



DETAILS OF APPLICATION			
SURNAME:			
GIVEN NAMES:			
PHONE NUMBER:			
EMAIL ADDRESS:			
AUSTRALIAN POSTAL ADDRESS:			
	TOWN/CITY:		POSTCODE:
IF AN APPLICATION IS ON BEHALF OF AN ORGANISATION -			
NAME OF ORGANISATION/ BUSINESS:			

DETAILS OF REQUEST (PLEASE TICK BOX)	
DOCUMENTS CONTAINING MY PERSONAL INFORMATION ONLY	<input type="checkbox"/> ; or
NON-PERSONAL DOCUMENTS	<input type="checkbox"/>
I am applying for access to document (s) concerning	
FORM OF ACCES (PLEASE TICK BOX)	
I WISH TO INSPECT THE DOCUMENT (S)	YES <input type="checkbox"/> NO <input type="checkbox"/>
I REQUIRE A COPY OF THE DOCUMENTS (S)	YES <input type="checkbox"/> NO <input type="checkbox"/>
I REQUIRE ACCESS IN ANOTHER FORM	YES <input type="checkbox"/> NO <input type="checkbox"/>
(SPECIFY)	

FEES AND CHARGES	
I agree to pay \$30.00 by cash/cheque/EFTPOS to cover the application fee. I understand that before I obtain access to documents, I may also be required to pay discretionary processing charges in respect of this application and that I will be supplied with a statement of charges if applicable.	
In certain cases, a 25% reduction in discretionary fees and charges may apply - see notes attached. If you consider you are entitled to a reduction, select 'yes' below and provide copies of supporting documents (pensioner card).	
I AM REQUESTING A REDUCTION IN DISCRETIONARY FEES AND CHARGES	YES <input type="checkbox"/> NO <input type="checkbox"/>
APPLICANTS SIGNATURE:	
DATE:	/ /

## NOTES

### YOUR RIGHTS

You have a right to request access to your own personal information under the *Privacy Act 1988* (the Privacy Act). Under the *Freedom of Information Act 1982* (the FOI Act) you can also access copies of documents (except exempt documents) held by the Shire of Waroona (the Shire).

If your request is for access to personal information only, it will either be processed by the Freedom of Information (FOI) team or sent to the relevant Shire department and dealt with as soon as practicable (and, in any case, within 45 days).

### YOUR APPLICATION

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire may request proof of your identity, such as a driver's licence, passport, or birth certificate.
- If you are seeking access to a document(s) on behalf of another person, the Shire will require authorisation in writing from that person.
- Your application will be dealt with as soon practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner, PO Box Z5386, St Georges Terrace, PERTH WA 6831. Telephone: (08) 9220 7888, or see the FOI website, [www.foi.wa.gov.au](http://www.foi.wa.gov.au)

### 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.

#### APPLICATION FEE

\* required under section 12(1)(e) of the FOI Act (for an application for non-personal information)

**\$30.00**

#### DISCRETIONARY FEES AND CHARGES – *Paid only if / when requested*

Charge per hour for dealing with applications

\$30.00

Photocopying charge per hour / 20c per copy

\$30.00

Delivery, postage

Actual Cost

Duplication tape, film, computer information

Actual Cost

Transcribing information per hour

\$30.00

Advanced deposit, required if charges are expected to exceed \$25.

25%

#### LODGEMENT OF APPLICATION

Applications may be lodged –

- **By Post** addressed to  
Chief Executive Officer  
PO Box 20  
WAROONA WA

OR

- **In person at**  
Shire of Waroona  
52 Hesse Street  
WAROONA WA 621

