

# Freedom of Information Act 1992, S 12

## Application for access to documents



### Section 1: Applicant details

|                                  |  |           |  |
|----------------------------------|--|-----------|--|
| Name:                            |  |           |  |
| Organisation:<br>(if applicable) |  |           |  |
| Address:                         |  |           |  |
| Suburb:                          |  | Postcode: |  |
| Phone:                           |  |           |  |
| Email:                           |  |           |  |

### Section 2 – Details of Request

I wish to apply for:

Non-Personal information (incurs \$30 application fee, and additional charges may apply)

Personal information (incurs no fee and will contain information pertinent to applicant only)

Note: Personal information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.

I wish to apply for access to documents concerning:

Please indicate a date range for the documents (if applicable):

Start date

End Date

### Section 3 – Form of Access

Please indicate form of access required

|                                                |                                                 |
|------------------------------------------------|-------------------------------------------------|
| Electronic (City's preferred where applicable) | Inspection (in person at Administration Office) |
| Hardcopy (additional charges may apply)        | Another form (please specify)                   |

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### Section 4: FOI Application Fee

An application fee of \$30 is required for applications for non-personal information. No fee is required for personal information.

The Records Team will reach out to request payment following a preliminary assessment of your application.

Payment may be made by one of the following methods:

- Cash (at the Administration Office only)
- Credit/Debit card (in person or by telephone)
- Cheque or money order (Payable to City of Subiaco)

Fees and charges are prescribed under the *Freedom of Information Regulations 1993*. All charges are discretionary except the \$30 fee for application lodgement.

For the full fees and charges schedule, please visit the City of Subiaco's website [here](#).

### Section 5: How to Lodge an Application

#### Post addressed to:

Records & FOI Officer  
PO Box 270  
SUBIACO WA 6904

#### Email:

[foi@subiaco.wa.gov.au](mailto:foi@subiaco.wa.gov.au)

#### In Person at:

City of Subiaco  
Level 2, 388 Hay Street  
SUBIACO WA 6008  
Attention: FOI

### Section 6: Further Information

- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after valid application is received.
- For advice and further information regarding FOI and the types of documents held by the City, refer to the City's website [www.subiaco.wa.gov.au](http://www.subiaco.wa.gov.au) and Information Statement
- For general information and advice regarding FOI, the Office of the Information Commissioner can be contacted on (08) 6551 7888. More information can be found on their website [www.oic.wa.gov.au](http://www.oic.wa.gov.au).

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### Section 7: Third Party Consultation

Please indicate whether you consent to any of the following actions by selecting the relevant boxes.

I consent to all 'personal information' of **third parties** being deleted from the requested document(s) (names, contact details, signatures and identifying information of third parties that are not state or local government officers).

I consent to all 'personal information of **other government agency officers** being deleted from the requested document(s) (names, position titles, contact details and signatures of other state and local government officers).

I consent to all 'prescribed information' (names and position titles) and 'personal information' (contact details and signatures of the **City of Subiaco officers (former and current)** being deleted from the requested documents(s).

**Note:** Not ticking the above boxes does not automatically result in receiving the personal and/or prescribed information of third parties and government officers. Providing consent is voluntary. In some cases, the deletion of third party information may remove the need for consultation with relevant parties and facilitate more timely processing of the application.

I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the Freedom of Information Act 1992) and who requests to know the identity of the applicant.

**Note:** Providing this information to third parties who ask for it enables the 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.

### Section 8: Authorisation

I understand that before I obtain access to documents, I may be required to pay additional charges in respect to this application and that I will be supplied with a statement of charges if appropriate.

I have read and understood the attached collections notice.

Date:

Sign:

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### Section 9: Collection Notice

The City is committed to protecting your privacy and managing your personal information in accordance with applicable legislation.

We collect your personal information to:

- Process and assess your Freedom of Information (FOI) application.
- Communicate with you regarding your application.
- Meet our obligations under the *Freedom of Information Act 1992 (WA)*.

We collect this information directly from you when you submit your application or communicate with us in relation to your request.

Your personal information may be disclosed:

- To another government agency where all or part of your application is transferred under the *Freedom of Information Act 1992 (WA)*.
- Where authorised or required by law.

Providing the requested personal information is necessary for the City to process your FOI application. If you do not provide the required information, we may be unable to process your request.

For more information about how the City manages your personal information, including how you can access or correct your personal information or make a privacy complaint, please refer to the [Privacy & Disclaimer | City of Subiaco](#)

If you have any questions about this collection notice or how your personal information is handled, please contact the City at:

FOI Officer  
City of Subiaco  
PO Box 0270  
SUBIACO WA 6008