



Form 1
SHIRE OF CHAPMAN VALLEY
APPLICATION FOR ACCESS TO DOCUMENTS
 (Under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANT

SURNAME:
GIVEN NAMES:
POSTAL ADDRESS:
POST CODE
TELEPHONE NO/S:
If application is on behalf of an organisation Name of Organisation/Business:

DETAILS OF REQUEST

[Please tick]	Personal documents <input type="checkbox"/>	Non-personal document <input type="checkbox"/>
I am applying for access to document(s) concerning:		

FORM OF ACCESS

I wish to inspect the document (s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require a copy of the document (s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require access in another form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Specify]		
[Please tick appropriate box]		

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$ to cover the application fee. I understand that before I obtain access to the 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 of the fees and charges may apply - see section on fees and charges attached to 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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
[Please tick appropriate box]		

APPLICANT'S SIGNATURE:

	Date
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OFFICE USE ONLY

FOI Reference Number	Received on
Deadline for response	Acknowledgment sent on
Proof of identity (if applicable) Type	Signed

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NOTES

FOI 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 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 possible (and, in any case, within 45 days) after it is received.
- The Freedom of Information Act is available for purchase from the Department of Premier & Cabinet State Law Publisher 10 William Street Perth WA (08) 6552 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 form which words can be reproduced in written form.

Where the agency is able to grant access in the form requested, access may be given in a different form.

Fees and charges

(refer attached)

Lodgement of Applications

Applications may be lodged -

By post, addressed to
Mr Jamie Criddle
Freedom of Information Officer
PO Box 1
NABAWA WA 6532

or

In person at
Shire of Chapman Valley
3270 Chapman Valley Road
NABAWA WA 6532

FEES AND CHARGES

FEES AND CHARGES

The scale of fees and charges applicable under the Freedom of Information Act 1992, has been set out by Freedom of Information Regulations 1993 and were officially gazetted in the Government Gazette No. 144 on 22 October 1993.

The charges are as follows:

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|--|-------------|
| • no fees for access applications relating to personal information and amendment of personal information | \$0 |
| • application fee for other access applications (non-personal information) | \$30.00 |
| • no fees applicable for internal or external reviews | |
| • charge for time taken by staff dealing with the application (per hour, or pro rata for a part of an hour) | \$30.00 |
| • charge for access time supervised by staff (per hour, or pro rata for part of an hour).
Plus the actual additional cost to the agency of any special arrangements (e.g. hire of facilities or equipment) | \$30.00 |
| • charges for photocopying - per hour or pro rata for a part of an hour of staff time | \$30.00 |
| - per copy | 20 cents |
| • charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for part of an hour) | \$30.00 |
| • charge for duplicating tape, film or computer information | Actual cost |
| • charge for delivery, packaging and postage | Actual cost |
| • advance deposits : | |
| * an advance deposit which may be required by an agency under Section 18 (1) of the Act, expressed as a percentage of the estimated charges 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, will be payable in excess of the application fee | 75% |
| • for an applicant who is : | |
| * impecunious, in the opinion of the agency to whom the applicant is made; or | |
| * the holder of a currently valid pensioner concession card and issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the Rates and Charges (Rebates and Deferrals) Act 1992; the charge is reduced by | 25% |