



Freedom of Information Act 1992 (FOI Act) Application

Name of Applicant _____
(If applying on behalf of another person, permission in writing is required by that person)

Business Name _____
(if applicable)

Address _____
(Australian address only)

Telephone _____ **Mobile** _____

Email _____

Details of Request: (circle) Non-Personal Personal
Note: Personal information or amendment to personal information is free of charge

List each specific document where access is sought and if known which area of the City holds these documents. Please include a date range, any relevant property reference, building application and/ or circumstance details where possible:

Fees and Charges:
Attached is a cheque/cash to the amount of \$30.00 to cover the application fee for a non-personal application. Additional charges may also apply through the provisions of S16 the Act dependent on the amount of work needed to deal with this application. However, these charges can be reduced if you are impecunious (statement of income required) or the holder of valid pensioner concession card.

Other Options to Reduce Charges:
Delete City Personnel Prescribed details **Y/N**
Delete 3rd Party Personal/ Business Information from documents released **Y/N**

Form of Access
(Please tick)
Electronic Hardcopy Inspection

Applications will be finalised within 45 days of receipt of payment unless an extension or deferment of time is negotiated. The day on which the application is received is considered 'day zero' for calculation purposes.

Applicant Signature _____ **Date** _____



1. TYPE OF FEE

Application Fee under Section 12(1)(e) of the Act \$30.00

2. CHARGES

- a) Charge for time taken by staff dealing with the application \$30.00
- b) Charge for access time supervised by staff (per hour, pro rata for a part of an hour) \$30.00

Plus the actual additional cost to the agency of any special arrangements (e.g. hire of facilities)

- c) Charges for photocopying
- (i) Per hour, or pro rata for a part of an hour of staff time; and \$30.00
 - (ii) Per A4 or A3 copy \$0.20
 - (iii) Per A0 or A1 copy \$2.50
- d) Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour) \$30.00
- e) Charge for duplicating a tape, film or computer information Actual Cost
- f) Charge for delivery, packaging and postage Actual Cost

For financially disadvantaged applicants or those issued prescribed pensioner concession cards, the charge payable may be reduced by 25%.

3. ADVANCE DEPOSITS

- a) Advance deposit which may be required by an agency under Section 18(a) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. 25%
- b) Further advance deposit which may be required by an agency under Section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. 75%

4. LODGMENT OF APPLICATIONS

Applications may be lodged in the following ways:

By Post:

City of Melville
Locked Bag 1
BOORAGOON WA 6954

Enquiries:

Phone: 08 9364 0666
Email: foi@melville.wa.gov.au

In Person:

City of Melville
10 Almondbury Road
ARDROSS WA 6154