



CITY OF VINCENT

**FREEDOM OF INFORMATION
STATEMENT**

Updated September 2026

1. Introduction

This Freedom of Information statement (FOI Statement) has been prepared in accordance with section 96 of the [Freedom of Information Act 1992](#) (**FOI Act**). The purpose of the FOI Statement is to enable members of the public to be more familiar with the functions, structures and operation of the City of Vincent (**City**), the types of documents held by the City and the procedures for accessing documents.

The City is committed to transparency and accountability and seeks to provide members of the public with access to information in the most time efficient and low-cost methods, while ensuring the privacy of staff and the public is protected. This position has been formalised in the City's Policy No. 4.1.1 '*Freedom of Information Requests*'.

The Town of Vincent was formed on 1st July 1994 and, pursuant to the *District of Vincent (City Designation) Order 2011*, declared to be a City effective 1st July 2011. Any documents prior to 1st July 1994 relating to the information of the City are held by the City of Perth with the exception of certain planning correspondence. Building Licences issued by the City of Perth prior to 1994 can be accessed through the City of Vincent with written consent of the owner(s) of that property.



David MacLennan
CHIEF EXECUTIVE OFFICER

21 September 2026

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2. Administrative information

Address: 244 Vincent Street
Leederville WA 6007

Postal Address: PO Box 82
Leederville WA 6902

DX: DX 63107

Telephone: (08) 9273 6000

Email: mail@vincent.wa.gov.au

Internet: <https://www.vincent.wa.gov.au/>

Chief Executive Officer: Mr David MacLennan

Mayor: Mayor Alison Xamon

Deputy Mayor: Cr Alex Castle

Elected Members:

North Ward: Cr Nicole Woolf
Cr Alex Castle
Cr Con Poullos
Cr Suzanne Warner JP

Includes all of Mount Hawthorn, and parts of Leederville and North Perth.

South Ward: Cr Reece Wheadon
Cr Ashlee La Fontaine
Cr Sophie Greer
Cr Ashley Wallace

Includes all of Leederville, North Perth and Highgate, and parts of East Perth, Mount Lawley, Coolbinia, West Perth and Perth.

3. The structure and function of the City of Vincent

3.1 Basis on which the Council is constituted

On 1 July 1994, in accordance with the *City of Perth Restructuring Act 1993*, the City of Perth was divided into four local government districts, being a significantly reduced City of Perth, the Town of Victoria Park, Town of Cambridge and Town of Vincent.

The Town of Vincent commenced operations on 13 February 1995. In 2011 the Town of Vincent was designated as a City and its name was changed accordingly.

The City services a population of approximately 41,856 and is forecast to grow to 51,563 by 2046 (Source: Forecast.id June 2026) <https://forecast.id.com.au/vincent> and covers 11.3 square kilometres, of which 106.4 hectares are comprised of parks and gardens.

The City is divided into two wards, North Ward and South Ward, each with four elected members. Under the leadership of the Mayor, a further elected role, the elected members serve the community for a term of four years.

3.2 Major functions and powers

The City's functions and powers are set out in the *Local Government Act 1995* (WA). The City's operations are also governed by a number of other acts and regulations, as specified in Appendix 2, and are available at <https://www.legislation.wa.gov.au/legislation/statutes.nsf/home.html> or from:

State Law Publisher
Ground Floor
10 William Street
PERTH WA 6000
Phone: (08) 9321 7688
Facsimile: (08) 9321 7536
Email: sales@dpc.wa.gov.au

The Act provides that the City may make local laws to govern its functions as set out in the Act, and also in other legislation, including the *Health Act 1911 (as amended)*, *Food Act 2008*, *Food Regulations 2009* and *Environmental Protection Act 1986*,

The City make policies which act as guidelines for the City's position on certain issues.

3.3 City's priorities

The City's Strategic Community Plan 2022-2032 specifies the City's objectives, priorities and vision and is available at

[strategic-community-plan-2022-2032 \(vincent.wa.gov.au\)](https://www.vincent.wa.gov.au/strategic-community-plan-2022-2032)

The following are the key priorities:



ENHANCED ENVIRONMENT

The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.



ACCESSIBLE CITY

We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.



CONNECTED & HEALTHY COMMUNITY

We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.



THRIVING PLACES

Thriving Places are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.



SENSITIVE DESIGN

Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identify and respond to specific local circumstances.



INNOVATIVE & ACCOUNTABLE

The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

3.4 Organisational structure

In accordance with the *Local Government Act 1992* the City's community elects four elected members for each ward. The role of the Council is to make decisions on the community's behalf and in accordance with statutory framework.

The Chief Executive Officer is appointed by the Council and is responsible for the overall management of the City and acts as the chief advisor to the Council.

The Mayor is elected at large by the community and is the presiding member at Council meetings.

ORGANISATIONAL STRUCTURE



ENGAGING | ACCOUNTABLE | MAKING A DIFFERENCE

3.5 Resources

The City of Vincent has a budgeted revenue of \$84,659,160 for the year 2026/2027. It receives approximately \$49,212,115 from rates income and the balance from other sources. The [annual budget](#) contains complete details of the City's financial information.

The City of Vincent has 307 full-time equivalent employees including casual staff (source: [Corporate Business Plan](#) 2026/27 - 2029/30).

4. The effect of the agency's function on members of the public

The Council establishes policies and guidelines for the management of the City and makes all decisions in this regard unless authority has been delegated to officers of the Council.

5. Arrangements in place that allow for public participation in the formation of policy and performance

5.1 Public address at Council meetings

All Council meetings are open to the public unless required to be closed in accordance with Section 5.23(2) of the *Local Government Act 1995*. Public address at Council meetings and briefings is strictly limited to three minutes per member of the public, and the address must relate to matters affecting the City. Furthermore, public address at a Council Briefing must relate to an item on the Briefing Agenda. The City does not operate the committee system of decision-making.

5.2 Deputations

Deputations can be made to Council by prior arrangement, in accordance with the City's Meetings Procedure Local Law 2008, which is available [here](#).

Requests to make a deputation must be emailed to:
governance@vincent.wa.gov.au

5.3 Petitions

Petitions will be accepted by Council provided they comply with the legislative and Meeting Procedures Local Law 2008 requirements. Information on submitting a petition, including a template, is available [here](#).
A template is also attached at Appendix 4.

5.4 Electors meetings

In accordance with Section 5.28 of the *Local Government Act 1995*, an annual electors meeting is held by the City of Vincent and all residents are encouraged to attend. A special electors meeting may be called under Section 5.28 (1) of the *Local Government Act 1995* by submitting a petition on the correct Form 1 as prescribed by the *Local Government (Administration) Regulations 1996* and signed by a minimum of 100 electors. See Appendices.

5.5 Written requests

Any member of the community may write to the City at any time on any matter. Any matter raised will be considered by the administration and/or the Council and a decision and response provided.

Correspondence should be addressed to:-

mail@vincent.wa.gov.au

or

Chief Executive Officer
City of Vincent
PO Box 82
LEEDERVILLE WA 6902

5.6 Elected members

Residents and ratepayers may contact their elected members or the Mayor to discuss issues or obtain advice on matters relating to the City. Details for contact is available [here](#).

5.7 Community consultation

The Council has adopted a comprehensive policy to provide guidelines for consultation, details are available [here](#).

6. **Description of the types of documents held by the City**

6.1 **Publicly available documents**

Appendix 6 details the access and availability of documents in an easy-to-read chart.

Council agendas and minutes

Details matters listed for discussion at Council meetings and the resultant minutes of those meetings. These are available for viewing at the Administration and Civic Centre, the Library and Local History Centre and available online [here](#).

Local Laws

These are the laws that Council makes to enable it to fulfil its functions and copies of these are available [here](#).

Publicly available registers

In the interests of openness and transparency, Council has decided to make publicly available a range of Registers on its website, including -

- [Register of Common Seal Usage](#)
- [Register of Complaints](#) referred to under Section 5.121 of the *Local Government Act 1995*
- [Council Member Contact with Developers Register](#)
- [Elected Members Professional Development Register](#)
- [Register of Freedom of Information \(FOI\) Requests](#)
- [Register of Gifts](#)
- [Register of Interests Disclosed at Council Meetings](#)
- [Lease Register](#)
- [Contracts Register](#)
- [Primary and Annual Returns](#)
- [Community Funding Grant Register for the 2025/26 Financial Year](#)

Policies

These detail Council policy on various issues and are available [here](#).

Delegation of authority

The City has a Council delegations register, which details the powers delegated by Council to the Chief Executive Officer, and a CEO delegations register, detailing the delegation of the Chief Executive Officer's powers and functions and is available [here](#).

Governance Framework

At its 18 August 2020 Ordinary Council meeting, Council adopted the City's first Governance Framework. The framework highlights the City's commitment to providing good governance by defining systems, policies, processes and a methodology for ensuring accountability, probity and openness in the conduct of City business and is available [here](#).

6.1.1 Finance

Annual budget

This document gives details of the budget approved by Council within a financial year.

Annual report

This document is produced by the City to detail the Council's activities for the year.

Monthly financial statement

These statements detail the financial dealings of the City on a monthly basis and are tabled at ordinary meeting of Council.

6.1.2 Information

Freedom of Information statement

In accordance with the FOI Act, this statement includes detailed information on the structure and nature of the City.

Freedom of Information procedure manual

A manual designed to ensure the correct application of the FOI Act. It details the related procedures, policies and rules adopted by the City.

Recordkeeping Plan (RKP)

A manual written to enable employees within the City to abide by the policies and procedures, endorsed by the Chief Executive Officer, to ensure the safekeeping of records within its care.

Local Government retention and disposal schedule

A manual released by the State Records Office to ensure conformity and the safekeeping of records within local government. It is a detailed document which determines how long a document must be kept.

There is a general right of access to the City's records within limits and [exemptions](#) subject to the FOI Act.

The FOI Act is intended to make Government, its agencies, and officers more accountable. It is not intended to open the private and professional lives of its citizens to public scrutiny without the consent of the individuals concerned, where there is no demonstrable benefit to the public interest in doing so.

6.2 Community & Business Services Directorate

Communications and Engagement

Communicate and engage authentically and consistently to build and strengthen community connections.

Financial Services and Project Management Office

Provide high performing agile finance function, delivering value through innovative financial and commercial solutions, strategic alignment and business partnering.

Human Resources

Attract, develop and retain talent. Create an environment where our people feel safe, can grow as individuals and professionals and create a culture that leads by example through our values and commitment to the City's strategic priorities.

Information and Communications Technology

Enable a workforce and community that is digitally enabled to be mobile, responsive, smart and safe.

6.3 Strategy & Development Directorate

Development and Design

Work together as a team to create and maintain vibrant and sensitively designed places to support the wellbeing and growth of the community.

Urban Design and Strategic Projects

Lead improvements for our current and future community by understanding needs, designing great places and implementing change.

Public Health and Built Environment

Support the wellbeing of the community by monitoring risks and achieving safety, amenity and public health deliverables, in line with planning, building and health objectives.

Corporate Strategy and Governance

Facilitate strategic, compliant and sustainable decision making and outcomes.

Sustainability and Innovation

Enable all of our operations to act in an environmentally sustainable manner and to empower, encourage and support our community to live in an environmentally sustainable way.

6.4 Infrastructure & Environment Directorate

Rangers Services

Make Vincent a safe place for all creatures great and small.

Engineering

Create safer roads for pedestrians cyclists and vehicles through sustainable measures.

Parks

Maintain and enhance our public open space to provide a sustainable green environment for the community.

Waste and Recycling

Deliver the Vincent's Waste Strategy Projects, with the Vision of Zero Waste to Landfill by 2028.

Community Facilities

Provide places and opportunities for our community to prioritise their literacy, learning, health and social connections.

City Buildings and Asset Management

Build, enhance and maintain community facilities and capture and manage asset data to be used to inform good decision making.

6.5 Beatty Park Leisure Centre

Swim School

Deliver accessible swimming and water safety programs that support community safety, health and lifelong participation in aquatic activity.

Retail Shop

Provide on-site retail services that support participation in aquatic and fitness activities and enhance customer experience at the facility.

Fitness Services

Provide fitness and wellness services that encourage active lifestyles, improve physical health and support ongoing community participation in physical activity.

Community Facility Hire and Sports Management

Coordinate access to community and sporting facilities in a manner that supports organised sport, recreation and inclusive community use.

Creche

Provide safe and inclusive child-minding services that enable families to participate in aquatic, fitness and community programs at Beatty Park.

Aquatic Facility

Operate and maintain aquatic facilities that provide safe, accessible and well-presented environments for recreation, exercise, learn to swim programs, club and community use.

6.6 Library and Local History Centre

Access to information, lending collections, technology, local heritage, reference and research support.

Skill building through community driven programs and services for literacy and learning, digital skills, wellbeing, financial literacy and creative pursuits.

Supporting and improving the community's social connections and wellbeing by offering a communal, safe, inclusive and accessible space.

7. Freedom of Information procedures, contacts, and access arrangements

7.1 Freedom of Information enquiries

Freedom of Information inquiries may be made in person, by telephone, e-mail or by mail. The City's employees will endeavour to make the information available rather than requiring an applicant to lodge a formal Freedom of Information application. The Information Commissioner encourages agencies to disclose information outside the

FOI Act whenever that can properly be done. It often results in faster access and less work for agencies.

The City also has [Council Policy 4.1.4](#) which states:

“If the determination is such that the information can be provided:

- 1. with less than two hours of officer time; and*
- 2. unedited or edited to the extent that identification of a third party is protected;*

then the fee, as prescribed by the Council, will be waived.”

The two-hour officer time threshold applies to the request as a whole and cannot be applied cumulatively to separate or successive requests for information. The threshold is not reset each time an additional document is requested. The officer time already incurred in responding to the matter must be considered when determining whether the fee waiver under Council Policy 4.1.4 applies.

7.2 Freedom of Information applications

Under the the FOI Act, the access application has to –

- a) be in writing; and
- b) give enough information to enable the requested documents to be identified; and
- c) give an address in Australia to which notices under this Act can be sent; and
- d) give any other information or details required under the regulations; and
- e) Be lodged at an office of the City with any application fee payable under the regulations.

Address for service of an application is as follows:

Email: mail@vincent.wa.gov.au or

By post: Chief Executive Officer
City of Vincent
PO Box 82
LEEDERVILLE WA 6902

or in person at 244 Vincent Street, Leederville.

7.3 Freedom of Information charges

An application fee of \$30.00 is required for non-personal information, in accordance with the [Freedom of Information Regulations 1993](#). An access application is not valid until the application fee of \$30.00 has been received by the City, in accordance with the regulations.

Other charges are as follows.

- | | |
|--|---------|
| • Charge for time dealing with the application
(per hour or pro rata) | \$30.00 |
| • Access time supervised by staff
(per hour or pro rata) | \$30.00 |
| • Photocopying staff time
(per hour or pro rata) | \$30.00 |
| • Per photocopy | \$.20 |

- | | |
|---|---------|
| • Transcribing from tape, film or computer information (per hour or pro rata) | \$30.00 |
| • Duplicating a tape, film or computer information | Actual |
| • Delivery, packaging and postage | Actual |

Advance deposit may be required at a rate of 25% of the estimated charges. Further advance deposit may be required at a rate of 75% to meet the charges for dealing with the application. For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%. All charges, apart from the application fee, are discretionary and there is no application fee or charges for providing an applicant with access to personal information about the applicant.

7.4 Access arrangements

When access has been granted according to the Act, documents are provided electronically via a secured Microsoft® SharePoint® link. Access to documents can also be granted by way of inspection, a copy of a document, a copy of an audio or video tape, on USB, a transcript of a recorded, shorthand or encoded document from which words can be reproduced. The applicant has the right to request a specific format.

7.5 Document viewing

When access has been granted according to the Act, documents may be viewed at a mutually suitable time at the Council.

7.6 Notice of decision

As soon as practicable and, in any case within 45 days, the applicant will be provided with a Notice of Decision which will include details such as –

- the date which the decision was made;
- the name and the designation of the officer who made the decision;
- if the document is an exempt document, the reasons for classifying the matter exempt;
- if a redacted version of a document is provided, the reasons for the redaction; and
- information on the right to review and the procedures to be followed to exercise those rights.

7.7 Right to review

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision and must include the particulars to be reviewed. Applicants will be notified of the outcome of the internal review within 15 days.

An applicant that is not satisfied with the outcome of the internal review may apply in writing to the Information Commissioner (within 60 days) for an external review. Third parties have 30 days within which to apply for an external review. There is no application fee or other charge for reviews.

8. **Amendment of personal information**

Any person concerned that any records maintained by the City may hold personal information about themselves that may require amendment, can write or contact:

Email: mail@vincent.wa.gov.au or

By post: Chief Executive Officer
City of Vincent
PO Box 82
LEEDERVILLE WA 6902

There is no charge for providing an applicant with access to personal information about the applicant and the City does not require a formal application.

9. Privacy and Information Handling

The City of Vincent take our privacy obligations seriously and our [Privacy Statement](#) explains how we treat your personal information that is collected. Personal information is information we hold which is identifiable as being about you.

Our collection, use and disclosure of your personal information is handled in accordance with our [Privacy and Information Breach Policy](#) and regulated by the Information Privacy Principles under the *Privacy and Responsible Information Sharing Act 2024*. You can find more information about your privacy rights at the [Office of the Information Commissioner's website](#) (External link).

9.1 Code of conduct

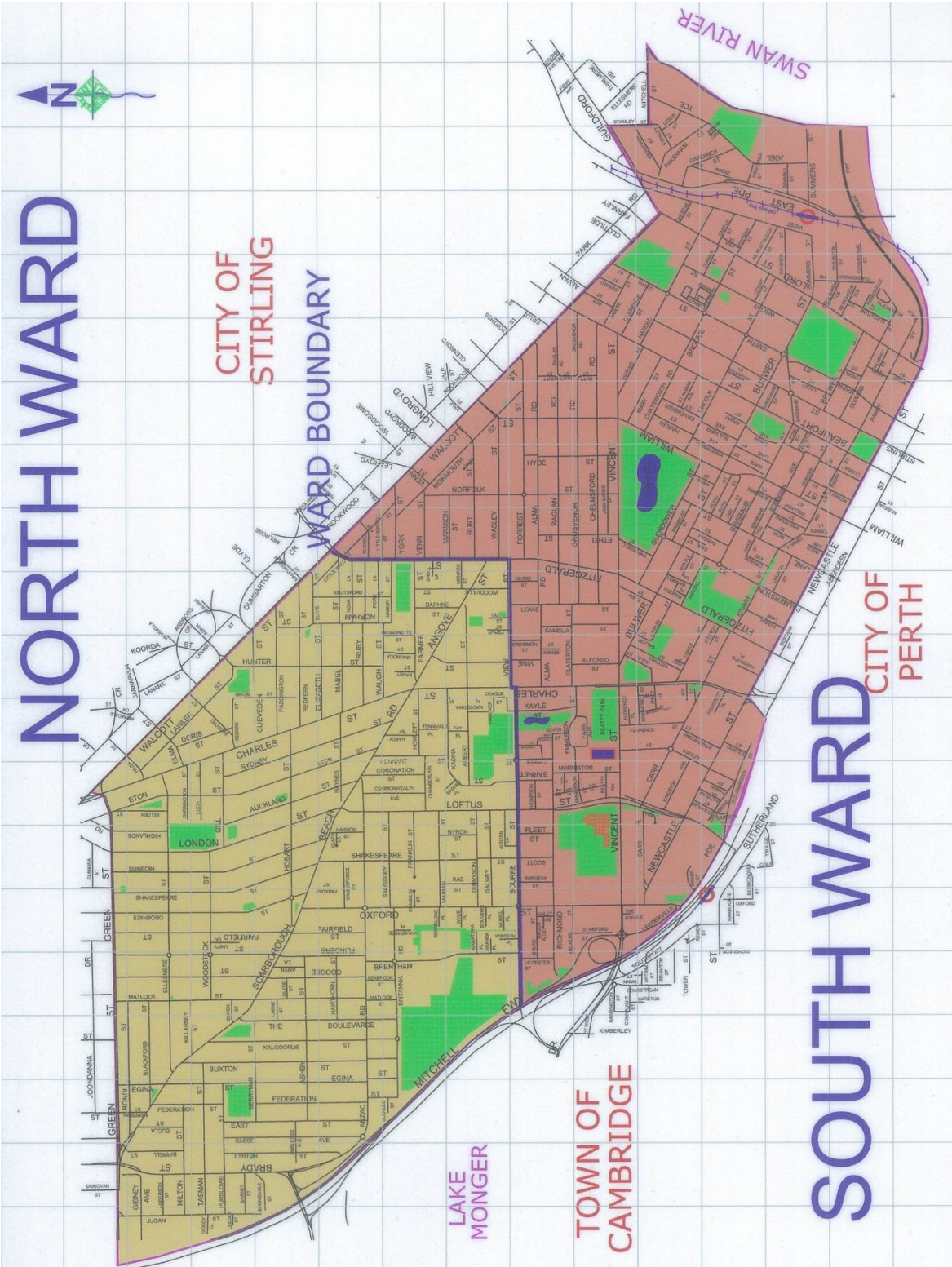
On 23 March 2021, the City adopted a new [Code of Conduct for Council Members, Committee Members and Candidates](#). The code provides Council Members, Committee Members, and candidates in the City of Vincent with the minimum standard of professional conduct and behaviour in carrying out their functions and responsibilities. The code addresses ethical responsibility and encourages greater transparency and accountability. It encourages a commitment to ethical and professional behaviour and outlines principles upon which individuals and collective local government behaviours are to be based.

9.2 Privacy and Information Breach Policy

The City of Vincent (City) views privacy compliance as an integral part of its commitment to accountability and integrity. The City values the privacy of its customers and stakeholders and is committed to upholding the highest standards of information privacy in alignment with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act).

The purpose of this Policy is to provide clear and consistent guidelines to support the City in handling personal information responsibly, lawfully, and transparently.

The Policy will ensure the City takes reasonable steps to protect the information it handles from misuse and loss and from unauthorised access, modification, or disclosure.

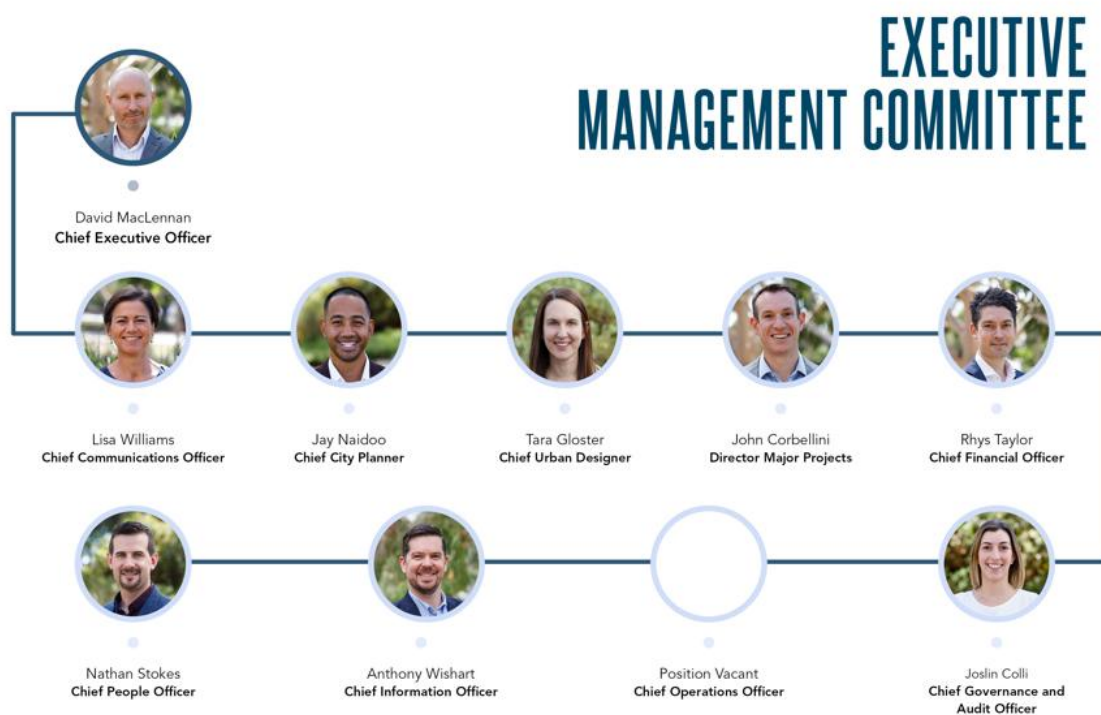


Acts of Parliament and associated regulations to which are applicable to the operation and management of the City:

Aboriginal Heritage Act 1972
Building Act 2011 and Associated Regulations
Bush Fires Act 1954 and Associated Regulations
Cat Act 2011
Commonwealth Work Health and Safety Act 2011
Criminal Procedure Act 2004 (as amended)
Dividing Fences Act 1961
Dog Act 1976
Electronic Transactions Act 2011
Emergency Management Act 2005
Environmental Protection Act 1986
Evidence Act 1906 and the Acts Amendment (Evidence) Act 2000
Financial Management Act 2006
Food Act 2008
Food Regulations 2009
Freedom of Information Act 1992 and Associated Regulations
Health Act 1911 (as amended) and Associated Regulations
Heritage of Western Australia Act 1990 (as amended)
Justices Act 1902 and Justices Amendment Act 1989 (WA)
Liquor Control Act 1988 and Associated Regulations
Litter Act 1979 and Associated Regulations
Local Government Act 1995 and Associated Regulations
Metropolitan Region Scheme
Oaths, Affidavits and Statutory Declarations Act 2005
Occupational Safety and Health Act 1984 (as amended)
Occupational Safety and Health Amendment Bill 2010
Planning and Development Act 2005 and Associated Regulations
Planning and Development (Consequential) Regulations 2006
Privacy and Responsible Information Sharing Act 2024
Public Sector Management Act 1994
State Administrative Tribunal Act 2004
State Records Act 2000 and Associated Regulations
Strata Titles Act 1985 and Amendment Act 1996
Tobacco Control Act 1990 and Amendment Act 2009
Town Planning (Local Government Planning Fees) Regulations 2000
Town Planning Regulations 1967 (as amended)
Valuation of Land Act 1978 (as amended)

Organisational structure

The City's CEO and executive comprises:



PETITION TO THE CITY OF VINCENT

TO: Chief Executive Officer
City of Vincent
244 Vincent Street
LEEDERVILLE WA 6007

SUBMITTED BY:

Name: _____
Address: _____
Phone Number: _____ Mobile: _____(office use only – to remain confidential)
Email Address: _____ (office use only – to remain confidential)
(All correspondence will be addressed to the person submitting this Petition)

[Insert information on what is requested from the Council and the facts or reasons to support such action]

We the undersigned respectfully request that the Council: _____

FULL NAME	ADDRESS (Number, Street and Suburb)	SIGNATURE	DATE

Form 1

[reg. 16]

Local Government Act 1995
Local Government (Administration) Regulations 1996
REQUEST FOR A SPECIAL MEETING OF ELECTORS

TO: The ⁽¹⁾ Mayor/President of ⁽²⁾

1. Under section 5.28 of the *Local Government Act 1995*, the electors of ⁽³⁾ whose names, addresses and signatures are set out in the attached list and who comprise ⁽¹⁾ 100 electors/5% of the number of electors request that a special meeting of the electors of the district be held.

2. The details of the matter to be discussed at the special meeting are -

.....

3. This request is served on behalf of the listed signatories by -

Name

Signature

Contact details

Date

- (1) delete the one that does not apply
- (2) insert name of local government
- (3) insert name of district

Form 1 continued: form of each page of listed signatories

We, the undersigned, request that a special meeting of the electors of the district be held.

Full name of elector*	Address which entitles you to vote in the elections of the local government affected by this request	Signature of elector	Date

* An elector may be one of the following -

- a resident owner or occupier enrolled to vote at State elections;
- an owner of rateable property (e.g. an absentee land owner or an owner of business premises, vacant land or other non-residential property);
- an occupier of rateable property (e.g. a tenant of business premises or other non-residential property).

Documents available to external stakeholders:

Each of the following documents is available for viewing on the City's website or in person at our offices. Where photocopies are available or made, there is or may be a small charge to cover this.

None of these documents require a request under the FOI Act.

DESCRIPTION OF DOCUMENTS
<u>COUNCIL MINUTES AND AGENDAS</u>
<u>LOCAL LAWS</u>
<u>DELEGATION AUTHORITY REGISTER</u>
<u>REGISTER OF INTERESTS</u>
<u>COUNCIL POLICIES</u>
<u>ANNUAL REPORT</u>
<u>ANNUAL BUDGET</u>
<u>CORPORATE PLANS AND STRATEGIES</u>
<u>FREEDOM OF INFORMATION STATEMENT</u>
<u>CODE OF CONDUCT</u>
<u>CUSTOMER SERVICE CHARTER</u>
<u>ACCESS AND INCLUSION PLAN 2022- 2027</u>
<u>BUSINESS SUPPORT TOOLS</u>
<u>HERITAGE PLACES AND RESOURCES</u>
<u>HERITAGE LIST 2026</u>
<u>PLANNING AND BUILDING POLICY MANUALS</u>

<u>SUSTAINABLE VINCENT FRAMEWORK</u>
<u>SAFER VINCENT PLAN</u>
<u>CORPORATE BUSINESS PLAN</u>
<u>LONG TERM FINANCIAL PLAN</u>
<u>ASSET MANAGEMENT STRATEGY</u>
<u>PUBLIC HEALTH PLAN</u>

Many more documents are available on the City's website [here](#).



CITY OF VINCENT

In Person: 244 Vincent Street,
LEEDERVILLE 6007
By Post: PO Box 82, LEEDERVILLE WA
6902
By Facsimile: (08) 9273 6099
By Email: mail@vincent.wa.gov.au

APPLICATION FOR ACCESS TO DOCUMENTS
(pursuant to the *Freedom of Information Act 1992*, S.12)

SURNAME:		GIVEN NAME(S):	
AUSTRALIAN POSTAL ADDRESS:			
			Postcode
TELEPHONE NUMBER: (optional)			
EMAIL ADDRESS: (optional)			
If application is on behalf of an organisation			
ORGANISATION NAME AND ADDRESS:			Postcode
DETAILS OF REQUEST (Please Tick) Personal information ☐ Non-Personal information ☐			
I hereby request access to the following document(s);			
FORM OF ACCESS (please tick appropriate box)			
I wish to inspect the document(s) Yes ☐ No ☐			
I require a copy of the document(s) Yes ☐ No ☐			
I require access in another form Yes ☐ No ☐			
Please specify			
FEES AND CHARGES			
I acknowledge that an Application for non-personal information is not valid until the application fee of \$30.00 has been received by the City of Vincent and will be dealt with as soon as practicable and within 45 days after the Application is received. Attached is a cheque, credit card authorisation or cash in the amount of \$30.00. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application, in which case I will be provided with an estimate of charges.			
Note: There is no fee payable for Applications for Amendment of personal information.			
APPLICANTS SIGNATURE:			DATE: dd/mm/yy
I further request to be given access to edited copies of the documents, with the exempt matter deleted pursuant to Section 24 of the <i>Freedom of Information Act 1992</i> (please see over).			
Yes ☐ No ☐ (Please tick appropriate box)			
The City keeps an online Register of all Freedom of Information requests. Your name and the details of the request will be published in the Register. If you do not want your name being published, please indicate below.			
I consent ☐ I do not consent ☐ (Please tick appropriate box)			

We collect your personal information to process your request in accordance with the standards set out in the Privacy and Responsible Information Sharing Act 2024 (PRIS Act). By completing this form, you confirm that you have read and acknowledge the collection of your personal information. For full information about how we handle your personal information, please visit our privacy statement page on the City of Vincent website.