



Shire of Victoria Plains

APPLICATION FOR ACCESS TO DOCUMENTS

(Freedom of Information Act 1992)

DETAILS OF APPLICANT

Family Name:			
Given Names:			
Australian Postal Address	No:	Street Name:	
	Suburb:		Postcode:
Phone Numbers (Home):		Work:	
Mobile:		Email:	
Name of Organizaton/Business:			

DETAILS OF REQUEST <i>(Tick one Box)</i>	<input type="checkbox"/> Personal Information*
	<input type="checkbox"/> Non-Personal Information

* For a defination of "personal information see NOTES FOR APPLICANT on the reverse of this form

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

FORM OF ACCESS <i>(Please tick as appropriate.)</i>	I wish to inspect document(s) <input type="checkbox"/> Yes <input type="checkbox"/> No
	I require a copy of the document(s) <input type="checkbox"/> Yes <input type="checkbox"/> No
	I require access in another form <i>(Please specify)*</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
	*Other - Please Specify

Claim and Declaration <i>(Making a false declaration is an offence)</i>	I declare that all of the details set out above are true and correct.
	Signature: Date:

FEES AND CHARGES

Attached is payment 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 an estimate of charges where they will be more than **\$25.00**.

In certain cases a reduction in fees and charges may apply - see section on fees and charges on next page of this form. If you consider you are entitled to a reduction, please submit a request with copies of documents, which address the criteria detailed in the Schedule, and support your application for a fee reduction.

I am requesting a reduction in fees and charges

Yes No
(Please tick appropriate box)

APPLICANT'S SIGNATURE: **DATE:**/...../.....

Notes for Applicants

- Please provide enough information to identify the documents you require access to.
- Photographic proof of identity maybe required.
- *Personal information means: information or an opinion, whether true or not, and whether recorded in an material form or not, about an individual, whether living or dead:
 - Whose identity is apparent or can reasonably be ascertained from the information or opinion; or
 - Who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

*Taken from FOI WA ACT Sch 2 (9) Glossary.

- If you are seeking access to document(s) on behalf of another person, written authorisation will be required.
- Your application will be dealt with within 45 days after it has been received.

Lodgement of Application

By Post to:

Freedom of Information Co-Ordinator
Shire of Victoria Plains
PO Box 21
Calingiri WA 6569

In Person at:

Shire of Victoria Plains Office
28 Cavell Street
Calingiri WA 6569

Email to: reception@victoriaplains.wa.gov.au

Fees and Charges

The following fees and charges apply to an FOI application for non-personal information

- | | | |
|-----|--|-------------|
| 1. | Personal information about applicant | No Fee |
| 2. | Application fee | \$30.00 |
| 3. | Time dealing with the application (per hour, or pro rata) | \$30.00 |
| 3. | Supervised access by staff (per hour, or pro rata) | \$30.00 |
| 4. | Photocopying staff time (per hour, or pro rata) | \$30.00 |
| 5. | Per photocopy | \$0.20 |
| 6. | Transcribing from tape, film, or computer (per hour, or pro rata) | \$30.00 |
| 7. | Duplicating a tape, film, or computer information | Actual Cost |
| 8. | Delivery, package, and postage | Actual Cost |
| 9. | If the Shire estimates that the charges involved in dealing with an application will exceed \$25.00 (on top of the \$30.00 application fee) then a written estimate will be provided to the applicant who will be asked if they want to proceed. | |
| 10. | The Shire may ask for payment in advance of up to 75% of the total estimated costs in certain circumstances. | |

A standard reduction of **25%** is to be applied to charges payable by applicants who are financially disadvantaged including applicants who are a holder of a current Pension Health Benefits Card or Concession Card issued by the Commonwealth Government. An applicant who does not have the money to pay any estimated charges should advise the Shire and ask for the charges to be reconsidered.

11.

(Office Use Only)

FOI Reference Number: FOI File Number:

Received: Deadline for Response:

Acknowledgment Sent On:

Proof of Identity Required Yes No Sighted: