

IMPORTANT INFORMATION RELATING TO FREEDOM OF INFORMATION (FOI) APPLICATIONS

- Please provide as much information as possible to enable the identification of relevant documents.
- If you are seeking access to a document(s) on behalf of another person, the Shire will require authorisation from that person, usually in writing.
- Your valid application will be processed as soon as possible (and, in any case, within 45 days) after it is received.
- The *Freedom of Information Act 1992* is available for purchase from the State Government Bookshop, 815 Hay Street, Perth [phone (08) 9222 8216] or download via the State Law Publisher website (www.slp.wa.gov.au).
- Further information can be obtained from the Shire by calling (08) 9168 4100.

Forms of Access

You may request access to documents in many ways including by inspection or requesting a copy of a document. Other methods of access are available. To discuss these, please call (08) 9168 4100.

Where the Shire is unable to grant access in the form requested, access may be given in another form.

Fees and Charges

- No fees or charges are applicable for an access application for personal information about the applicant.
- An application fee of \$30 is applicable in every instance for applications for non-personal information.
- No fees are applicable for an internal or external review.
- The Shire may seek charges for postage, special arrangements for access or for specialised access such as reproductions.
- Charges may be waived or reduced if the applicant is impecunious. Evidence to substantiate this claim **must always** be provided.

Lodgement of Applications

Applications may be lodged –

By post:

FOI Coordinator
Shire of Wyndham East Kimberley
P.O Box 614
Kununurra WA 6743

In person:

FOI Coordinator
Shire of Wyndham East Kimberley
120 Coolibah Drive
Kununurra WA 6743



Freedom of Information Application

Freedom of Information Request
(Pursuant to the Freedom of Information Act 1992)

Applicant/Client Details

Surname _____ Given Names _____

Australian Address _____

Daytime Contact Number _____ Mobile _____

Agent Name and Contact Details (if applicable) _____

Details of Request

- Personal documents (no application fee and will **only** contain personal information about the applicant).
- Non – personal documents (\$30 application fee and associated charges and may, subject to the Act and/or consultation, contain information regarding third parties). The application fee of \$30.00 is required at the time of applying and can be made either by cheque or money order made payable to the Shire of Wyndham East Kimberley.

Please describe clearly the documents you are requesting access to (include dates, location, subject matter or any other information that would enable the requested documents to be identified). **Please specify actual documents rather than entire files.** You may also choose to provide the reason for access (optional). This may assist in the identification of relevant documents.

Please complete the following details relevant to your request, if applicable:

Customer Service Number _____

Date of Incident ____/____/____

Location of Incident _____

Form of Access (Please tick the appropriate boxes)

I require a copy of the document(s) Yes No

I require access in another form Yes No

Please specify _____

Proof of ID is required before any documentation is released. This can be in the form of a Driver's Licence, Passport or Centrelink document if you have no other form of ID.

If an agent is acting on behalf of their client, a signed and dated statement of authority must be included with the application.

Fees and Charges – Non-Personal Applications

Attached is my application fee of \$30. I understand that if my application relates to a large file, I may be required to pay additional applicable charges. If applicable, I will be notified and provided with an estimate of all additional charges and given the opportunity to adjust the scope of my application to reduce charges.

In certain circumstances a reduction of additional charges may apply. If you consider you are entitled to a reduction of charges, please submit a request with copies of documents that substantiate your claim. For further information, please refer to the notes on fees and charges on page one.

I am requesting a reduction in additional charges Yes No

(Additional charges only relate to large files)

Reason _____

Applicant's Signature _____

Date ____/____/____

Office Use Only Receipt No: _____ Date of Receipt ____/____/____