**FREEDOM OF INFORMATION ACT**

**APPLICATION FOR ACCESS TO INFORMATION**

(Pursuant to the *Freedom of Information Act 1992*, s12)

**Applicant Details**

[ ]  Miss [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Other ……………….

Family Name: ………………………………………………………………………………………………….……….

Given Name/s: ………………………………………….……………………………………….……..……………....

Other Names / Aliases (if applicable): …………………………………………… Date of Birth: ……/……/……

Australian Postal Address: ………………………….………………..…………………………………………….…

………….…………………………………………………. State: ……………………………. Postcode: ….….…

Contact Details:

Phone: …………………………………………………………………………………………………………………..

Email: ……………………………………………………………………………………………………………………

Preferred method of contact: …………………………………………………………………………………………

Is the application being made on behalf of a business or organisation? [ ]  Yes [ ]  No

If yes, what is the name of the organisation/business? …………………………………………………………...

*Does your request relate to a possible Redress or Civil Litigation Claim? (Providing this information does not affect your right of access)*

[ ]  *REDRESS* [ ]  *CIVIL LITIGATION*

**Fees and Charges**

[ ] Personal documents – no cost

Personal information is information about the applicant only *(refer Notes)*

[ ] Non-personal documents – $30 application fee, charges thereafter *(refer Notes)*

I declare that:

* The information provided in this form is complete and correct
* I have included any relevant 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.

I understand it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

APPLICANT’S SIGNATURE: ……………………………………………Date: ........./........../.........

**I am applying for access to:**

***Describe clearly the documents you are requesting access to*** *(include subject matter, time period or date range, or any other information that would help identify the requested documents).*

***Please specify type of documents rather than entire files, and the Division that relates to your request*** *(Corporate Services, Health and Regulatory Services, Community Services, Development Planning and Building Control etc)*

*Including your reason for access (although not a requirement) may assist in the accurate capture of documents).*

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**Lodgement of Applications**

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| --- | --- |
| By post, addressed to:Chief Executive OfficerShire of Halls CreekPO Box 21HALLS CREEK WA 6770 | * In person, at the Shire of Halls Creek Administration Office
* By email to: hcshire@hcshire.wa.gov.au
 |

**NOTES**

**FOI Applications**

* Please provide sufficient information to enable the correct document(s) to be identified.
* If you are seeking access to a document(s) on behalf of another person, the Shire will require authorisation in writing from the other person.
* Your application will be dealt with as soon as practicable (and, in any case, within the 45 days specified by the *Freedom of Information Act 1992*),

**Forms of Access**

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

**Fees and Charges**

PERSONAL INFORMATION No fee is charged for access to your personal information.

NON-PERSONAL INFORMATION Application fee: $30.00 (payments accepted by cash, cheque or

(In accordance with FOI Regulations 1993): money order, made payable to the Shire of Halls Creek)

 ***Charges*:**

 Dealing with application / photocopying – $30.00 per hour

 Photocopying – $0.20 per copy

 Postage, special arrangements, etcetera – actual costs

Note: a reduction of ***charges*** is available for financially disadvantaged applicants or those in receipt of Health Benefits, on request. The application fee is unable to be waived and must be paid to validate your application.

**Proof of Identity**

Before documents may be released, a copy of two (2) documents that provide sufficient evidence of identity are required to be provided. Acceptable documents include:

* Current Driver’s Licence with photograph and current address
* Current Passport
* Birth Certificate
* Copy of Prisoner’s Identity Card, certified by corrective services officer
* Health Care Card