



FREEDOM OF INFORMATION

APPLICATION FOR ACCESS TO DOCUMENTS

Pursuant to the *Freedom of Information Act 1992*

APPLICANT DETAILS

Surname:.....Given Names:.....Title:

Australian Contact Address:

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

Contact Number:.....Facsimile No:.....

If application is on behalf of an Organisation,

Name of Organisation/Business:

Agents/Representatives Name: (If applicable)

APPLICANT'S SIGNATURE

.....

DATE:...../...../.....

DETAILS OF REQUEST

Request for documents containing Personal information only
(*\$30 application fee not applicable for personal information only*)

Non-Personal documents that contains information relating to third parties
(*Incurs \$30 application fee and additional charges may apply*)

Describe clearly the documents you wish to access and where possible include dates/periods, locations, relevant subject matter or any other information which will help identify the document. Please specify actual documents as opposed to requesting for entire files;

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(OPTIONAL) Your reason for access as this may assist in the accurate identification of documents;

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FORM OF ACCESS (Please Tick Appropriate box)

- | | | |
|-------------------------------------|------------------------------|-----------------------------|
| I wish to inspect the document(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I require a copy of the document(s) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I require access to another form | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

(If other please specify).....

FEES AND CHARGES

Please ensure you have attached is a cheque/cash to the amount of \$30.00 to cover the application fee and that you understand that before you obtain access to documents you may be required to pay processing charges in respect of this application and that you will be supplied with a statement of charges if appropriate.

- Photocopies are charged at \$0.20 (20 cents) per copy
- Information approved for release can be made available in an electronic form (PDF) to reduce costs.
- Fees do not apply for personal information only
- Fees are not applicable for internal or external reviews
- Additional charges will be waived or reduced if the applicant can prove impecunious status.

FORMS OF ACCESS

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

NOTE: Where Council is unable to grant access in the form requested, access may be given in a different form.

SUPPLEMENTARY FOI INFORMATION

- Please provide sufficient information to enable the correct document(s) to be identified.
- You may be required to prove your identity.
- If you are seeking access to a document(s) on behalf of another person, Council will require a written, signed and dated statement of authority from that other person.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received subject to confirmation the applicant wishes to proceed with the estimated charges.
- The Freedom of Information Act is available for download for free from the State Law Publisher at www.slp.wa.gov.au
- Further information can be obtained from Council's Freedom of Information Coordinator, Mr Mark Dawson JP.

LODGEMENT

Applications can be lodged as follows:

<p>By post to: FOI Coordinator City of Armadale Locked Bag No. 2 ARMADALE WA 6992</p>	<p>In person to: FOI Coordinator City of Armadale 7 Orchard Avenue ARMADALE WA 6112</p>
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