behalf; communicate with the department in relation to the FOI request and receive copies of documents that may be released to the applicant?

Yes ☐ ► Go to question 7

No ☐ ► Please obtain authority **before** you submit this form.

### 7. Have you attached a copy of the authority to act?

Yes ☐

No ☐ ► Please obtain authority **before** you submit this form.

## Part 3 - Documents requested

Please describe the documents you want access to as clearly as possible. You do not need to provide the precise name or file number you are requesting, but you must provide enough information for an officer of the department to identify the documents you are requesting.

Under the FOI Act, I request copies of:

If insufficient space, please attach further information

### 8. Date range for the documents requested

- Provide a specific date range for the requested documents (if known).
- The department will only search for documents in this date range.
- The date range cannot end after the date you lodge this form.

From date:

To date:

## Part 4 - Consultation with third parties

If the documents relevant to your request relate to a third party, it may be necessary for the department to consult the individual and/or organisation concerned to obtain their views about the potential release of their information.

Where consultation with a third party is necessary, do you consent to the disclosure of your identity as the FOI applicant for the purposes of the third-party consultation:

Yes ☐ No ☐

## Part 5 - FOI Charges

A charge may be imposed for processing FOI requests in accordance with the *Freedom of Information (Charges) Regulations 1982* (Cth).

For more information regarding FOI charges, please refer to [health.gov.au/FOI](http://health.gov.au/FOI).

## Part 6 - Lodging your FOI request

You may lodge your FOI request by sending it:

By email to: [FOI@health.gov.au](mailto:FOI@health.gov.au)

By post to: FOI Case Officer  
Freedom of Information  
Department of Health and Aged Care  
Level 3 North  
GPO Box 9848  
Canberra ACT 2601

## Part 7 – Signature

Please sign here:



On completion, insert digital signature or print and sign by hand

Date  
: