



TRIM Reference: \_\_\_\_\_

## APPLICATION FOR ACCESS TO DOCUMENTS Under s 12 of the Freedom of Information Act 1992 (FOI Act)

**Before you make an application, it may help to discuss your requirements with our FOI Coordinator or the relevant business area to see if the information you are seeking is available without the need for a formal access application under the FOI Act.**

**You can contact us at the City via phone on (08) 9956 6600 or email [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au)**

### **PART 1: DETAILS OF APPLICANT**

Applicant: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

If you are applying on behalf of an organisation or individual indicate the name of the organisation or individual:

(Please provide proof of your authority to apply on behalf of the organisation of individual)

\_\_\_\_\_

Address:

(An Australian PO Box or Street address is required to make a valid access application under s.12(1)(c) of the FOI Act)

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Your Reference: \_\_\_\_\_

### **PART 2: TYPE OF APPLICATION**

<input type="checkbox"/> An application for <b><u>personal</u></b> information	<p>This is an application for information about the applicant only. (Any information that is not personal information about the applicant may be deleted on the basis that it is out of scope).</p> <p><b>No fee is payable for this application.</b></p>
<input type="checkbox"/> An application for <b><u>non-personal</u></b> information	<p>This is an application for information where you are seeking information that is not just about you.</p> <p><b>A \$30 fee is payable for this application.</b></p>



### PART 3: DETAILS OF FOI APPLICATION

<p>Subject matter to which your application relates (e.g., property details street, lot numbers, suburb, certificate of title, infringement number, etc).</p>	
<p>Details of specific document/s requested (Under s.12(1)(b) of the FOI Act you must give enough information to identify the documents you are requesting.)</p>	
<p>Date/s or range of dates of document/s requested</p>	
<p>Other information to deal with your application (e.g. documents that you already have and can be excluded from the scope of your request).</p>	
<p><b>Make sure you:</b></p> <ul style="list-style-type: none"> <li>Clearly describe the documents which you seek access to and attach any additional information you believe will assist so that your request can be dealt with promptly.</li> <li>Try to clarify the particular document/s you're seeking, especially if your application concerns a large number of documents.</li> <li>Contact our FOI Coordinator or the relevant business area if you are not sure which documents you require, you can do this by calling the City on (08) 9956 6600.</li> </ul>	

### PART 4: INFORMATION ABOUT OTHER PEOPLE

<ul style="list-style-type: none"> <li>Processing your FOI request may take longer if consultation with third parties is required</li> <li>Selecting any of the boxes below means that an application may be dealt with quicker and incur lower charges if the agency does not need to consult as widely.</li> <li>For applications made for 'non-personal information', you may choose to exclude the third party personal details from the scope of your FOI request.</li> <li>For your information, the FOI Act prevents the agency from disclosing the personal or business information about people or businesses other than the access applicant, without first seeking the views of the relevant parties.</li> <li>Processing your FOI request may take longer if consultation with third parties is required.</li> </ul>
<p><b>Excluding personal information about other people:</b></p>
<p><input type="checkbox"/> I consent to all 'personal information' about private individuals being deleted from the requested document/s, (information that would be removed includes; names,</p>

contact details, signatures and identifying information of those third parties that are not state and local government officers).

- I consent to all 'personal information' about officers of the City of Greater Geraldton being deleted from the requested document/s, (information that would be removed includes; names, contact details, signatures and identifying information of those officers)
- I consent to the following information about WA state and local government agency officers being deleted from the requested document/s, (information that would be removed includes; names, contact details, signatures and identifying information of those officers).

**Excluding business information from your request:**

- I consent to information that would identify a third party business being deleted from the requested documents.

**If you are seeking personal or business information about others:**

- I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the FOI Act) who request to know the identity of the applicant.  
(Note - providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known).

**Exceptions**

Individuals or companies that are NOT to be deleted, even if you have selected 'Yes' to any of the above:

**PART 5: IDENTIFICATION AND AUTHORITY CHECK**

- If your application is for access to your personal information, please provide proof of identification as we cannot provide access to documents containing your personal information without sufficient proof or identity (s 29(a) of the FOI Act). Examples of

identification include (but are not limited to) a Drivers licence, a Passport, Certificate of Australian citizenship, Change of name certificate, Australian visa.

- Yes, I have attached proof of my identification
- If you are lodging an application on behalf of an organisation or another individual, please provide a letter of authority authorising you to act on their behalf.
  - Yes, I have provided proof of my authority to obtain the information requested

## **PART 6. SIGNATURE**

Applicant's Signature:

Date:

## **PART 7. FEES AND CHARGES**

The rate of fees and charges are set under the FOI Act.

- There is no application fee for personal information about applicant only.
- There is an application fee of \$30 for non-personal information (information not just about the applicant).
- The City may impose charges for dealing with an application for 'non-personal information'. If charges apply, the City will send you an estimate of charges as soon as possible.
- The charges that can be imposed under the FOI Act include:
  - \$30.00 p/hr of staff time dealing with an application (per hour, pro rata)
  - \$30.00 p/hr charge for access time supervised by staff (per hour, pro rata)
  - \$30.00 p/hr of staff time photocopying time ( per hour, pro rata)
  - \$ 0.20 p/photocopy
  - Actual Cost Charge for delivery, packaging and postage
- Advance deposit may be required by the City under section 18(1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee 25%.
- Payments can be made via credit card/cheque, please contact the City on (08) 9956 6600 or email: [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).
- You can visit the City's website for additional information regarding fees: [City of Greater Geraldton - Freedom of Information](#)
- Please see Schedule 1 of the *Freedom of Information Regulations 1993* for a full list of charges.

## PART 8. LODGEMENT & DELIVERY OF DOCUMENTS

Your application will be dealt with as soon as practicable (statutory maximum time limit within 45 days) after it is received. However, where necessary, the City may contact you to request an extension of time.

**Applications should be addressed to:** FOI Coordinator, City of Greater Geraldton

**Applications can be lodged via email, in person or via email:**

**Mail:** City of Greater Geraldton, PO Box 101, Geraldton WA 6531

**Person:** Civic Centre, 63 Cathedral Avenue, Geraldton WA 6530

**Email:** [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au)

**How would you like documents to be delivered to you?**

- Email/Flash-drive/Dropbox
- Standard Australia Post (no additional charges)
- Express Post (extra cost for Express Post service)
- I will arrange and pay for a private courier
- I will arrange to collect them in person
- Not applicable
- Other, please provide details:

## PART 9: ADDITIONAL INFORMATION

Publications from the Information Commissioner which may assist you with your application:

- [Requirements for a valid access application](#)
- [How much does it cost?](#)
- [Review of agency decisions](#)
- [What is personal information?](#)
- [The public interest](#)
- [How long should it take to deal with an access application?](#)

The FOI Act can be purchased from the State Law Publisher on (08) 9321 7688 or can be viewed online at the FOI Commissioner's website: [www.foi.wa.gov.au](http://www.foi.wa.gov.au).