

APPLICATION FOR ACCESS TO DOCUMENTS – FORM

(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

.....

.....

.....

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:**/...../.....

Lodgement 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. (There is no application fee for personal information about the applicant.)
2. Time dealing with the application - \$30 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 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 per hour or pro-rata of staff time plus 20 cents per copy.
5. Cost of transcribing information from tape or other device - \$30 per hour or pro-rata of staff time.
6. Cost of duplicating tape/film/computer information - actual costs
7. Cost of delivery, package, postage - actual costs.
8. If the City estimates that the charges involved in dealing with an application will exceed \$25 (on top of the \$30 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: