



# Freedom of Information Application

Pursuant to the *Freedom of Information Act 1992 (WA)* you have the right to access documents held by the Town of East Fremantle subject to some limitations.

135 Canning Highway, East Fremantle  
[admin@eastfremantle.wa.gov.au](mailto:admin@eastfremantle.wa.gov.au)  
9339 9339

## DETAILS OF APPLICANT

SURNAME:		GIVEN NAMES:	
POSTAL ADDRESS:			
CONTACT NUMBER(S):		CONTACT EMAIL:	

*If this application is on behalf of an organisation, please advise details below:*

NAME:			
POSTAL ADDRESS:			
CONTACT NUMBER(S):		CONTACT EMAIL:	

[A signed authority from the above must accompany your application]

## DETAILS OF REQUEST – SELECT ONE

- ☐ Personal Documents Only – this can include your name, identifying details, contact information, personal images, or other identifying matter. Proof of identity may be required.
- ☐ Non-Personal Documents – documents which contain information relating to third parties. This incurs an **application fee of \$30** and additional charges may apply.

Date Range: If applicable, please indicate date range of requested document(s):

Start Date:     /     /     End Date:     /     /

I am applying for access to document(s) concerning\*:

**\*If insufficient space provided please attach details on separate sheet**

Reason for Request (optional):

Please provide a reason for this request as it may assist with context and enable a better identification of documents.

**\*If insufficient space provided please attach details on separate sheet**

## ACCESS METHOD(Specify)

I wish to inspect the document(s) ☐ Yes ☐ No  
I require a copy of the document(s) ☐ Yes ☐ No

## AUTHORISATION AND CONSENT

Please note: if you select any of the boxes below, the Town of East Fremantle may not need to consult third parties, which means your application may be dealt with quicker and incur lower charges.

- ☐ I consent to all 'personal information' of third parties being deleted from the requested document(s).  
(This includes: names, contact details, signatures, and identifying information of third parties that are not state and local government officers)
- ☐ I consent to all 'personal information' and 'prescribed details' of WA state and local government officers being deleted from the requested document(s).  
(This includes: names, position titles, contact details and signatures of WA state and local government officers, including the Town of East Fremantle)
- ☐ I consent to my name being disclosed to a third party consulted by the Town of East Fremantle in relation to this application.  
(Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly, as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known)

## FEES AND CHARGES

I understand that before I obtain access to documents, I may be required to pay processing charges relating to this application and that I will be supplied with a statement of charges if appropriate. *\*NB Payment by credit card/EFTPOS is available, please contact the Town of East Fremantle to arrange on 08 9339 9339.*

In certain cases, a reduction in fees and charges may apply (see notes attached). If you consider you are entitled to a reduction, submit a request with documents satisfying the relevant criteria outlined in the attached notes.

I am requesting reduction in fees and charges: (please tick) Yes ☐ No ☐

APPLICANT(S) SIGNATURE:		DATE:	
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### OFFICE USE ONLY

FOI REFERENCE NUMBER:			
Received On		Deadline for response:	
Acknowledgement sent on			
Proof of identity type (if applicable):		Sighted by:	

## FOI Application Notes

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identity if you are seeking access to personal information. (Any two of: Passport, Birth Extract Driver's Licence, Credit Card or similar).
- If you are seeking access to a document(s) on behalf of another person, the Town will require authorisation in writing from that person.
- Your application will be dealt with as soon as practicable (and, in any case within 45 days), after its received.
- Further information can be obtained from the Office of the Information Commissioner, Office of the Information Commissioner, Albert Facey House 469 Wellington Street, PERTH 6000 (PO Box Z5386, St George's Terrace, PERTH WA 6831).

## FORMS OF ACCESS

You can request access to documents by way of inspection; a copy of a document; a copy of an audio; or video tape; a computer disk; a transcript of a recorded document or of words recorded in shorthand or encoded form; or a written document in the case of a document from which words can be reproduced in written form.

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

## FEES & CHARGES

*(In accordance with FOI Regulations – these fees are not subject to GST)*

- No fees for access application relating to personal information and amendment of personal information.
- 25% reduction of charges if the applicant is: (a) impecunious, in the opinion of the agency to whom the application is made; or (b) the holder of a currently valid pensioner concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the Rates and Charges (Rebates and Deferments) Act 1992;
- Application Fee \$30.00
- Charges for dealing with the application \$30.00 per hour
- Charge Supervision Access \$30.00 per hour
- Photocopying \$30.00 per hour
- Plus \$0.20c per copy
- Delivery, package & postage Actual cost
- Advance Deposit 25% of estimated charges

## LODGEMENT OF APPLICATIONS

Applications may be lodged –  
By post, addressed to:  
Freedom of Information Coordinator  
Town of East Fremantle  
PO Box 1097  
FREMANTLE WA 6959

In person at:  
Town of East Fremantle  
135 Canning Highway  
EAST FREMANTLE 6158

Via email to:  
admin@eastfremantle.wa.gov.au