



*Freedom of Information Act 1992*

## APPLICATION FOR ACCESS TO DOCUMENTS

### DETAILS OF APPLICANT

Surname	_____	Given Names	_____
Telephone	_____	Postal Address	_____
Email	_____		_____
Organisation Name (if application is on behalf of an organisation)			

### DETAILS OF REQUEST

I am applying for access to document(s) concerning matters which are (tick whichever is appropriate)

Personal ☐

Non-Personal ☐

These document(s) are: \_\_\_\_\_

### FORM OF ACCESS

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 ☐ Specify form required \_\_\_\_\_

### FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30.00 to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

*NOTE: In certain cases a reduction in fees and charges may apply. If you consider that you are entitled to a reduction, submit a request with supporting documents which address the criteria on the back of this form and support your application for a fee reduction.*

I am requesting a reduction in fees and charges Yes ☐/ No ☐

APPLICANT'S SIGNATURE

DATE



## NOTES

Please provide sufficient information to enable the correct document(s) to be identified.

The Shire may request proof of identity.

If you are seeking access to a document(s) on behalf of another person, the Shire will require authorisation, usually in writing.

Your application will be dealt with as soon as practicable (within 45 days) after it is received.

## 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 Shire is unable to grant access in the form request, access may be given.

## FEES AND CHARGES

Application Fees (under Section 12 (1) (e) of the Act a fee of \$30.00 applies

Additional Charges (these may or may not apply)

- For time taken by staff dealing with the applicant (per hour or part thereof)
- For access time supervised by staff (per hour or part thereof)
- For photocopying completed by staff (per hour or part plus a fee per copy)
- For time taken by staff transcribing information from tape or other device (per hour or part thereof)
- For duplication of a tape, film or computer information
- For delivery, packaging and posting

Advanced Deposit

- Advanced deposit which may be required by an agency under Section 18 (1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee.
- Further advance deposit which may be required by an agency under Section 18 (4) of the Act, expressed as a percentage of the estimated charged which will be payable in excess to the application fee.

## LODGEMENT OF APPLICATION

Postal - PO Box 2 Boyup Brook WA 6244 or by hand to the Shire Administration Office, Abel Street

## OFFICE USE ONLY

FOI Reference Number \_\_\_\_\_ Deadline For Response \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Received On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Acknowledgment Sent On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Proof of Identity (if applicable)

Type \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_