

Access to Documents Application Form

Under the *Freedom of Information Act 1992, S.12*, an application fee of \$30.00 must accompany this form.

Details of Applicant		
Surname:		First Name:
Address:		
Postcode:	Phone:	Mobile:
Email:		
If Application is on Behalf of an Organisation		
Name of organisation/business:		
Details of Request		
<input type="checkbox"/> Personal information Note: personal information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.		
<input type="checkbox"/> Non personal information		
I am applying for access to document/s concerning: (please use additional space over the page if required)		
If possible, please indicate a date range for the documents.		
Start date:	End date:	

Forms of Access
<input type="checkbox"/> I wish to inspect the document/s
<input type="checkbox"/> I require a hard copy of the document/s
<input type="checkbox"/> I require an electronic copy of the document/s
Fees and Charges
<p>An Application Fee of \$30.00 must accompany this form. No reduction on application fee is applicable. However, in certain cases, a reduction on Processing Fees and Charges may apply – see attached Schedule of Fees and Charges.</p> <p>If you are entitled to a reduction on Processing Fees and Charges, please submit a written request along with relevant documentation which addresses the detailed criteria.</p> <p><input type="checkbox"/> (Please tick) 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.</p>
I am requesting a reduction in fees and charges (please tick appropriate): <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant signature:
Date:

[illegible]

Schedule of Fees and Charges

The Fees and Charges detailed below are those prescribed by Order of the Governor in Executive Council, and published in the Government Gazette.

Type of Fee or Charge

Application fee – Non-personal information only.	\$30.00
Staff time – Charge for time taken by staff dealing with the application, per hour or pro rata for a part of an hour.	\$30.00
Charge for access time supervised by staff – Per hour or pro rata for a part of an hour. Plus the actual additional cost of the agency of any special arrangements i.e. hire of facilities or equipment.	\$30.00
Copying charges (a) Per hour or pro rata for a part of an hour; and (b) Per copy.	\$30.00 \$00.20
Transcription charge – Charge for time taken by staff transcribing information from a tape of other device, per hour or pro rata for a part of an hour.	\$30.00
Other (a) Charge for duplicating a tape, film or computer information; and (b) Charge for delivery, packaging and postage	Actual cost Actual cost

Advanced Deposits

Section 17(3) of the Act provides that where an agency estimates that the charges for dealing with an application might exceed the prescribed fee, the applicant is to be notified of the estimate before such costs are incurred. Should the applicant then wish to proceed with the application, the agency is authorised by section 18(1) of the Act to require payment of an advance deposit equal to 25% of the estimated charges. Should a greater amount be required to progress the application, the agency may require, by written notice the payment of an advanced deposit of up to and including 75% of the estimate charges.

Reduction of Charges

For an applicant who is –

- (a) Impecunious, in the opinion of the agency to whom the application is made; or
- (b) The holder of a current valid pensioner concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the *Rates and Charges (Rebates and Deferments) Act 1992*;

– the charges payable, with the exception of the application fee, are reduced by 25%.

Additional Information

Please provide sufficient information to enable the correct document/s to be identified.

Proof of identity may be required.

Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received, as per the *FOI Act 1992*.

For advice and further information on FOI and the types of documents held by the City, please contact the FOI Coordinator on **9400 4586** or email **@...au**

Further information can also be obtained from the Office of the Information Commissioner:

T: 6551 7888

F: 6551 7889

E: xxxx@xxx.xx.xxx.au

W: foi.wa.gov.au

A: Albert Facey House, 469 Wellington Street, PERTH WA 6000

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 which words can be reproduced in written form. Where access cannot be granted in the form requested, access may be given in a different form.

Lodgement of Applications

By email, fax or post, addressed to:

Chief Executive Officer
City of Joondalup
PO Box 21
JOONDALUP WA 6919

In person:

Monday – Friday, 8.30am – 5.00pm
City of Joondalup Administration Building
90 Boas Avenue
JOONDALUP WA 6919