

Shire of Victoria Plains
FOI Application for Access to Documents
 Freedom of Information Act 1992 s.12
 Ph: 9628 7004 Fax: 9628 7004



1. APPLICANT DETAILS	
Surname	
Given names	
Organisation (if applicable)	
Australian postal address	
Phone number/s	
Email	
2. CLIENT (if applicable)	If the application is on behalf of an individual whose personal / commercial / business information may be contained in the documents, a signed authority identifying you as the applicant's agent is required before any documents can be released.
Name of Client / third party	
3. TYPE OF REQUEST	
Personal information –	<i>Documents of the agency that contain personal information about you, or were supplied by or to you.</i>
Non-Personal information –	<i>Documents of the agency that contain personal / commercial / business information about a third party, or were supplied by or to a third party who is not the applicant</i>
Note: <i>If the application is for access to or amendment of your personal information, you need to provide identification which confirms your identity e.g. driver's licence, valid passport or similar.</i>	
4. FORM OF ACCESS REQUIRED	
Copy of the documents	
Inspection of the documents	
Access in another form	
Details –	

5. DESCRIPTION OF DOCUMENTS	
Provide enough information to enable the requested document/s to be identified If insufficient space, leave blank and attach extra pages to the application	
PERSONAL INFORMATION	
<p>The FOI Act allows a person to have access to personal information about themselves, subject to some limitations.</p> <p>However, it protects the personal and professional privacy of other individuals by providing an exemption for personal information about a third party (other than the access applicant) and imposing a duty upon the agency to consult any such third party if the agency is considering disclosing personal information about them.</p> <p>Please indicate if you agree to delete from the scope of the application, any personal information related to third parties. This removes the necessity to consult with the third parties and reduces the amount of time required to deal with the application.</p>	
TICK – if you do not require access to any “personal information” and understand that such information will be deleted from any documents released.	
Note: Consultation with third parties may still be necessary in relation to any commercial / business information contained in documents.	
6. APPLICANT signature & date	
7. FEES AND CHARGES	
Application fee	<p>The <i>Freedom of Information Regulations 1993</i> includes a schedule of fees and charges payable under the FOI Act. An application fee of \$30 is payable when lodging an application for access to documents containing non-personal information</p> <p><i>No application fee is payable for access to personal information supplied by or about the applicant.</i></p> <p><i>The legislation has made no other provision for reduction or waiver of the application fee.</i></p>
Charges	<p>There may be processing charges in respect of your application. If the amount is likely to be more than \$25, you will be provided with an estimate of charges and given 30 days to advise if you wish to continue with the application.</p>
Processing charges reduction	<p>The FOI Regulations allow for a 25% reduction in processing costs if the applicant holds any of the following cards –</p> <ul style="list-style-type: none"> - a valid Commonwealth-issued pensioner card; or - another type of government-issued concession card (e.g. WA Seniors Card); or - a student card (e.g. WA Student Card).
Processing charges waiver	<p>The FOI Act allows for waiving of processing charges if an applicant is financially disadvantaged.</p>

8. APPLICATION FOR NON-PERSONAL INFORMATION	
Lodgement	<p>By post to – FOI Coordination, Shire of Victoria Plains PO Box 21, CALINGIRI 6569</p> <p>Delivered to – Shire Office, 28 Cavell Street, CALINGIRI 6569</p> <p>Email (PDF/scan only) – reception@victoriaplains.wa.gov.au</p>
Payment EFT <i>Reference to state FOI application–</i> Credit card – <i>The card number will be removed when the payment has been completed</i>	Cash – in person only
	Cheque, money order
	To – Contact office for details
	Number – Expiry – Amount – \$ Holder name – Indicate if – Mastercard or Visa only SIGNATURE –
OFFICE USE ONLY	
If delivered in person, ID sighted by	
Received	
Fee paid/ validated	
Receipt	