

## FREEDOM OF INFORMATION ACT 1992

The aim of the City of Mandurah is to make information available promptly and at the least possible cost, and whenever possible, documents will be provided outside the FOI process and in accordance with Council's FOI Information Statement.

### FOI Access Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The City of Mandurah may request proof of your identify if you are seeking access to personal information.
- (Any 2 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 agency 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 it is received.
- Further information can be obtained from the Office of the Information Commissioner, PO Box Z5386, Perth, 6831 Ph: 08 9220 7888. The Freedom of Information Act is available for purchase from the State Law Publisher, 815 Hay Street, Perth, Ph: 08 9222 8216.

### 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 form.

### FEES & CHARGES

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

Application Fee	\$30.00
Charge for dealing with the application	\$30.00 per hour
Charge Supervision Access	\$30.00 per hour
Photocopying	\$30.00 per hour
Plus	.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  
City of Mandurah  
PO Box 210  
MANDURAH WA 6210

*In person*, at:

Administration Centre  
3 Peel Street  
MANDURAH WA 6210

## Right of Review:

### 1. Internal Review Rights

If you are not satisfied with this decision, you have the right to apply for an internal review. An application for internal review must be lodged with this agency within 30 days after being given this notice of decision, and must be:

- In writing;
- Provide particulars of the decision to be reviewed; and
- Give an address in Australia.

There is no lodgment fee for an application for internal review and there are no charges for dealing with an internal review request.

If an application for internal review is received, it will not be dealt with by the person who made the initial decision, or by any person who is subordinate to the original decision maker. The outcome of an application for internal review may result in either a confirmation, variation or reversal of the initial decision under review. You will be advised of the outcome within 15 days. The address for lodgment of an internal review request is:

Chief Executive Officer  
City of Mandurah  
PO Box 210  
MANDURAH WA 6210

OR

In person at  
Administration Centre  
3 Peel Street  
MANDURAH WA 6210

### 2. External Review Rights

If you are not satisfied with this decision, you have the right to lodge a complaint with the Information Commissioner seeking external review of the decision. You are required to lodge your complaint with the Information Commissioner's office within 60 days of receiving this notice.

A complaint to the Information Commissioner must:

- Be in writing;
- Have attached a copy of this decision; and
- Give an address in Australia

There is no charge for lodging a complaint with the Information Commissioner's office.

The address of the Information Commissioner is:

Office of the Information Commissioner

PO Box Z5386  
St Georges Terrace  
PERTH WA 6831

Should you have any further queries or require further information about your review rights at this stage, you may contact the Office of the Information Commissioner on (08) 9220 7888.