

Application for Access to Documents

Freedom of Information Act 1992

Details of Applicant			
Surname		Given Names	
Telephone		Email	
Postal Address			
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 (please tick one only)			
☐ Personal ☐ Non-Personal			
These document(s) are:			
Form of Access			
I wish to inspect 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 (<i>attach supporting documents</i>) ☐ No			
Applicant's Signature		Date	

Office Use Only			
FOI Reference Number		Deadline for Response	
Date Received		Date Acknowledgment Sent	
Proof of Identity (if applicable)	Type		
Signed		Date	

Important Information

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, 55 Abel Street, Boyup Brook WA 6244

Collection Notice

The Shire of Boyup Brook collects your personal information to respond to your enquiry, process your request, and provide relevant Shire services.

We may disclose your information to Shire staff, contractors, or external service providers where necessary to assist in responding to your enquiry or delivering services.

This information is collected under the authority of the *Local Government Act 1995 (WA)* and related legislation.

If you do not provide the requested information, we may be unable to respond to your enquiry or provide the requested service.

To access or correct your personal information, or for more information about how we handle your information, please contact:

Shire of Boyup Brook

Phone: 9765 1200

Email: privacy@boyupbrook.wa.gov.au