

Forward your completed application form to: The F.O.I. CoOrdinator

CITY OF COCKBURN
PO Box 1215, BIBRA LAKE DC,
Western Australia, 6965

(Cnr Rockingham Road and Coleville Crescent, Spearwood, Western Australia, 6163)

APPLICATION FOR ACCESS TO DOCUMENTS

(under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANT(S):

Name(s):

Organisation (if applicable):

Postal Address:

Telephone Number(s) (fax)

DETAILS OF REQUEST:

(please circle yes or no)

Is this application for personal documents, i.e. information or amendment of personal information about yourself (e.g. your medical records; details of employment, etc)? Yes No

I am applying for access to document(s) concerning: *(please be specific)*

ATTACH ANY ADDITIONAL DETAILS SHOULD THERE NOT BE ENOUGH ROOM

FORM OF ACCESS:

(please circle yes or no)

I wish to inspect the document(s) Yes No

I require a copy of the document(s) Yes No

I require access in another form: Yes No
- *please specify if yes*

FEES AND CHARGES:

Attached is a cheque/cash to the amount of \$..... to cover the application fee. I understand that before I obtain access to the document, I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate. (See section on fees and charges on the next page).

SIGNATURE OF APPLICANT(S):..... **DATE:** ... / ... /

FEES

Application fee:	\$30.00
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CHARGES

Charge for time dealing with application (per hour, or pro rata for a part of an hour):	\$30.00
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Charge for access time supervised by staff (per hour, or pro rata for a part of an hour) when access is given to view documents:	\$30.00
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Charges for photocopying -	
1. per hour, or pro rata for a part of an hour of staff time:	\$30.00
2. per copy	\$00.20

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
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Charge for preparing a copy of a tape, film or computerised information:	Actual Cost
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Charge for delivery, packaging and/or postage:	Actual Cost
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Personal information or amendment of personal information about yourself (e.g. your medical records; details of employment etc)	No Charge
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ADVANCE DEPOSITS

Advance deposits may be required by agency under Section 18(1) of the Act, as a percentage of the estimated charges which will be payable in excess of the application fee	25 %
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Further advance deposit which may be required by agency under Section 18(4) of the Act, expressed as a percentage of the estimated charges will be payable in excess of the application fee	75 %
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FORMS OF ACCESS

Where the agency is unable to grant access in the form requested, access may be given in a different form.

NOTES

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of identity.
- If you are seeking access to document(s) on behalf of another person or organisation, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner;
 1. Mail: PO Box Z5386, St George's Terrace, Perth, WA, 6831
 2. Direct: 12th Floor, St Martin's Tower, 44 St George's Terrace, Perth, WA, 6000
 3. Phone: 08 9220 7888 (or for country W.A. callers only: 1800 621 244)
 4. Fax: 08 9325 2152
 5. Website: www.foi.wa.gov.au