

# Freedom of Information (FOI) Application Form

## Application for Access to Documents

(under *Freedom of Information Act 1992, S.12*)

### Details of applicant

<b>Surname:</b>			
<b>Given names:</b>			
<b>Australian postal address:</b>		<b>Postcode:</b>	
<b>Telephone number(s):</b>			

*If application is on behalf of an organisation:*

<b>Name of organisation:</b>	
<b>Email address:</b>	

### Details of request

This needs to be as specific as possible, quoting dates, type of documents and subject. (e.g. a report produced in 1999 regarding the proposed development for Lot 999 Example Road).

The documents in question are (please tick):

<b>Personal documents</b>	<input type="checkbox"/>
<b>Non-personal documents</b>	<input type="checkbox"/>

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

### Contact Us

**Enquiries**

Call: (08) 9526 1111  
 Fax: (08) 9525 5441  
 Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

**In Person**

Shire of Serpentine Jarrahdale  
 6 Paterson Street, Mundijong WA 6123  
 Open Monday to Friday 8.30am-5pm (closed public holidays)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)



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### Form of access

I wish to inspect the document(s)	Y		N		
I require a copy of the document(s)	Y		N		
I require access in another form	Y		N		Please specify:

### Application fee

Attached is a 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 section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in fees and charges	Y		N	
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Applicant's signature		Date:	
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## Information for applicants

### Freedom of Information applications

- 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 agency will require authorisation, usually in writing.
- 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 Freedom of Information Coordinator. The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth (Telephone: (08) 9222-8216) or can be viewed at [www.foi.wa.gov.au](http://www.foi.wa.gov.au).

### 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, or 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.



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### Fees and charges

Charge for staff time (per hour or pro-rata for part of an hour)	\$30.00
Additional cost to the agency of special arrangements (e.g. hire of facilities or equipment)	Actual cost
Photocopying (per copy)	\$0.20
Charge for duplicating a tape, film or computer information	Actual cost
Charge for delivery, packaging and postage	Actual cost
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%
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%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

### Lodgement of Application

Applications may be lodged by post or in person and should be addressed to:

#### FOI Coordinator

Shire of Serpentine Jarrahdale  
6 Paterson Street  
MUNDIJONG WA 6123