



# Freedom of Information Request for access to documents

1 September 2022

## Right to access documents:

The *Freedom of Information Act 1982* (FOI Act) gives you a general right to access information held by the Department of Health and Aged Care (the department). You can request documents we hold and we will assess your request against the provisions of the FOI Act.

## Making an FOI request:

To be valid, your request must:

- be in writing
- state that it is a request made under the FOI Act
- provide enough information about the document(s) you wish to access so that we can identify them
- provide details of how we can contact you, for example, an email or postal address

## When to use this form

Are you seeking to access **personal health records**?

No

Yes



**Do not complete this form.**  
Refer below for further information on how to access personal health records.

The department does not generally hold personal health records about individuals including GP records, hospital records, pathology and other diagnostic test results, or allied health practitioner records.

Personal health records may be obtained directly from relevant health practitioners or health service providers.

Public health records may be requested through state and/or territory processes for accessing information. Details of these processes can be found on the relevant state/territory health department websites.

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

[www.oaic.gov.au/privacy/health-information](http://www.oaic.gov.au/privacy/health-information)

Are you seeking to access your **Medicare records**?

No

Yes



**Do not complete this form.**

Medicare records can be requested from Services Australia. Go to [www.servicesaustralia.gov.au/access-to-information?context=1](http://www.servicesaustralia.gov.au/access-to-information?context=1)

## For more information

If queries about making an FOI request to the department, please contact the FOI Section via email at [FOI@health.gov.au](mailto:FOI@health.gov.au) or by phone on 02 6289 1666.

## Filling in this form

You can fill and sign this form digitally. You can do this by downloading it on your computer or a device that has Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader you can print it and sign it by hand.

If you have a printed form:

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

## Part 1 – Your Details

1. Dr  Mr  Mrs  Miss  Ms

Other :

Family Name

Given name(s)

Company name (if applicable)

2. It may assist us to be able to contact you during the processing of your request:

Daytime phone number:

Mobile phone number

3. What is your preferred method of receiving documents:

By email  Go to question 4

By post  Go to question 5

4. Email address

5. Postal Address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

6. 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)

7. Dr  Mr  Mrs  Miss  Ms   
Other :

Family Name

Given name(s)

Company name (if applicable)

8. 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 9

No  ► Go to Part 3

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

Yes  No  ► Go to Part 3

## Part 3 – Documents requested

I am seeking access to the following documents:  
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 us to be able to identify the documents you are seeking access to*):

If insufficient space, please attach further information

## Part 4 – Consultation with third parties

If the documents relevant to your request relate to an affected 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 an affected 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*. If you are liable to pay a charge, an estimate will be provided to you by the department. There is no charge to access your own personal information.

## 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: Director  
Freedom of Information  
Department of Health  
MDP 516  
GPO Box 9848  
Canberra ACT 2601

## Part 7 – Privacy statement

Personal information provided in this form will only be used for the purposes of processing your FOI request. Read more about [our privacy policy](#).

## Part 8 – Signature

Signature



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

Date