



APPLICATION FOR ACCESS TO DOCUMENTS
(under Freedom of Information Act, 1992, S.12)

DETAILS OF APPLICATION

SURNAME: _____

GIVEN NAMES: _____

AUSTRALIAN POSTAL ADDRESS: _____

POSTCODE : _____ TELEPHONE (S): _____

If an application is on behalf of an organisation:

NAME OF ORGANISATION/BUSINESS: _____

DETAILS OF REQUEST

Personal Documents Non-personal documents

I am applying for access to document (s) concerning _____

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) _____

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.

In certain cases, a reduction in fees and charges may apply – see notes attached. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria in the notes and support your application fee for a reduction.

I am requesting a reduction in fees and charges Yes No

APPLICANTS SIGNATURE _____ Date: _____

NOTES

FOI APPLICATION

- Please provide sufficient information to enable the correct document (s) to be identified.
- The Council may request proof of your identity. (Any TWO of: Passport, Birth Extract, Drivers License, Credit Card or similar).
- If you are seeking access to a document (s) on behalf of another person, the Council will require authorisation in writing from that person.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner, Albert Facey House, 469 Wellington Street, PERTH WA 6000. Phone: (08) 6551-7888 The Freedom of Information Act is available from the website www.foi.wa.gov.au – under the Useful Resources tab.

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 form which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

FEES AND CHARGES

Application Fee	\$30.00
Charge dealing with application	\$30.00 per hr
Charge supervision access	\$30.00 per hr
Photocopying	\$30.00 per hr + 20c/copy
Delivery, package and postage	Actual Cost
Advance deposit	25% of estimated charges

LODGEMENT OF APPLICATION

Applications may be lodged –

- By post, addressed to:
Chief Executive Officer
Shire of Waroona
PO Box 20
WAROONA WA 6215

Or

- In person at:
Shire of Waroona
52 Hesse Street
WAROONA WA 6215