

SHIRE OF BRIDGETOWN-GREENBUSHES

APPLICATION FOR ACCESS TO DOCUMENTS

[Freedom of Information Act 1992, S.12]

DETAILS OF APPLICANT

Family Name:

Given Names:

Australian Postal Address:

Postcode:

Telephone No:

If application is on behalf of an Organisation

Name of Organisation/Business:

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

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

FORM OF ACCESS *(Please tick)*

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 Yes No

If Yes, please specify:

FEES & CHARGES

Attached is a cheque/cash for the amount of \$30.00 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 charges Yes No

Applicants Signature:	Date:
-----------------------	-------

Office Use Only

Date Received:

Deadline for Response:

Acknowledgement sent:

NOTES

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified
- The Agency may request proof of your identity
- If you are seeking access to a document(s) on behalf of another person, the Agency will require authorisation, usually in writing
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received
- Further information can be obtained from the Shire of Bridgetown-Greenbushes, or a copy of the Freedom of Information Act may be downloaded from the Western Australian Legislation website www.legislation.wa.gov.au. Alternatively hardcopies can be ordered from the State Law Publisher by emailing sales@dpc.wa.gov.au or calling 08 6552 6000.

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disc, 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 Agency is unable to grant access in the form requested, access may be given in a different format.

Fees & Charges

- \$30.00 application fee (non-personal information only) and other fees as outlined in Schedule 1 of the FOI Regulations
- An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the Rates & Charges (Rebates and Deferments) Act 1992 may be eligible for a reduction of 25% in the charges associated with the application.
- No reduction is applicable to the application fee.

Lodgement of Applications

Applications may be lodged:

- By post addressed to: Freedom Of Information Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255
- In person at: Shire of Bridgetown-Greenbushes Administration Office
1 Steere Street
BRIDGETOWN WA 6255
- E-mailed to: btnshire@bridgetown.wa.gov.au