

# Freedom of Information



## Application for Access to Documents

Freedom of Information Act 1992, Section 12

71 Stirling Highway  
Nedlands WA 6009  
Telephone (08) 9273 3500  
Email [council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au)

**Instructions: Please read carefully and sign. Additional Information, Application Fees and Charges and lodgement:**

### Fees and Charges Payment:

Payment may be made by cheque, credit card over the phone (08) 9273 3500 or in person at the City's Administration Centre, 71 Stirling Highway, Nedlands, WA, 6009.

A scale of fees and charges is prescribed under the Freedom of Information Regulations 1993. All charges are discretionary except for the mandatory application lodgement fee of **\$30.00** for each application seeking non-personal information.

**Note:** FOI applications for non-personal information are not valid until the application fee is paid.

Applicants may be eligible for a 25% reduction in processing charges (not the application fee) if they:

- Hold a currently valid Commonwealth concession card, including those prescribed under the Rates and Charges (Rebates and Deferments) Act 1992; or
- Are considered impecunious by the City.

If you believe you qualify for a reduction, please indicate this when lodging your application. The City will contact you to request supporting documentation.

**IMPORTANT:** Your application is not valid until a scope has been agreed upon by yourself and the City, and the application fee has been received by the City.

Before obtaining access to documents, you may be required to pay processing charges. A receipt of processing charges will be provided if applicable. In certain circumstances, discounts may be available.

**Note: No fees apply for Internal or External Reviews.**

Based on **FOI Regulations 1993**, the following fees and charges may also apply for processing FOI applications:

Fees:	
Application Fee for personal information	No fee
Application Fee for non-personal information	\$30
Charges:	
Staff time for dealing with application	\$30/hour
Supervised access to records for inspection	\$30/hour
Transcribing information	\$30/hour
Photocopying	\$0.20/page
Duplicating a tape, CD, DVD, or computer information	Actual Cost
Packaging and postal cost	Actual Cost
Deposits:	
An advance deposit may be required	25%
An additional advance deposit may be required for large application	75%

Payment Method by ticking each box:	
Only applicable to applications for non-personal information.	<input type="checkbox"/>
Electronic payment by credit card (the City will email you a link so you can make your payment). Please note that a surcharge applies to all credit card payments.	<input type="checkbox"/>
Cheque / money order (to the value of \$30, and made payable to the City of Nedlands)	<input type="checkbox"/>
Cash or EFTPOS (payable at Council offices, 71 Stirling Highway, Nedlands)	<input type="checkbox"/>

Further Fees and Charges by Ticking the Box:	
<b>IMPORTANT</b> I understand that before I obtain access to documents, I may be required to pay processing charges in respect to this application, and that I will be supplied with an estimate of charges in advance should the charges be expected to exceed \$25.	<input type="checkbox"/>

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Authorisation by ticking each box:	
I have attached/paid the \$30 application fee.	<input type="checkbox"/>
I confirm 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 <b>estimate of charges</b> , if appropriate.	<input type="checkbox"/>
In certain cases, a reduction in fees and charges may apply. If you consider you are entitled to a reduction, you need to submit a request with copies of documents, which address the criteria and support your application for a fee reduction. I am requesting a reduction in fees and charges (tick if applicable and please supply appropriate documentation to support the request)	<input type="checkbox"/>
I confirm I understand that this form authorises the City of Nedlands to reproduce any documents associated with this application for internal purposes only.	<input type="checkbox"/>
I confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the Electronic Transactions Act 2011 (WA).)	<input type="checkbox"/>
<b>Applicant's Signature</b>	<b>Date</b>
<b>Response Time: Initial response within 7 days of receipt of application</b>	

Third Party Consultation by ticking each box:	
Please indicate consent to consult with third parties and/or to delete third party information where applicable.	
I consent to all ' <b>personal information</b> ' of third parties being deleted from the requested document/s (names, contact details, signatures and identifying information of third parties that are not state or local government officers).	<input type="checkbox"/>
I consent to all ' <b>personal information</b> ' of other government agency officers being deleted from the requested document(s) (names, position titles, contact details and signatures of other state and local government officers).	<input type="checkbox"/>
I consent to all ' <b>prescribed information</b> ' (names and position titles) and 'personal information' (contact details and signatures of the City of Nedlands officers ( <b>former</b> and <b>current</b> )) being deleted from the requested document/s.	<input type="checkbox"/>
I consent to the deletion of all " <b>commercial and/or business information</b> " of third parties from the requested document/s. Consultation may still be required to identify commercial and/or business information within a document.	<input type="checkbox"/>
I consent to <b>draft and deleted documents</b> being <u>excluded</u> from the scope of my request.	<input type="checkbox"/>
<b>Note:</b> Not ticking the above boxes does not automatically result in receiving the personal and/or prescribed information for third parties and government officers. Deleting such information may reduce the time required to consult with the relevant parties and subsequently expedite the processing of the application.	

Applicant Details Disclosed to any Third Party	
I consent to my name being disclosed to any third party that is consulted (as required by <b>sections 32 and 33</b> of the Freedom of Information Act 1992) and who requests to know the identity of the applicant.	<input type="checkbox"/>
I consent to the reasons for my application to be made known to third parties if required.	<input type="checkbox"/>
<b>Note:</b> 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.	

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### Application Lodgement:

**In Person or Post** - Administration Centre, 71 Stirling Highway, Nedlands 6009

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

**Website** - [City of Nedlands](http://www.cityofnedlands.wa.gov.au)

**Instructions: Please print clearly in the spaces provided.**

### Applicant Details:

Surname

Given Names

Address

Suburb

Contact No (H) (M)

Email

### If application is on behalf of an Organisation/Person:

Name of Organisation/Business/Person

Agent/Representative Name

Organisation/Business/Person: Authorisation Letter attached

**NOTE:** If you are seeking access to a document(s) on behalf of another Organisation/Person, the City of Nedlands will require **authorisation in writing**.

**Instructions: Please print clearly in the spaces provided.**

### Details of Request:

Documents containing **personal information**

(Personal information is about you, the applicant, e.g., family details, details of employment, material in personal records etc.)

**Note:** The City will require proof of your identity.

**Non-personal** documents that contain information relating to third parties.

(incurs \$30 application fee and additional charges may apply)

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### The reason I am applying for access to these documents:

**Reason(s)** for access as this may assist in the accurate identification of documents (non-mandatory).

Please be as specific as possible and provide sufficient information to enable the correct document(s) to be identified – what you **exactly** require access example – Development Plan. The City may contact you to clarify the information you have requested and if necessary, **negotiate** a reduction of the scope of your application if a significant number of documents are involved.

### I am applying for access to the following documents:

**IMPORTANT:**

Please be as specific as possible and provide sufficient information to enable the correct document(s) to be identified – what you **exactly** require access.

Example – Development Plan, Construction Management Plan, Email from Party A to Party B on 12 May 2025 etc. The City may contact you to clarify the information you have requested and if necessary, **negotiate** a reduction of the scope of your application if a significant number of documents are involved.

Scope Item 1:

Scope Item 2:

Scope Item 3:

Scope Item 4:

Scope Item 5:

Scope Item 6:

Scope Item 7:

Scope Item 8:

Scope Item 9:

Scope Item 10:

### Please Indicate Date(s) or Range of Dates of Requested Information or Document(s), if possible:

**IMPORTANT:**

Please be as specific as possible and provide sufficient information to enable the correct document(s) to be identified – what exact date range your access documents fall? Example – Development Plans Submitted to the Council between 20 March 2024 to 18 May 2024. The City may contact you to clarify the information and date range you have requested and if necessary, **negotiate** a reduction of the scope of your application if a significant number of documents are involved.

**Start Date:**

**End Date:**

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### Form of Access:

**Note:** Where the City is unable to grant access in the form requested, access may be given in a different form.

I wish to inspect the document(s) - note that this may be mandatory in some cases (e.g. building plans, or documents restricted under Copyright)	<input type="checkbox"/>
I require a copy of the document(s) - Electronic copy (email is the City's preferred form of access where applicable)	<input type="checkbox"/>
I require a copy of the document(s) - Physical hard copy (charges will apply)	<input type="checkbox"/>
I require a copy of the transcript(s)	<input type="checkbox"/>
I require access in another form	<input type="checkbox"/>
If other, please specify	<input type="checkbox"/>

### Important Additional Information: (Please read carefully)

You may be required to prove your identity.

Your application will be dealt with as soon as practicable, and within the time specified in the FOI Act (**45 days** after it is lodged).

The Freedom of Information Act 1992 is available for download from the Parliamentary Counsel's website [https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a290.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a290.html).

General information is available on the Office of the Information Commissioner's website <https://www.oic.wa.gov.au/en-au/>

For further information about making an application with the City of Nedlands, please contact: [council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au) / [City of Nedlands](#)