

Request to Access Information

Freedom of Information Act 1992 (WA), s.12

1. Applicant Details

First name	Surname
Organisation (if applicable)	Postal address
Contact number	Email

If applying on behalf of someone else:

Other person's name:	Your relationship to applicant:
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Note: if your request is on behalf of someone else or a company, you must provide a copy of your authority to act/evidence of consent to act on their behalf.

2. Information Type

Please indicate whether the documents you are requesting access to:

- Personal information – (no fee applicable, and will contain information applicable to applicant only)
- Non-personal information – (incurs \$30 application fee, and additional charges may apply)

3. Form of Access

Electronic copy Inspection at Town Office Hard copy (*additional fees may be applicable*)

4. Third Party Consultation

Please indicate consent to consult with third parties and/or to delete third party information where applicable.

- I consent to all 'personal information' of **third parties** being deleted from the requested document/s (names, contact details, signatures and identifying information of third parties that are not state or local government officers).
- I consent to all 'personal information' of **other government agency officers** being deleted from the requested document(s) (*names, position titles, contact details and signatures of other state and local government officers*).
- I consent to all 'prescribed information' (names and position titles) and 'personal information' (contact details and signatures of the **Town of Bassendean officers (former and current)**) being deleted from the requested document/s.

Note: by leaving the above boxes blank does not automatically result in receiving the personal and/or prescribed information for third parties and government officers. Deleting such information may reduce

the time required to consult with the relevant parties and subsequently expedite the processing of the application.

- I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the Freedom of Information Act 1992) and who requests to know the identity of the applicant.

Note: *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.*

5. Details of Request

The Town may contact you to clarify the information requested. Although not mandatory, it is helpful if you are able to provide reason/s you are seeking access to documents.

Date range for the documents requested:

- *Provide a specific date range for the requested documents*
- *The Town of Bassendean will only search for documents in this date range*
- *The date range cannot end after the date you lodge this form*

Start date:

End date:

Please describe the documents you want to access as clearly as possible. You must provide enough information for an officer to identify the documents requested.

6. Fees and Charges

A scale of fees and charges is set under the Freedom of Information Regulations 1993. All charges are discretionary except for the application lodgment fee of \$30.00 for each application (excluding applications requesting personal information).

I understand that before I obtain access to documents, I may be required to pay processing charges in respect to this application, and that I will be supplied with an estimate of charges in advance. The following charges may apply:

Application - personal information	No charge
Application - non-personal information	\$30 per hour
Processing an application	\$30 per hour
Supervised inspection of documents	\$30 per hour or part thereof
Photocopies of documents	20 cents per page
Preparing a copy of a tape, film or computerised information	Actual cost
Packaging and postage	Actual cost
Internal or external review	No charge

You will be supplied with a statement of processing charges if appropriate. Discounts may be available in certain cases. If you consider yourself entitled to a reduction, please advise when lodging your application and the Town will contact you to obtain relevant documentation.

7. Payment Method

Please indicate your referred payment method, applicable to applications for non-personal information:

- Cash (payable at Customer Service)
- Cheque (made payable to the Town of Bassendean)
- Credit card (payable via Credit Card Authorisation Form or over the phone)

8. Authorisation

- I confirm the information I have provided in this form is accurate and true.
- I understand that the Town of Bassendean collects this information so they can process and manage applications and payments and provide services. They only share information with other parties where it's agreed, or where the law allows or requires it.

Signature:

Date:

9. Additional information

You may be required to prove your identity.

For more information about how we collect, use, and store personal information, please refer to our Privacy Policy on the Town's website.

For general information and advice regarding FOI, the Office of the Information Commissioner can be found at www.oic.wa.gov.au

This form can be lodged:

Email: mail@bassendean.wa.gov.au
Post: PO Box 87, Bassendean WA 6934

In person: 46 Old Perth Road, Bassendean WA
Online: <https://www.bassendean.wa.gov.au/>