

Freedom of Information

Application for Access to Documents

Freedom of Information Act 1992, Section 12



City of Nedlands

71 Stirling Highway

Nedlands WA 6009

Telephone (08) 9273 3500

Email council@nedlands.wa.gov.au

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

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 lodgment 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.

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.

The following 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%

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 estimate of charges, 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"/>
Applicant's Signature	Date
Response Time: Initial response within 7 days of receipt of application	

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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 'personal information' 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).

☐

I consent to all 'personal information' 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).

☐

I consent to all 'prescribed information' (names and position titles) and 'personal information' (contact details and signatures of the City of Nedlands officers (former and current) being deleted from the requested document/s.

☐

Note: 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 sections 32 and 33 of the Freedom of Information Act 1992) and who requests to know the identity of the applicant.

☐

I consent to the reasons for my application to be made known to third parties if required.

☐

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.

Application Lodgment:

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

Email - council@nedlands.wa.gov.au

Website - [City of Nedlands](http://www.nedlands.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

☐

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.

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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)

☐

I am applying for access to the following documents:

(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.

Please indicate date(s) or range of dates of requested information or document(s), if possible:

(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.

Start Date

End Date

I am applying for access to the following documents:

Note: 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.

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)

☐

I require a copy of the document(s)

☐

I require a copy of the transcript(s)

☐

I require access in another form

☐

If other, please specify

☐