



Application for Access to Documents

Freedom of Information Act 1992, Section 12

Shire of Wagin
Administration Office
2 Arthur Road, WAGIN
PO Box 200, WAGIN WA 6315
Telephone (08) 9861 1177
Email shire@wagin.wa.gov.au
Website www.wagin.wa.gov.au

1. Applicant Details

First Name

Surname

Organisation (if applicable)

Address

State

Postcode

Contact Number

Email

2. Information Type

Please indicate whether the documents you are requesting access to are (select applicable option):

Non-Personal (incurs \$30 application fee, and additional charges may apply)

Personal documents (incurs no fee and will contain information pertinent to applicant only)

Note: Personal information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.



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3. Details of Request

Please provide as much information as possible to help us identify the documents you are requesting, i.e. location / address, subject matter, date(s). Although not mandatory, it is helpful if you are able to give some background as to the reason/s you are seeking access to documents.

The Shire may contact you to clarify the information you have requested and if necessary, negotiate a reduction of the scope of your application if a significant number of documents are involved.

Please indicate a date range for the documents.

Start Date
(DDMMYYYY)

End Date
(DDMMYYYY)

4. Form of Access

Please indicate form of access required (select applicable option):

Electronic (the Shire's preferred form of access, where applicable)

Inspection (in person at the Shire)

Hard copy (additional fees may be applicable)

5. Third Party Consultation

Please indicate consent to consult with third parties and/or to delete third party information where applicable (tick all applicable options).

- ☐ I consent to all 'personal information' of third parties being deleted from the requested document/s (names, contact details, signatures and identifying information of third parties that are not state or local government officers).
- ☐ I consent to all 'personal information' of other government agency officers being deleted from the requested document(s) (names, position titles, contact details and signatures of other state and local government officers).
- ☐ I consent to all 'prescribed information' (names and position titles) and 'personal information' (contact details and signatures of the Shire of Wagin officers (former and current) being deleted from the requested document/s.

Note: Not ticking the above boxes does not automatically result in receiving the personal and/or prescribed information for third parties and government officers. Deleting such information may reduce the time required to consult with the relevant parties and subsequently expedite the processing of the application.

- ☐ I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the Freedom of Information Act 1992) and who requests to know the identity of the applicant.

Note: Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are sometimes more willing to consent to the release of personal and/or business information if the applicant is known.

6. Payment Details

Please indicate your preferred payment method:

- Cash (payable at the Shire Office)
- Cheque (made payable to the Shire of Wagin)
- Money Order (made payable to the Shire of Wagin)
- Credit Card (Visa or Mastercard)
- Bank Transfer (details sent upon request)

Credit Card payment:

For security reasons, the Shire of Wagin cannot accept written credit card details. The Shire will contact you to obtain your credit card details.



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7. Authorisation

- ☐ By ticking this box, I confirm 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 an estimate of charges, if appropriate.
- ☐ By ticking this box, I confirm I understand that this form authorises the Shire of Wagin to reproduce any documents associated with this application for internal purposes only.
- ☐ By ticking this box, I confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the Electronic Transactions Act 2011 (WA))

Response Time: Initial response within 10 days of receipt of application.

Signature _____ Date (DDMMYYYY)

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8. Fees and Charges

A scale of fees and charges is set under the Freedom of Information Regulations 1993. All charges are discretionary except for the application lodgement fee of \$30.00 for each application.

Note: FOI applications for non-personal information are not valid until the application lodgement fee is paid.

Before obtaining access to documents, you may be required to pay processing charges. The following charges may also apply for processing FOI applications:

- 20 cents per copy for photocopying
- A fee for any actual costs to the agency for postage, special arrangements for access such as reproductions
- A charge for staff time at \$30.00 per hour

You will be supplied with a statement of processing charges if appropriate. No fees are applicable for Internal or External Reviews.
