

**SHIRE OF QUAIRADING**  
**APPLICATION FOR ACCESS TO DOCUMENTS**  
(under Freedom of Information Act 1992, S.12)  
**DETAILS OF APPLICANT**

**1. APPLICATION DETAILS**

TITLE  Mr  Mrs  Ms  Dr  Other

SURNAME  GIVEN NAME/S

ORGANISATION (If applicable)

POSTAL ADDRESS (An address in Australia to which notices under the Act can be sent)

POST CODE

PHONE No. ( )  MOBILE No.

**2. NAME OF CLIENT** (If applicable)

**Note:** *If the application is on behalf of an individual who's personal / commercial / business information may be contained in the documents, a signed authority identifying you as the applicant's agent is required before any documents can be released.*

**3. REQUEST TYPE**

- Personal Information \*** Documents of the agency that contain personal information about you, or were supplied by or to you.
- Non-Personal Information** Documents of the agency that contain personal / commercial / business information about a third party, or were supplied by or to a third party who is not the applicant.

**Note:** *\* If the application is for access to or amendment of your personal information, you need to provide identification which confirms your identity e.g. driver's license, valid passport or similar.*

**4. FORM OF ACCESS REQUIRED**

- I wish to inspect the documents(s)
- I require a copy of the document(s)
- I require access in another form

(specify)

**5. DESCRIPTION OF DOCUMENT(S)** (Give enough information to enable the requested document/s to be identified)

**Note:** *If more space is needed, leave this section blank and attach extra pages to the application.*

## 6. PERSONAL INFORMATION

The FOI Act allows a person to have access to personal information about themselves, subject to some limitations. However, it protects the personal and professional privacy of other individuals by providing an exemption for personal information about a third party (other than the access applicant) and imposing a duty upon the agency to consult any such third party if the agency is considering disclosing personal information about them.

Please advise if you agree to delete from the scope of the application, any personal information related to third parties. This removes the necessity to consult with the third parties and reduces the amount of time required to deal with the application.

I do not require access to any “personal information” and understand that such information will be deleted from any documents released.

**Note:** Consultation with third parties may still be necessary in relation to any commercial / business information contained in documents.

## 7. FEES AND CHARGES

### Application Fee

Attached is a cheque/cash to the amount of \$ 30.00 to cover the application fee (non personal information ONLY). 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.

Payment by credit card is also available via the front counter at 10 Jennaberring Road, Quairading or by ringing the Administration Centre on 9645 2400. Please record the receipt number upon payment.

**Note:** In certain cases, a reduction in search 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 search fees and charges  Yes  No

APPLICANT'S SIGNATURE

DATE

D	D	/	M	M	/	Y	Y	Y	Y
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### OFFICE USE ONLY

FOI REFERENCE NUMBER

RECEIVED ON

D	D	/	M	M	/	Y	Y	Y	Y
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DEADLINE FOR RESPONSE

D	D	/	M	M	/	Y	Y	Y	Y
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ACKNOWLEDGMENT SENT ON

D	D	/	M	M	/	Y	Y	Y	Y
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**Proof of Identity** (If Applicable)

TYPE

SIGNED

## NOTES

### FOI Applications

- ◆ Please provide sufficient information to enable the correct document(s) to be identified.
- ◆ The Shire of Quairading may request proof of your identity.
- ◆ If you are seeking access to a document(s) on behalf of another person, the Shire of Quairading will require authorisation in writing.
- ◆ Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- ◆ The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher, 10 William Street, Perth (telephone +61 8 6552 6000).
- ◆ Freedom of Information queries for the Department of Justice should be directed to [foi@justice.wa.gov.au](mailto:foi@justice.wa.gov.au) or +61 8 9264 9538 or +61 8 9264 1124.

### 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 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 Shire of Quairading is unable to grant access in the form requested, access may be given in a different form.

### Fees and Charges

- ◆ \$30.00 application fee (non personal information ONLY).
- ◆ An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferrals) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application. The concession does not refer to \$30 application fee
- ◆ No reduction is applicable to the application fee.

### Lodgement of Applications

#### By Post

FOI Officer  
Shire of Quairading  
PO Box 38  
QUAIRADING WA 6383

#### In Person

FOI Officer  
Administration Centre  
10 Jennaberring Road  
QUAIRADING WA 6383

#### By email (Credit payment details required)

To [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)  
Attention: FOI Officer

#### Phone

(08) 9645 2400