



TRIM Reference: _____

APPLICATION FOR ACCESS TO DOCUMENTS

Under s 12 of the Freedom of Information Act 1992 (FOI Act)

PART 1: DETAILS OF APPLICANT

Applicant: _____

Name of Organisation: _____

On behalf of organisation or
individual: _____

Address:

*For receipt of notices under s 12 (1)(c) of the FOI Act
give an address in Australia (not email address).*

Postcode: _____

Telephone Number: _____

Email Address: _____

Your Reference: _____

PART 2: DETAILS OF FOI APPLICATION

Subject matter to which your application relates <i>e.g. property details street, lot numbers, suburb, certificate of title, infringement number, etc.</i>	
Details of specific document/s requested <i>Subject to s 12(1)(b) of the FOI Act: e.g. type of document, name of sender/recipient of document.</i>	
Date/s or range of dates of document/s requested	
Other information to facilitate your application <i>e.g. such as documents that you already have and can be excluded from the scope of your request.</i>	

INSTRUCTIONS

- Clearly describe the documents to which you seek access and attach any additional information you believe will assist, so that your request can be dealt with promptly.
- If your application concerns a large number of documents, please clarify the particular document/s that you seek.
- If not sure of the documents you require, please clarify with officers of the functional area that best relates to your request.

The FOI Act requires the City of Greater Geraldton (the City) to consult with all related third party individuals and companies, as well as all agency officers, in regards to all information proposed for release. Accordingly, deleting personal information, company information or prescribed details of officers, such as names, position titles, contact details and signatures, means that the City may not have to consult with those third parties or officers. This means that applications can be dealt with quicker and may incur lower charges.

Please delete any "personal information" relating to third parties from the requested documents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please delete any identifying details relating to third party companies from the requested documents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please delete any "prescribed details" relating to agency officers from the requested documents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exceptions Individuals or companies that are NOT to be deleted, even if you have selected 'Yes' to any of the above.		

PART 3: NOTES FOR APPLICANTS

If your application is for access to or amendment of your personal information, you will be required to provide proof of identification. If proof of identity is not provided, the City will not provide access to, or amend the requested information until satisfied of your identity (s 29(a) of the FOI Act).

- 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.
- Your application will be dealt with as soon as practicable (statutory maximum time limit within 45 days) after it is received. However, where necessary, extensions may be required.

The FOI Act can be purchased from the State Law Publisher on +61 8 9321 7688 or can be viewed online at the FOI Commissioner's website: www.foi.wa.gov.au.

PART 4: FEES AND CHARGES

- Applications seeking personal information or amendment of personal information are free of any fee or charge.
- The application fee for all non-personal applications is \$30.
- If necessary, the City may impose a charge of processing the application. If charges apply, the City will send you a statement of payable charges as soon as possible.
- Currently, where a processing charges applies, the breakdown of fees is as follows:
 - \$30.00 p/hr of staff time processing charge (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 DEPOSITS

Advance deposit which 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%.

Please see Schedule 1 of the *Freedom of Information Regulations 1993* for a full list of charges.

Please visit <https://www.cgg.wa.gov.au/your-council/council/freedom-of-information.aspx>.

FOR MORE INFORMATION

Any enquires can be emailed to council@cgg.wa.gov.au or alternatively, you can contact the City of Greater Geraldton directly on +61 8 9956 6600.

I understand that before I have access to documents I **may** have to pay processing charges and that in this case I will be supplied with a letter relating to the statement of charges that would be incurred, prior to proceeding with the request.

Applicant's

Signature: _____

Date: _____

APPLICATION SHOULD BE ADDRESSED TO

FOI Coordinator
City of Greater Geraldton

APPLICATIONS CAN BE LODGED:

By Mail:

City of Greater Geraldton
PO Box 101
GERALDTON WA 6531

In Person:

Civic Centre
63 Cathedral Avenue
GERALDTON WA 6530

By Email:

council@cgg.wa.gov.au