

## APPLICATION FOR ACCESS TO DOCUMENTS

*(Freedom of Information Act 1992)*

### **Details of Applicant**

Surname

.....

Given Names

.....

Australian Postal Address

.....

.....

Postcode: ..... Telephone Number(s): (.....) .....

(.....) .....

### **If application is on behalf of an organisation**

Name of Organisation/Business .....

### **Type of Information** (Please tick)

Personal Information

Non-Personal Information

I am applying for access to document(s) concerning .....

.....

.....

.....

.....

### **Form of Access** (Please tick the appropriate box)

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

I wish to inspect the document(s)  Yes  No

I require access in another format\*  Yes  No

\*Other – Please Specify .....

### **Fees and Charges – Non Personal Information**

Attached is payment 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 an estimate of charges where they will be more than **\$25.00**.

*In certain cases a reduction in processing charges may apply - see section on fees and charges on the next page of this form. If you consider you are entitled to a reduction, attach a copy of documents which address the criteria.*

If you are requesting a reduction in fees and charges, please tick the appropriate box:

Yes  No

**Applicant's Signature:** ..... **Date:** ...../...../.....

## Lodgment of Applications

By post to:

The Chief Executive Officer  
City of Albany  
P.O. Box 484  
ALBANY WA 6331

In person at:

City of Albany Administration and Civic Centre  
102 North Road  
YAKAMIA WA 6330

## Fees and Charges

The following fees and charges apply to an FOI application for non-personal information:

1. An application fee of **\$30.00**. (There is no application fee for personal information about the applicant.)
2. Time dealing with the application - **\$30.00** per hour or pro-rata of staff time. "Dealing with" applications includes consulting with third parties and the deliberative process required to arrive at a decision but does not include searching, identifying and collating documents.
3. Supervised access - **\$\$\$30.00** per hour or pro-rata for staff time plus the actual additional cost to the City of any special arrangements e.g. hire of facilities or equipment.
4. Additional photocopying - **\$30.00** per hour or pro-rata of staff time plus **20 cents** per copy.
5. Cost of transcribing information from tape or other device - **\$30.00** per hour or pro-rata of staff time.
6. Cost of duplicating tape/film/computer information - actual costs
7. Cost of delivery, package, and postage - actual costs.
8. If the City estimates that the charges involved in dealing with an application will exceed **\$25.00** (on top of the **\$30.00** application fee) then a written estimate will be provided to the applicant who will be asked if they want to proceed.
9. The City may ask for payment in advance of up to **75%** of the total estimated costs in certain circumstances.
10. A standard reduction of **25%** is to be applied to charges payable by applicants who are financially disadvantaged including applicants who are a holder of a current Pension Health Benefits Card or Concession Card issued by the Commonwealth Government. An applicant who does not have the money to pay any estimated charges should advise the City and ask for the charges to be reconsidered.

### (Office use only)

FOI Reference Number: ..... FOI File Number: .....

Received: ..... Deadline for response: .....

Acknowledgment sent on: .....

**Proof of Identity Required:**     Yes     No    Sighted: .....