



APPLICATION FOR ACCESS TO DOCUMENTS (Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANT

Surname:.....Given Names:.....

Postal Address:.....Postcode:.....

Telephone Number/s: (.....)..... (.....).....

If application is on behalf of an organisation

-Name of Organisation/Business:.....

DETAILS OF REQUEST Personal documents Non-Personal documents (Please tick)

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

FORMS OF ACCESS

(Please tick appropriate box.)

I wish to inspect the document(s)

Yes

No

I require a copy of the document(s)

Yes

No

I require access in another form (specify)

Yes

No

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30 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 a statement of charges if appropriate.

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

I am requesting a reduction in fees and charge Yes No (Please tick appropriate box.)

APPLICANTS SIGNATURE.....**DATE:**/...../.....

Lodge your application: By post, addressed to:
The FOI Co-ordinator
Shire of Manjimup
PO Box 1
MANJIMUP WA 6258

In person at:
Shire of Manjimup
Customer Service Centre
Cnr Rose & Brockman Streets
MANJIMUP WA 6258

(OFFICE USE ONLY)

F.O.I. REF: RECEIVED ON/...../.....

DEADLINE FOR RESPONSE/...../..... ACKNOWLEDGEMENT SENT ON/...../.....

PROOF OF IDENTITY (if applicable) TYPE SIGHTED

What can I do if I am denied access to something?

The Freedom of Information Act provides for a review and appeal process. You may seek an Internal Review or if you are still not satisfied a review by the Information Commissioner and still further you can appeal to the Supreme Court.

The Internal Review

If you are dissatisfied by a decision that we make concerning your application then you can apply to the Shire for an internal review of this decision. You must lodge an application for an internal review with the Shire within 30 days of being notified of the original decision. There is no charge for an internal review.

The External Review by the Information Commissioner

If you are still dissatisfied after the internal review has been completed, you may seek a review by the Information Commissioner. This request must be made in writing to the Information Commissioner giving details of the decision to which your complaint relates.

Appeals to the Supreme Court

Any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and payment of a deposit on account of charges.

FOI APPLICATIONS

- * Please provide sufficient information to enable the correct document(s) to be identified.
- * The Shire of Manjimup may request proof of your identity.
- * If you are seeking access to a document(s) on behalf of another person, the Shire of Manjimup will require authorisation, usually in writing.
- * Your application will be dealt with as soon as practicable (within 45 days) after it is received.
- * Further information can be obtained from the Shire of Manjimup's FOI Co-ordinator on 9771 7777.

The Freedom of Information Act 1992 is available for purchase from the State Law Publisher, 10 William Street, Perth (telephone (08) 6552 6000) or www.slp.wa.gov.au.

FORMS OF ACCESS

You can request access to documents by way of inspection, a copy of a document, a copy of any audio or video tape, a computer disk, a transcript of a recorded document or of works recorded in shorthand or encoded form, or a written document in case of a document where words can be reproduced in written form.

FEES AND CHARGES

The following fees and charges have been set by Council:

- No fee for access applications relating to personal information and amendment of personal information.
- \$30.00 fee for applications relating to information of a non personal nature.
- No fees applicable for internal or external review.
- A fee of \$30.00 per hour of staff time dealing with an application.
- Photocopies charged at the rate of 20c per copy.
- Actual cost of postage and special arrangements for access and the like.
- 25% reduction of charges for financially disadvantaged applicants or those in receipt of Health Benefits.