

## Freedom of Information

### Application for Access to Documents

Pursuant to the *Freedom of Information Act 1992*

#### Applicant Details

|                    |            |                      |            |
|--------------------|------------|----------------------|------------|
| <b>Surname:</b>    |            | <b>Given Name/s:</b> |            |
| <b>Address:</b>    |            |                      |            |
| <b>Contact No:</b> | <b>(H)</b> | <b>(W)</b>           | <b>(M)</b> |
| <b>Email:</b>      |            |                      |            |

If Application is on behalf of an Organisation:

|                                       |  |
|---------------------------------------|--|
| <b>Name of Organisation/Business:</b> |  |
| <b>Agent/Representatives Name:</b>    |  |

#### Details of Request

- Request for documents containing personal information only**  
*(This is information about an identifiable individual and includes certain information within their personnel file, job applications, financial records, academic and medical records etc. Proof of identity may be required.)*
- Non-personal documents that contain information relating to third parties**  
*(Incurs \$30 application fee and additional charges may apply).*

Access to the following documents is requested (please be as specific as possible):





Please indicate date/s or range of dates of requested information or document/s, if possible:

|                    |  |                  |  |
|--------------------|--|------------------|--|
| <b>Start Date:</b> |  | <b>End Date:</b> |  |
|--------------------|--|------------------|--|

Reason for access as this may assist in the accurate identification of documents:

### Personal Information of Third Parties and Prescribed Details of Government Officers

- I consent to all "Personal Information" of third parties being deleted from the requested document/s
- I consent to all "Prescribed Details" of agency officers being deleted from the requested document/s

Please Note: Deleting all personal information and/or prescribed details such as *names, positions titles, addresses, telephone numbers, email addresses and signatures*, means that the agency may not need to consult with those third parties – this may result in your application being dealt with quicker and incurring lower charges.

Consultation with third parties may still be necessary in relation to any commercial / business information contained in documents.

### Form of Access

- |                                    |                              |                             |
|------------------------------------|------------------------------|-----------------------------|
| 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:

Access to documents may be provided in an alternate form. This includes, by way of inspection, a copy of a document or audio/video tape, a computer disk or a written transcript. Where the agency is unable to grant access in the form requested, access may be given in a different form.

### Authorisation

I understand that before I obtain access to documents I may be required to pay processing charges in respect to this application and that I will be supplied an estimate of charges, if appropriate.

|                   |              |
|-------------------|--------------|
| <b>Signature:</b> | <b>Date:</b> |
|-------------------|--------------|



## Application Lodgement

|  |  |   |
|--|--|---|
| <p><b>By Post to:</b></p> <p>FOI Coordinator<br/> City of Armadale<br/> Locked Bag No. 2<br/> ARMADALE WA 6992</p> | <p><b>In Person to:</b></p> <p>FOI Coordinator<br/> City of Armadale<br/> 7 Orchard Avenue<br/> ARMADALE WA 6112</p> | <p><b>By Email to:</b></p> <p><a href="mailto:info@armadale.wa.gov.au">info@armadale.wa.gov.au</a></p> <p><i>Note: Applicant will need to make alternate arrangements for payment of application fee.</i></p> |
|--|--|---|

## Fees and Charges

Please ensure you include your \$30 application fee and you understand that before you obtain access to documents you may be required to pay processing charges in respect of your application. An estimate of charges will be provided in advance should these charges exceed \$25.

- 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 or for internal and external reviews.
- Additional charges will be waived or reduced if the applicant can prove impecunious status.

## Additional 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 that the applicant wishes to proceed with the estimated charges.
- The Freedom of Information Act is available to download for free from the State Law Publisher at [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- Further information can be obtained from Council's Freedom of Information Officer.

**Please note:** if you are lodging an application on behalf of another person, you must provide authorisation in the form of a letter signed by that person.

## Office Use Only

|                               |  |
|-------------------------------|--|
| <p><b>Received:</b></p>       |  |
| <p><b>Receipt Number:</b></p> |  |