

Freedom of information application form

Under *Freedom of Information Act 1992, S.12 and S.46*

Details of applicant

Title	<input type="text"/>	Surname	<input type="text"/>
Given name/s	<input type="text"/>		
Postal address	<input type="text"/>		
Organisation	<input type="text"/>		
Phone number	<input type="text"/>	Mobile number	<input type="text"/>
Email	<input type="text"/>		

Details of request

- Access to non-personal information (\$30 application fee required - see page 2)
- Amend my personal information
- Access my personal information

Scope: Describe the document(s) you wish to access or the information you wish to amend (include dates, location, subject matter or other details that would help to identify the document(s) or information).

Date Range: From: To:

Type of access requested

- I require an electronic copy of the document(s)
- I require a hard copy of the document(s) posted
- I wish to inspect the document(s)

Other (please specify)

Application fee (for non personal information only, see overleaf for definitions)

To cover the application fee:

- I attach a cheque/money order for \$30, made out to Peel Development Commission

EFT
Peel Development Commission
BSB: 066-040 Account: 15900009

- I understand that before I obtain access to any documents that I may be required to pay processing charges, and if so I will receive an Estimate of Charges.

Applicant signature Date

You may submit this form by email, mail or in person. See below for lodging applications.

Additional information

It is necessary for the applicant to provide sufficient information to enable the correct document(s) or information to be identified. The Peel Development Commission Freedom of Information (FOI) Coordinator can assist the applicant throughout the process. For help, please phone +61 (08) 9535 4140 or email peel@peel.wa.gov.au. A valid application will be dealt with as soon as possible or within 45 calendar days of payment being received.

Personal and non-personal information

Personal information, as outlined in the FOI Act, means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead:

- a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or
- b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

An application to access and/or amend personal information means documents that contain personal information about the applicant, but no personal information relating to other people. If the subject is a deceased person, the closest relative may apply to amend the information on their behalf. The Commission may request proof of the applicant's identity.

An application to access non-personal information means a request to access documents that may contain information relating to another person and their personal affairs.

How your personal information may be handled

By submitting this form, you may be providing your personal information to the agency. Your personal information will be used for the purpose of processing your request. The agency may consult with third parties in considering whether an exemption under the FOI Act applies to the documents that you are requesting. This may involve disclosing your name, the scope of your request, and the documents falling within the scope of your request that concern the relevant third parties.

If necessary, the agency may transfer your request under section 15 of the FOI Act to another agency. You will be advised if this happens.

If you have any concerns about how the agency may handle your personal information, please contact the agency directly about this.

Fees and charges

The Commission may seek charges for postage, special arrangements for access or for specialised access such as reproductions. These charges may be waived or reduced if the applicant is unable to afford them or currently holds a valid pensioner concession card. Proof of eligibility must be provided.

The \$30 fee for making an application to access non-personal information cannot be reduced.

Lodging applications at the Peel Development Commission

You can submit this form by any of the following methods:

Email: peel@peel.wa.gov.au
(Please add 'FOI Application' in subject line)

Mail: FOI Coordinator
Peel Development Commission
PO Box 543
MANDURAH WA 6210

Office of the Information Commissioner

If you have any general enquiries about the FOI process, please see the Office of the Information Commissioner website at www.foi.wa.gov.au or contact the office:

Phone: +61 (0)8 6551 7888

Phone: (Country callers - toll free) +61 1800 621 244

Fax: +61 (0)8 6551 7889

Email: info@foi.wa.gov.au

Address: Office of the Information
Commissioner Albert Facey House
469 Wellington Street
Perth WA 6000