

**TOWN OF CAMBRIDGE
APPLICATION FOR ACCESS TO DOCUMENTS
(Under Freedom of Information Act 1992,S.12)**

APPLICANT DETAILS:

Surname:

Given Name(s):

Australian Address This Application Is To Be Mailed To:

.....

..... **Postcode:**.....

Telephone No:

Mobile:

Email Address:

TYPE OF REQUEST (PLEASE TICK APPROPRIATE BOX)

Personal Documents

Non-Personal Documents

I wish to apply for access to documents concerning (be as specific as possible)

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FORM OF ACCESS

Documents can be emailed to you, or photocopies can be provided. You can also request access to information by way of inspection, audio or video tape, or on computer disk.

Please indicate form of access required:

Inspection of documents

Copy of documents

Email

Other (Please specify).....

I understand that before I obtain access to documents I may be required to pay additional charges in respect to this application and that I will be supplied with a Statement of Charges, if appropriate (Section 16).

Signature.....Date.....

OFFICE USE ONLY

FEES AND CHARGES (see next page)

Paid:\$.....Receipt No.....Accepting Officer.....

Date.....

GUIDELINES AND INFORMATION FOR FREEDOM OF INFORMATION (FOI) REQUESTS

1. Your request should be made in writing, and be specific. If it is considered too general or broad, you will be asked to narrow the search, or the request may be refused.
2. If your circumstances require it, we will take reasonable steps to assist you make an access application in a manner that complies with the Act.
3. Your request will not be dealt with until the written application and \$30 application fee is received.
4. Proof of identity will be required for a request for Personal Information.
5. If you are seeking access to documents on behalf of another person, the Council will require written authorisation.
6. Under the FOI Act, we must deal with valid requests within 45 days of receipt.
7. If there is a third party involved, the document will either be edited to remove the third party's personal information, or, in some circumstances, the third party may have to be contacted for their permission to release the document. If they refuse permission, it will not be released. Your name will not be revealed to the third party, and the third party's name will not be disclosed to you.
8. Access may be refused to some documents that contain confidential matters covered by Freedom of Information exemptions. These documents include, but are not limited to, legal opinions and information provided to Council in confidence.

In the event of refusal, you have the right of an Internal Review, but you must ask for the review within 30 days of receiving the decision.

Further information can be obtained from the Office of the Information Commissioner Western Australia on 6551 7888 or website www.foi.wa.gov.au.

FEES AND CHARGES

Basic Application Fee	\$30
Time taken by Town employees dealing with the application per hour or pro rata	\$30
Charge for duplicating a tape, film or computer data	Actual Cost
Photocopying charges per A4 copy	20 cents
Packaging and postal costs	Actual Cost

If charges are estimated to be above \$25, you will be advised, and asked if you wish to continue with your application.

Concessions - the holder of a currently valid concession card issued on behalf of the Commonwealth, or any other card which may be prescribed as being a pensioner concession card under the Rates and Charges (Rebates and Deferrals) Act 1992, or an applicant in the opinion of the Town who is impecunious, the charge payable, under regulation 5, is reduced by 25%. **No reduction is applicable to the application fee.**

LODGEMENT OF APPLICATIONS

By Post - address to:

Freedom of Information Coordinator
Town of Cambridge
PO Box 15
FLOREAT WA 6014

In Person:

Administration/Civic Centre
1 Bold Park Drive
FLOREAT WA 6014

Email - mail@cambridge.wa.gov.au