



## CITY of SWAN

Administration Centre – 2 Midland Square, Midland  
Correspondence: PO Box 196, Midland, Western Australia, 6936  
Telephone: (08) 9267 9000 Facsimile: (08) 9267 9444  
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website : [www.cityofswan.com](http://www.cityofswan.com)

### *Freedom of Information Act 1992*

### APPLICATION FOR ACCESS TO DOCUMENTS

#### DETAILS OF APPLICANT

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation Name (if application is on behalf of an organisation): \_\_\_\_\_

#### DETAILS OF REQUEST

I am applying for access to document(s) concerning matters which are: Personal  Non-Personal

(tick whichever is appropriate)

These document(s) are:

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#### FORM OF ACCESS (Tick whichever is appropriate)

I wish to inspect the document Yes  No

I require a copy of the document(s) Yes  No

I require access in another form Yes  No

Specify form required \_\_\_\_\_

**FEES AND CHARGES**

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

NOTE: *In certain cases a reduction in fees and charges may apply (see the section on fees and charges on the back of this form). If you consider that you are entitled to a reduction, submit a request with copies of supporting documents with this form.*

I am requesting a reduction in fees and charges      Yes       No

APPLICANT'S SIGNATURE \_\_\_\_\_      DATE \_\_\_\_\_

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*(Office Use only)*

FOI Reference Number \_\_\_\_\_      Deadline for response \_\_\_\_/\_\_\_\_/\_\_\_\_

Received on \_\_\_\_/\_\_\_\_/\_\_\_\_      Acknowledgment sent on \_\_\_\_/\_\_\_\_/\_\_\_\_

**Proof of Identity (if applicable)**

Type \_\_\_\_\_      Signed \_\_\_\_\_

## NOTES

### FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The City of Swan may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the City of Swan will require authorisation in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the FOI Co-ordinator.
- The *Freedom of Information Act 1992* is available for purchase from the State Government Bookshop, 815 Hay Street, Perth.  
Telephone: (08) 9222 8216 or visit their website at [www.wa.gov.au/statutes](http://www.wa.gov.au/statutes)

### 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.

Where the City of Swan is unable to grant access in the form requested, access may be given in a different form.

### Fees and Charges

- \$30.00 application fee (non-personal information ONLY).
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferments) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.

### Lodgement of Applications

Applications may be lodged:

By post addressed to:

The FOI Co-ordinator  
City of Swan  
PO Box 196  
MIDLAND WA 6936

In person at:

City of Swan Front Counter  
2 Midland Square  
MIDLAND

