

# Shire of Corrigin

## Application for Access to Documents (Under Freedom of Information Act 1992, Section 12)

### Details of Applicant

|                    |  |                |  |
|--------------------|--|----------------|--|
| Surname:           |  | Given name(s): |  |
| Postal address:    |  |                |  |
| Contact number(s): |  | Contact email: |  |

If this application is on behalf of an organisation please advise details below:

|                   |  |                |  |
|-------------------|--|----------------|--|
| Name:             |  |                |  |
| Postal address:   |  |                |  |
| Contact number(s) |  | Contact email: |  |

### Details of Request (please tick)

Personal Documents  Non-Personal Documents

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

\* if insufficient space provided please attach details on separate sheet

### Forms of Access (please tick appropriate box)

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

Specify: \_\_\_\_\_

### Fees and Charges

Attached is cheque/cash to the amount of \$30.00 to cover the Application Fee. 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 fees and charges may apply (see notes attached). If you consider you are entitled to a reduction a request with copies of documents which address the criteria in the FOI Statement and support your application for a fee reduction.

I am requesting a reduction in fees and charges: (please tick) Yes  No

|                         |  |
|-------------------------|--|
| Applicant(s) signature: |  |
| Date:                   |  |

### OFFICE USE ONLY

|   |  |
|---|--|
| FOI reference:                          |  |
| Received on:                            |  |
| Deadline for response:                  |  |
| Acknowledgement sent on:                |  |
| Proof of identity type (if applicable): |  |
| Sighted by:                             |  |

Shire of Corrigin  
9 Lynch Street  
Corrigin WA 6375

Ph: 9063 2203

E: shire@corrigin.wa.gov.au



# SHIRE OF CORRIGIN

## FREEDOM OF INFORMATION ACT 1992

### 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, Albert Facey House, 469 Wellington Street, PERTH WA 6000.

#### 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 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)*

Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are as follows:

|  |                       |
|--|-----------------------|
| Personal information about the applicant                             | No fee and no charges |
| Application fee (for non-personal information)                       | \$30                  |
| Charge for time dealing with the application (per hour, or pro rata) | \$30                  |
| Access time supervised by staff (per hour, or pro rata)              | \$30                  |
| Photocopying staff time (per hour, or pro rata)                      | \$30                  |
| Per photocopy  | \$0.20                |
| Transcribing from tape, film or computer (per hour, or pro rata)     | \$30                  |
| Duplicating a tape, film or computer information                     | Actual Cost           |
| Delivery, packaging and postage                                      | Actual Cost           |

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, any charges are reduced by 25%.

|  |     |
|--|-----|
| Advance deposit may be required of the estimated charges | 25% |
|--|-----|

#### LODGEMENT OF APPLICATIONS

Applications may be lodged at - addressed to:

Freedom of Information Coordinator  
Shire of Corrigin

*By post:*  
PO Box 221  
CORRIGIN WA 6375

*In person:*  
9 Lynch Street  
CORRIGIN WA 6375

*By email:*  
shire@corrigin.wa.gov.au

## **Right of Review:**

### **1. Internal Review Rights**

If you are not satisfied with this decision, you have the right to apply for an internal review.

An application for internal review must be lodged with this agency within 30 days after being given this notice of decision, and must be:

- In writing;
- Provide particulars of the decision to be reviewed; and
- Give an address in Australia.

There is no lodgement fee for an application for internal review and there are no charges for dealing with an internal review request.

If an application for internal review is received, it will not be dealt with by the person who made the initial decision, or by any person who is subordinate to the original decision maker. The outcome of an application for internal review may result in either a confirmation, variation or reversal of the initial decision under review. You will be advised of the outcome within 15 days. The address for lodgement of an internal review request is:

Chief Executive Officer  
Shire of Corrigin  
PO Box 221  
CORRIGIN WA 6375

or

In person at:  
Shire of Corrigin  
9 Lynch Street  
CORRIGIN WA 6375

### **2. External Review Rights**

If you are not satisfied with this decision, you have the right to lodge a complaint with the Information Commissioner seeking external review of the decision. You are required to lodge your complaint with the Information Commissioner's office within 60 days of receiving this notice.

A complaint to the Information Commissioner must:

- Be in writing;
- Have attached a copy of this decision; and
- Give an address in Australia

There is no charge for lodging a complaint with the Information Commissioner's office. The address of the Information Commissioner is:

Office of the Information Commissioner  
Albert Facey House  
469 Wellington Street  
PERTH WA 6000

Should you have any further queries or require further information about your review rights at this stage, you may contact the Office of the Information Commissioner on:

Phone: (08) 6551 7888  
Freecall (WA country landline callers only): 1800 621 244  
Email: [info@foi.wa.gov.au](mailto:info@foi.wa.gov.au)  
Web: [www.oic.wa.gov.au](http://www.oic.wa.gov.au)