



Freedom of Information

Application for Access to documents

Applicants Details

Surname:.....

Given Names:.....

Postal Address:.....

.....Postcode:.....

Telephone No:.....

If the application is on behalf of an organisation please include the name of the organisation and include the details of the contact person as the applicant above.

Please include specific details regarding your application below and include a date range to reduce the scope and help identify the information you are seeking access to :

Type of Access

I require a copy of the document (s)

I wish to inspect the document (s)

I require access in another form (Please specify)

Fees and Charges

Please enclose a cheque, cash or money order to the amount of \$30 being the application fee for access to non personal information. No fee is required for personal information.

Applicants Signature

Date

Helpful Hints

FOI Applications

- Please provide sufficient information to enable the correct document (s) to be identified.
- The agency may request proof of your identity.
- If you are seeking access to a document (s) on behalf of another person, the agency will require authorisation in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.

Forms of Access

- You can request access to documents by way of inspection.
- A copy of a document.
- A computer disk.
- A transcript of recorded document or of words recorded in shorthand or encoded form.
- A written document in the case of a document from which words can be reproduced in written form.
- Where the agency is unable to grant access in the form requested, access might be given in a different form.

Fees and Charges

- No fees for access applications relating to personal information and amendment of personal information.
- An application fee of \$30 for other applications (non-personal information).
- A fee of \$30 per hour of staff time for dealing with an application.
- Photocopies charged at the rate of 20 cents per copy.
- A 25% reduction of charges for financially disadvantaged applicants or those in receipt of health benefits is available.

Lodgement of Application

Applications may be lodged

By Post addressed to :

Chief Executive Officer
City of Subiaco
PO Box 270
SUBIACO WA 6904

Attention FOI Coordinator

In Person at :

City of Subiaco
241 Rokeby Road
SUBIACO WA 6008

Attention FOI Coordinator