City of Melville

Freedom of Information Application Form

Application for Access to Documents
Pursuant to the *Freedom of Information Act 1992*

Applicant Details

Surname:		Given Name(s):	
Address:			
Contact Number:	(H)	(M)	
Email:			

If application is on behalf of an Organisation:

Name of Organisation/Business	
Agent/Representative Name	

If you are applying on behalf of another person or are a company representing a business or individual to whom the information you seek relates, please note a signed authority to release from that individual or business is required.

Details of Request

☐ Request for documents containing personal information only
(This is information about an identifiable individual. Proof of identity may be required)

☐ Non personal documents that contain information relating to third parties
(Incurs $30 application fee)

If applicable please indicate a date range of the requested document(s)

Start Date:		End Date:	

Access to the following documents is requested (please be as specific as possible)

Please provide a reason for this request as it may assist in the accurate identification of documents. (optional)

Personal Information of Third Parties
Please tick to indicate your consent:

I consent to all personal information of third parties being deleted from the requested documents *(This includes names, contact details, signatures and identifying information of third parties who are not WA state or local government officers)*	☐
I consent to all prescribed details of City officers being deleted from the requested documents *(This includes names, position titles, contact details and signatures of WA state and local government officers, including the City of Melville)*	☐
I consent to all prescribed details of City Contractors and Service Providers being deleted from the requested documents *(This includes names, position titles, contact details and qualifications of Contractors and Service Providers to City of Melville)*	☐
I consent to all commercial information of third parties being deleted from the requested documents *(This includes financial information, terms and conditions, relevant calculations, quotes or estimates provided by third party organisations to the City of Melville)*	☐
I consent to third parties being given my name as the applicant requesting this information *(Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties may be more willing to consent to the release of their information if the applicant is known)*	☐

Please note some of the above information may still be removed from the documents provided to you even if you don't consent to its removal as it may be deemed exempt information. If this occurs the reasoning will be outlined in the notice of decision for your application.

City of Melville

Form of Access

Please indicate how you would like to access the documents.

Electronic copy (this is the City's preferred form of access)	☐
Physical hard copy (charges may apply)	☐
Inspection of documents	☐

Please note copyrighted documents will be available for inspection only as per the Information Commissioner case determination in *Penfold and Shire of Exmouth and Others, Re [2015]WAICmr8*.

Authorisation

I understand that before I obtain access to the requested documents, I may be required to pay processing charges in request to this application and that I will be supplied an estimate of charges if additional charges apply to my application.

Signature:		Date:	

Fees and Charges

A breakdown of the relevant fees and charges can be found on our website and in our information statement.

Please note the following:

- Fees and charges do not apply to personal applications or internal reviews.
- A 25% reduction of the additional charges is applied for holders of a current valid pensioner concession card. This card may need to be signed to apply the discount.
- Additional charges will be waived or reduced if the applicant can prove impecunious status.

Additional Information

- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received subject to confirmation that you wish to proceed with the estimated charges.
- You may be required to prove your identity for personal applications.
- Further information can be obtained from the City's FOI Coordinator on 9364 0666 or via foi@melville.wa.gov.au
- Further information on freedom of information can be found on the Office of the Information Commissioner's website at www.oic.wa.gov.au.

Collection Notice

This collection notice sets out how the City of Melville will manage your personal information. We will handle any personal information you provide in accordance with the standards set out in the Privacy and Responsible Information Sharing Act 2024 (PRIS Act).

The City of Melville collects personal information about yourself for the purposes of identification and/or administering your request. This includes your full name, demographic details such as your age, residential address, contact details and other information relevant to your request. Some forms also collect sensitive information such as health information, when necessary for completing a service. If you choose not to provide this information, we may be unable to assist with your request.

The information you provide will only be used for the purpose you have provided it. Any queries regarding access or correction to your personal information can be directed to our Privacy Officer through privacy@melville.wa.gov.au.

For full information about how we handle your personal information, please visit our privacy page..