

**City of Kalamunda**

**Guidelines for Freedom of Information Requests**

When you wish to make a Freedom of Information Request, please remember the following:

1. The request **MUST** be:
	1. In writing;
	2. Give enough information to enable to enable the requested documents to be identified;
	3. Give an Australian address for correspondence
	4. Be lodged at an office of the agency with any application fee.
2. If the request is for non-personal information, an application fee of $30 applies. This cannot be reduced or waived.
3. A Freedom of Information Request will not be dealt with until the written application and $30 application fee is received.
4. All valid Freedom of Information Requests must be dealt with by the City of Kalamunda within 45 days.
5. Additional fees for photocopying and recording apply, 20 cents per page and currently $3.50 per tape. A charge of $30 per hour after the first hour may be charged. If the charges are estimated to be above $25, you will be contacted to be asked whether you wish to continue with your application.
6. If your request is for Personal Information, staff time, photocopying and recording fees do not apply.
7. Please be specific in your request. If the Freedom of Information Request is considered too general or broad, you will be requested to narrow the search, or the request may be refused.
8. You should be aware that if there is a third party involved, the document will either be edited to remove the third party's personal information, or if the third-party information is too great in the document(s), the third party will be contacted for their permission. If they refuse permission for the document(s) to be released, a decision will be made on the facts provided to release or not release. Your name will not be revealed to the Third Party; however, the Third Party's name will also not be revealed to you.
9. Some documents may be edited, or access refused in special circumstances. These include where it is a document provided In Confidence, the document is a Legal Opinion, or it has confidential matters exempt under the Freedom of Information Act.
10. Internal Review of decisions is available; however, you must ask for the review within 30 days of receiving the decision.

Examples of where a Freedom of Information request is not required include:

Minutes and Agendas of Council Meetings, Library Materials, Public Documents (i.e. Reports released for comment), Information statements and Internal Manuals.

Building Plans are dealt with, and charged for separately.

Additional information is available by contacting the Coordinator Corporate Systems on 92579917, or by email enquiries@kalamunda.wa.gov.au.

The Information Commissioner’s website has a number of guidelines and factsheets regarding Freedom of Information Requests, the website is www.foi.wa.gov.au.

**Freedom of Information Form**



Freedom of Information Coordinator

City of Kalamunda

PO Box 42,

Kalamunda WA 6926

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request information under the Freedom of Information Act of 1992.

The information requested is for Personal/Non-Personal Information (circle applicable), and includes the following:

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I have attached the application fee of $30 for Non-Personal Information (delete if

not applicable). Please contact me by phone on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by

email on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if there are any problems, or any notifications.

* Viewing documents at the City Offices
* Please send photocopies/recording to me (I will pay photocopying/recording charges prior to the document being sent).
* Please send scanned documents via email.
* Other

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_