

Fees and Charges

Fees (GST Exempt)

Application fee for non-personal information (Mandatory)	\$30
Application fee for personal information	No fee

Charges (GST Applicable)

Per hour charge for staff dealing with application	\$30
Per hour charge for supervised access	\$30
Per hour charge for staff photocopying information	\$30
Per copy charge of Photocopying	\$0.20
Per hour charge for transcribing information	\$30
Charge for duplicating a tape, film or computer information	At cost
Delivery, packing and postage	At cost

Deposits

An advance deposit may be required	25%
An additional advance deposit may be required for large applications	75%

Further information

Visit the City's website www.armadale.wa.gov.au or contact the Freedom of Information Officer on 9394 5000 or email info@armadale.wa.gov.au.

Additional information is also available from the Office of the Information Commissioner's website www.oic.wa.gov.au.

Frequently Asked Questions

Can I get my neighbours details?

You do not need to submit an FOI application for your neighbours' details. Please submit a signed statutory declaration providing the reason for your request to the Rating Services department.

Can I have a copy of the complaint made against me?

You have the right to apply – however the identity of the complainant is considered personal information under Schedule 1 of the FOI Act and is exempt matter.

I was involved in a dog attack. Can I get the dog owners contact details?

You have the right to apply – however the dog owner's identity is considered personal information under Schedule 1 of the FOI Act and is exempt matter.

Can I get a copy of my neighbours plans?

Plans are subject to copyright and cannot be copied without the owner's consent.

Freedom of Information



What is Freedom of Information?

The *Freedom of Information Act 1992* (FOI Act) gives the public the right to seek access to documents held by the City of Armadale and ensures that personal information held by the City is accurate, complete and up to date.

If you believe the City holds personal information about you that is inaccurate or out of date, you can write to us detailing where you have seen this information, together with the correction/s required (charges do not apply).

What type of information can I apply for?

You can apply for any record of information held by the City. Records include any paper or material on which there is writing, e.g. maps, plans, diagrams, photos, video & voice recordings etc. It also includes information recorded either mechanically, magnetically or electronically.

Will the City give me access to all documents I ask for?

There are 15 exemptions under the FOI Act. Some documents requested may be considered exempt.

Personal information about other people or the commercial or business affairs of others are among those documents which may not be released.

An edited copy of a document may be provided to you if it contains some information considered to be exempt.

How do I apply?

To apply for access to documents under Freedom of Information applications must:

- Be in writing
- Include an Australian address (for quicker responses include contact details such as your full name, telephone number and email address) and;
- Provide enough information to easily identify the requested documents.

Note: The more specific your request, the quicker the process. General requests, such as documents about a subject for an unspecified period of time, can be time consuming and costly.

You can contact the City when completing your application for assistance in defining the scope of your request.

Your completed application form together with the prescribed \$30 fee can be lodged:



By Post

Freedom of Information Officer
C/- City of Armadale
Locked Bag No 2, Armadale WA 6992



In Person

City of Armadale Administration Centre
7 Orchard Avenue, Armadale WA 6112



By email

info@armadale.wa.gov.au

Application forms are available on the City's website www.armadale.wa.gov.au or can be collected from the City's Administration Centre.

The FOI Process

Once the City receives a valid application, together with payment of the prescribed \$30 application fee, a search will be conducted to identify the documents requested. These documents will then be reviewed to determine if any exemptions set out in Schedule 1 of the FOI Act apply. Where necessary, third parties will be consulted.

In accordance with the FOI Act, access to the documents must be provided within the shortest possible time (within 45 days) and at the lowest reasonable cost.

Once all information and/or records have been assessed you will be provided with a Notice of Decision. The Notice of Decision will detail the process undertaken with your application, the documents identified as falling within the scope of your application, any information that is withheld (due to exemptions) and your options should you be dissatisfied with the decision.

