

Freedom of Information Access Application Form

Freedom of Information Act 1992



Full Name:

Australian Postal Address:

..... **Postcode:**

Telephone/Mobile..... **Email**

In the space below, provide details of the information you would like access to. If there is insufficient space - attach a separate page. Provide as many details as you can and be specific, for example, state the date(s) of correspondence required or a range of dates; file numbers (if known) and/or the type or name of reports or plans being sought, etc.

I/we request access to the following documents held by the City of Bunbury:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Post, hand deliver or email this completed form to: The FOI Coordinator, City of Bunbury, 4 Stephen Street (PO Box 21), Bunbury WA 6230, e:records@bunbury.wa.gov.au . In order for your request to be registered, the form **MUST** be accompanied by your cheque, money order or receipt to cover the \$30.00 application fee required under the *FOI Act 1992*.

Please note:

- An application fee of \$30.00 is required when submitting an application for access to information under the *Freedom of Information Act 1992*. No application fee or charges apply if you are seeking *personal* information that is just about you (i.e. details of employment).
- All applications will be dealt with within 45 days of payment of the application fee.
- Pursuant to section 17.1 of the *Freedom of Information Act 1992*, additional charges for dealing with your application may be charged, as follows: Photocopying costs (20 cents per page), and; labour time (\$30.00 per hour) which includes time spent on telephone calls, photocopying and third party consultations, editing, research and preparing correspondence.
- Queries to the FOI Coordinator can be directed to 9792 7233 or 9792 7273.