

Appendix 2. Freedom of Information Request Form



Shire of Wyalkatchem
PO Box 224, Wyalkatchem WA 6485

APPLICATION FOR ACCESS TO DOCUMENTS (Under *Freedom of Information Act 1992*)

DETAILS OF APPLICATION

Surname: _____

Names: _____

Australian Postal Address: _____

Postcode: _____

Telephone Number: _____

If application is on behalf of an organisation

Name of
Organisation/Business: _____

TYPE OF REQUEST (PLEASE TICK APPROPRIATE BOX)

Personal Documents

Non-Personal Documents

DOCUMENT DETAILS

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

FORM OF ACCESS (PLEASE TICK APPROPRIATE BOX)

I wish to inspect the document (s)

I require a copy of the document (s)

I require access in another form

YES	NO
YES	NO
YES	NO

(Specify) _____

FEES AND CHARGES

Attached is a bank cheque /cash/money order to the amount of \$_____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 section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of 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

NOTES

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Wyalkatchem will require proof of your identify. If not presented in person then copies will need to be certified by an authorised witness as per the Oaths Affidavits and Statutory Declarations Act 2005 or an Accountant, General Practitioner, Pharmacist or a teacher.
- If you are seeking access to a document(s) on behalf of another person, the Shire of Wyalkatchem will require authorisation, in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- The applicant has 30 days from the day on which notice was given to pay the deposit otherwise the access application is withdrawn
- Further information can be obtained from **The Office of the Information Commissioner Western Australia** on 6551 7888 or website at <http://www.foi.wa.gov.au>
- The Freedom of Information Act is available for purchase from the State Law Publisher 10 William Street Perth, (Telephone (08) 9321 7688).

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio and 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 agency is unable to grant access in the form requested, access may be given in a different form.

FEES AND CHARGES

Concessions

An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the Rates and Charges (Rebates and Deferments) Act 1992, or an applicant in the opinion of the Shire of Wyalkatchem who is impecunious, the charges payable is reduced by 25%. No reduction is applicable to the application fee.

General

- Application Fee \$30.00
- Time taken by Shire employees dealing with application per hour or pro rata. \$30.00
- Access time supervised by Shire employees per hour or pro rata \$30.00
- Photocopying charges:
 - Per hour or pro rata for Shire employees time, \$30.00
- and
 - Per copy. 0.20
- Time taken by Shire employees to transcribe information per hour or pro rata. \$30.00
- Charge for duplicating a tape, film or computer data. Actual Cost
- Packaging and postal costs. Actual Cost

Advance Deposits

- Advance deposit which may be required by an agency under S.18(1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. 25%
- Further advance deposit which may be required by an agency under S.18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. 75%