

# Freedom of Information

Application for access to documents  
Freedom of Information Act 1992



Details of Applicant			
Surname		Given Names	
Address			
Contact Number	(H)	(M)	(W)
Email			

If application is on behalf of an Organisation	
Name of Organisation/Business	
Agent/Representative Name	

Details of request	
<input type="checkbox"/>	<b>Personal information</b> No application fee applies for access to, and amendment of, the applicant's personal information. The Shire will require proof of your identity.
<input type="checkbox"/>	<b>Non-personal information</b> Incurs a \$30 application fee. Additional charges may apply (see 'Application Information' attached to this form).




I wish to apply for access to the following document/s
(Please be specific and clearly describe the document/s you are requesting to enable the correct document/s to be identified. Where possible include a date range)

FREEDOM OF INFORMATION

Form of access	
<input type="checkbox"/>	<b>Electronic copy</b> - Email is the preferred form of access where applicable.
<input type="checkbox"/>	<b>Physical copy</b> - Charges may apply (see 'Application Information' attached to this form).
<input type="checkbox"/>	<b>Inspection of documents</b> - note that where documents are subject to copyright inspection may be the only form of access available.

Third party information - check box to indicate consent	
<input type="checkbox"/>	I consent to the deletion of all 'Personal Information' and or 'Commercial Information' of third parties from the requested document/s
<input type="checkbox"/>	If third party consultation is required, I consent to third parties being given my name as the applicant requesting the information
<p><b>Note:</b> When your application includes documents that contain information:</p> <ul style="list-style-type: none"> <li>about an individual, other than yourself, whose identity can be ascertained from the information (personal information); or</li> <li>that has a commercial value to a party other than the Shire (Commercial Information)</li> </ul> <p>The Shire is required to consult with that individual or third party before deciding whether to release the document. Deleting all personal information and commercial information means that the Shire may not need to consult with those third parties. As a result, your application may be dealt with quicker and incur lower charges.</p>	

Authorisation	
I understand that before I obtain access to documents, I may be required to pay additional processing charges in relation to this application. An estimate of charges will be provided by the Shire where applicable.	
<b>Signature</b>	<b>Date</b>

APPLICATION FEE TO BE PAID ON LODGEMENT	
<b>Application fee: \$30.00</b>	Code: 1RE810.84
Receipt No: _____	Date: _____
 <p><b>In person</b> (Cash, Cheque, EFTPOS)</p> <p>Shire Civic Administration Centre 41 Wallcliffe Rd Margaret River</p>	 <p><b>Telephone</b> (Credit Card only)</p> <p>Please tick <input type="checkbox"/> A Customer Service Officer will contact you.</p>
 <p><b>Post</b> (Cheque - made payable to Shire of Augusta Margaret River)</p> <p>Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285</p>	

## Application Information

Fees and charges	
<b>Application fee</b>	<b>\$30.00</b>
An application fee is payable for applications which are not limited to personal information about the applicant. There is no express discretion to waive or reduce the application fee.	
Charges (payable under s16 of the FOI Act and r5 of the FOI Regulations)	
Staff time dealing with the application (per hour)	<b>\$30.00</b>
Supervised access to documents for inspection (per hour)	<b>\$30.00</b>
Photocopies (per page)	<b>\$0.20</b>
Duplicating a tape, film or computer information	<b>Actual cost</b>
Delivery, packaging and postage	<b>Actual cost</b>
Advance deposits	
Percentage of estimated charges payable	<b>25%</b>
Further percentage of estimated charge may be required	<b>75%</b>

Additional information
<ul style="list-style-type: none"> <li>• Your application will be dealt with as soon as practicable. The Freedom of Information (FOI) Act provides a 45-day timeframe from the date a valid application is received. This timeframe may be extended by agreement between the Shire and the applicant.</li> <li>• Please provide sufficient information to enable the correct document/s to be identified.</li> <li>• The Freedom of Information Act is available to download for free from the State Law Publisher at <a href="http://www.slp.wa.gov.au">www.slp.wa.gov.au</a></li> <li>• The Shire's Information Statement contains additional information regarding the release of documents. This can be found on the Shire's website.</li> <li>• Further information can be obtained from the Shire's Freedom of Information Officers               <ul style="list-style-type: none"> <li>○ Phone: 08 9780 5255</li> <li>○ Email: <a href="mailto:amrshire@amrshire.wa.gov.au">amrshire@amrshire.wa.gov.au</a></li> </ul> </li> </ul>

Lodgement of applications		
Email	Post	In person
<a href="mailto:amrshire@amrshire.wa.gov.au">amrshire@amrshire.wa.gov.au</a>	Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285	Shire of Augusta Margaret River 41 Wallcliffe Rd Margaret River WA 6285