

Notes / 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, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after valid application 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).
- No fees applicable for internal or external review.
- A fee of \$30 per hour of staff time for dealing with an application.
- Photocopies charged at the rate of 20 cents per copy.
- Actual cost to the agency charged for postage, special arrangements for access and for specialised access such as reproduction and a alike.
- A 25% reduction of charges for financially disadvantaged applicants or those in receipt of health benefits.

Lodgement of Application

Applications may be lodged by:

Post addressed to:

Records & FOI Officer
PO Box 270
SUBIACO WA 6904
City of Subiaco

Email:

foi@subiaco.wa.gov.au

In Person at:

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