



## **APPLICATION FOR ACCESS TO DOCUMENTS**

(Under Freedom of Information Act 1992, S.12)

**Please address all requests to:**

Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Please note that requests can be lodged either by mail to the above address or in person to the Shire of Northam Council Office located at 395 Fitzgerald Street, Northam.

**Privacy Statement**

The Shire of Northam is collecting information on this form to enable your request for documents or information to be processed. This information is collected under Section 15 of the *Freedom of Information Act 1992*, which provides for transfer of applications between agencies in certain circumstances. This means that if the Shire of Northam does not hold the documents or information requested but has reasonable grounds to believe that the documentation or information is held by another agency, the Shire of Northam will transfer the FOI application to the other agency. This application may be transferred either full or partially when the documents held by the Shire of Northam originated from another agency and are more closely related to the other agency's functions.

**DETAILS OF APPLICANT**

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Australian Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

If application of on behalf of an organisation:

Name of Organisation: \_\_\_\_\_

**DETAILS OF REQUEST (Please tick)**

Personal documents     Non-Personal documents

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

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**FORM OF ACCESS**

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

Other: \_\_\_\_\_ (please specify)

**FEES AND CHARGES**

Enclosed is a chq/money order for \$30.00 to cover the application fee for this request.

Please debit my visa / master card for \$30.00 to cover the application fee for this request as follows:

<b><i>Lodgement and Payment of Application</i></b>											
<b>PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD</b>											
Name as shown on Card: .....											
Card Holder Address: .....											
Signature: .....											
<input type="checkbox"/> Bankcard				<input type="checkbox"/> Mastercard				<input type="checkbox"/> Visa Card			
Amount: \$_____											
Expiry Date: ____/____											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PAY IN PERSON</b>											
At Shire of Northam Council Office, 395 Fitzgerald Street, Northam during hours 8:30am to 4:30pm Monday to Friday.											
<b>PAY BY MAIL</b>											
Send completed form together with your cheque or money order; or if paying by credit card complete the section provided on the right and send to Shire of Northam, PO Box 613, Northam, WA 6401.											

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 estimated charges may apply (see notes attached). If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria in the notes and support your application for a reduction in charges.

I am requesting a reduction in estimated charges  Yes  No

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE USE ONLY**

FOI Reference Number: \_\_\_\_\_

Received on: \_\_\_\_\_ Deadline for response: \_\_\_\_\_

Acknowledgement sent on: \_\_\_\_\_

Proof of Identity (if applicable)

Type: \_\_\_\_\_ Sighted: \_\_\_\_\_

Type: \_\_\_\_\_ Sighted: \_\_\_\_\_

**NOTES**

**FOI Application**

- 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 Shire of Northam, will require authorisation in writing from that person.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.

**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 agency is unable to grant access to in the form requested, access may be given in a different form.

## Fees and Charges

Fees and Charges	
<b>Fees (GST Exempt)</b>	
Application fee for non-personal information (Mandatory)	\$30.00
Application for personal information	No fee
<b>Charges (GST Applicable)</b>	
Charge for staff dealing with application and photocopying	\$30.00/hr
Supervised access to records for inspection only	\$30.00/hr
Transcribing information from tape, film or computer	\$30.00/hr
Photocopying	\$0.20/page
Duplicating a tape, CD, DVD or computer information	Actual cost
Delivery, packing and postage	Actual Cost
<b>Deposits</b>	
An advance deposit may be required	25%
An additional advance deposit may be required for large applications	75%

## Concessions

The current holder of a currently valid concession card issued on behalf of the commonwealth to that that person, or any other card which may be prescribed as being a pensioner concession card under the *Rates and Charges (Rebates and Deferrals) Act 1992*, or an applicant in the opinion of the Shire is impecunious the charge payable under regulation 5 is reduces by 25%.