



6177 Great Northern Highway  
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 ☎ (08) 9576 4600  
 ✉ chatter@chittering.wa.gov.au  
 www.chittering.wa.gov.au

# FREEDOM OF INFORMATION APPLICATION

Complete this application to access documents under the *Freedom of Information Act 1992, Section 12.*

## APPLICANT DETAILS

Surname		First Name	
Organisation			
Postal Address			
Telephone No		Mobile No	
Email Address			

## REQUEST DETAILS

<input type="checkbox"/> Personal Document	<input type="checkbox"/> Non-Personal Documents
Requesting access to documents concerning:	<i>If insufficient space is provided, please attach details on a separate sheet.</i>

## FORMS OF ACCESS

<input type="checkbox"/> I wish to inspect the documents	<input type="checkbox"/> I require a copy of the document/s
<input type="checkbox"/> I require access in another form (specify)	

## FEES & CHARGES

I understand I must pay \$30.00 to cover the application fee, payable by cash/cheque/credit card. I understand that before I obtain access to documents, I may be required to pay processing charges in respect to this application and that I will be supplied with a statement of charge if appropriate. In certain cases, a reduction in fees and charges may apply. If you consider that you are entitled to a reduction, please submit a request with copies of documents which address the criteria in the FOI Statement that support your application for a fee reduction.

I am requesting a reduction in fees and charges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Applicant Name	Signature	Date

OFFICE USE ONLY			
FOI Reference		Received On	/ /
Deadline for Response	/ /	Acknowledgement Sent On	/ /
Proof of Identity Type		Debtor Number	
Date Records Updated	/ /	Officer Signature	
Approved by		Manager's Signature	

## FOI Application Notes

The aim of the agency is to make information available promptly and at the least possible cost, and whenever possible, documents will be provided outside the FOI process and in accordance with Council's FOI Information Statement.

### FOI Access Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identify if you are seeking access to personal information. (Any 2 of: Passport, Birth Extract, Driver's Licence, Credit Card, or similar).
- If you are seeking access to a document(s) on behalf of another person, the agency 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.

Further information can be obtained from the Office of the Information Commissioner, Office of the Information Commissioner, Albert Facey House. 469 Wellington Street, PERTH WA 6000 (PO Box Z5386, St George's Terrace, PERTH WA 6831).

### FORMS OF ACCESS

You can request access to documents by way of inspection; a physical copy of a document; an electronic copy of a document; a copy of an audio or video tape; 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 form.

### FEES & CHARGES

*(In accordance with FOI Regulations – these fees are not subject to GST)*

- |   |                       |
|---|-----------------------|
| • Application Fee                           | \$30.00               |
| • Charge for dealing with the application   | \$30.00 per hour      |
| • Charge Supervision Access                 | \$30.00 per hour      |
| • Photocopying                              | \$30.00 per hour      |
|   | Plus \$0.20c per copy |
| • Delivery, package, and registered postage | Actual cost           |

### LODGEMENT OF APPLICATIONS

Applications may be lodged -

*By post, addressed to: In person, at:*

Freedom of Information Coordinator  
Shire of Chittering  
PO Box 70 (6177 Great Northern Highway)  
BINDOON WA 6502