

# SHIRE OF MORAWA

## FOI APPLICATION FOR ACCESS TO DOCUMENTS

(Under the Freedom of Information Act 1992, s12)

### 1. APPLICANT 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)

Postcode:

Phone No: ( )  Mobile No:  Email:

### 2. NAME OF CLIENT: (if applicable)

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

### 3. TYPE OF REQUEST:

**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 confirm your identity by providing documentary evidence e.g. driver's licence, valid passport or similar.*

### 4. FORM OF ACCESS REQUIRED:

Copy of the document/s  Copying charges may apply (FOI Regulations Schedule 1)

Inspection of document/s

**5. DESCRIPTION OF DOCUMENTS \*** (Give enough information to enable the requested document/s to be identified. Avoid asking questions of the agency, e.g. '...why has this happened/when will this happen', or making too broad an application e.g. 'I am requesting all documents in relation to...')



## 6. AGREEMENT TO REMOVE THIRD PARTY INFORMATION

The FOI Act allows a person to have access to personal information about themselves, subject to specified limitations. However, it protects the personal and professional privacy of individuals other than the applicant by providing an exemption to releasing documents containing personal information about a third party (someone other than the access applicant). The Act requires an agency to consult with any such third party if the agency is considering disclosing their personal information to the FOI applicant.

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” of third parties 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.

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## 7. FEES AND CHARGES

### Application Fee

The *Freedom of Information Regulations 1993* includes a schedule of fees and charges payable under the FOI Act. An application fee of \$30 is payable when lodging an application for access to documents containing non-personal information. The application may be posted, along with a cheque, money order or credit card details to cover the \$30 fee. Cheques or money orders should be made payable to the 'Department of Commerce'. Cash can be used if paying in person.

**Note:** No application fee is payable for access to personal information supplied by or about the applicant.

### Charges

There may be processing charges in respect of your application. If the amount is likely to be more than \$25, you will be provided with an estimate of charges and given 30 days to advise if you wish to continue with the application.

### Processing Charges Reduction

The FOI Regulations allow for a 25% reduction in processing costs if the applicant holds any of the following cards.

- a valid Commonwealth-issued pensioner card; or
- another type of government-issued concession card (e.g. WA Seniors Card); or
- a student card (e.g. WA Student Card).

### Processing Charges Waiver

The FOI Act allows for waiving of processing charges if an applicant is financially disadvantaged. The form to use when applying for a reduction or waiver of charges is available on the Commerce website.

**Note:** The legislation has made no provision for reduction or waiver of the application fee

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Applicant's signature:

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Date:   /   /

**8. LODGEMENT OF APPLICATIONS**

**By Post:**

Shire of Morawa  
PO Box 14  
MORAWA WA 6623

**In Person:**

26 Winfield Street  
MORAWA WA 6623

**Phone:** 08 99 711 204

**By Email** (credit payment details required)  
admin@morawa.wa.gov.au

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**9. CREDIT CARD PAYMENT**

**Card**  
**Number:** \_\_\_\_\_ **Expiry**  
**Date:**   /

**Card**  
**Type:** (Please tick) **Master Card**  **Visa**  **Amount**

**Cardholder's**  
**Name:** (Please print)

**Signature:**

**Note:** The credit card number will be removed when the payment has been receipted

*Office Use Only*

*Received:* ---- / ---- / ----      *Validated (Fee Paid):* ---- / ---- / ----      *Receipt/Tax Invoice No:* ---- ---- ----

*Proof of Identify: (Access to or amendment of personal information only)*       *Sighted by* \_\_\_\_\_