



SHIRE OF
HARVEY

A Breath of Fresh Air



Application for Access to Documents

Under Freedom of Information Act 1992 S.12

This form is to assist you to apply for information held by the Shire of Harvey.

1. Personal Details

Title	
Surname	
Given name/s	
Australian postal address	
Telephone	
Email	

2. Reason for Freedom of Information (FOI) Application

	Yes	No
I am seeking access to personal information about myself		
I am seeking access to non-personal (third party) information		
I am applying on behalf of a business/organisation		
If yes to the last, please write the business/organisation name:		

3. Information Required

Please provide sufficient information so that the correct documents can be identified. If seeking access to documents on behalf of another person, authorisation is required in writing. Please attach additional information if necessary.

I am applying for access to:

Date range for document search if relevant: from _____ to _____

4. Non-Personal Applications

Fees and Charges

If applying for access to non-personal information, that is, information other than about yourself, an application fee of \$30 applies. This fee is payable upon application. Additional charges are listed under point 5. *Further information.*

Processing charges may also apply. In certain cases, a reduction in charges may apply. If you are entitled to a reduction, please note below and attach a copy of your pension/concession card/s or other supporting documentation.

Under Regulation 3 of the *Freedom of Information Regulations 1993*, a 25% reduction of the additional processing charges may be sought if the applicant is financially disadvantaged and/or the holder of a pension/concession card. Supporting documentation must be supplied.

Processing Charges

Type of Charge

- (a) Time taken by staff dealing with the application
(per hour or pro rata for a part of an hour)..... \$30
- (b) Access time supervised by staff
(per hour or pro rata for a part of an hour)..... \$30
Plus the actual additional cost to the agency of any special arrangements
(e.g. hire of facilities or equipment)
- (c) Photocopying:
 - (i) per hour or pro rata for a part of an hour of staff time\$30
 - (ii) per copy \$0.20
- (d) Time taken by staff transcribing information from a tape or other device
(per hour or pro rata for a part of an hour)\$30
- (e) Duplicating a tape, film or computer information..... Actual Cost
- (f) Delivery, packaging and postage..... Actual Cost

Advance Deposits

- (a) Advance deposit which may be required by an agency under section 18(1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee..... 25%
- (b) Further advance deposit which may be required by an agency under section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee..... 75%

5. Further Information

You may be required to provide proof of your identity with any two of the following documents:

- Passport;
- Certificate of birth extract;
- Driver's licence;
- Credit card or similar.

If seeking access to a document/s on behalf of another person, you will need to provide authorisation in writing from that person.

You may request access to documents by way of inspection; a photocopy of a document; an electronic copy of a document; a copy of an audio or video tape; a computer disk; or a transcript of a recorded document. Where we are unable to grant access in the form requested, access may be given in a different form.

6. Lodgement of Applications

By mail: Shire of Harvey
PO Box 500
Harvey WA 6220

In person: 102 Uduc Road
Harvey WA 6220

An acknowledgement letter will be sent upon receipt of the FOI application and you will be notified of the decision within 45 calendar days.

If you require further information, please do not hesitate to contact the FOI Coordinator on 08 9729 0300.

7. Applicant Declaration

	Yes	No
I have attached the \$30 fee for a non-personal application and understand that I may be required to pay processing charges to obtain access to documents should processing charges apply.		
I understand that I may be provided with a statement of charges.		
I request a 25% reduction in additional processing charges and I have attached the required supporting documentation.		

Office Use Only

Proof of Identity

	Document Type	Sighted Date	Initial
Document 1			
Document 2			