



Freedom of Information
Application for Access to Documents
(Under Freedom of Information Act 1992, S.12)

Details of Applicant

Surname:
Given Names:
Postal Address: Postcode:
Telephone Number(s):
If application is on behalf of an organization:
Name of Organisation/Business:

Details of Request

Personal (No fee) Non-Personal (\$30.00) (Please tick appropriate box)

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

Form of Access

(Please tick appropriate box)

I wish to inspect the document(s) Yes No
I require a copy of the document(s) Yes No
I require access in another form Yes No

(specify)

Fees and Charges

I understand that before I obtain access to documents, I may be requested to pay additional fees and that the Shire of York will provide an estimate of fees and charges prior to processing.

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 Yes No (Please tick)

Applicant's Signature: Date:



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FOI 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.
- The Freedom of Information Act is available on the Office of the Information Commissioner website <http://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, 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 and Charges – see attached

Lodgement of Applications

Applications may be lodged -

By post, addressed to:

Shire of York
PO Box 22
YORK WA 6302

In person at:

Shire of York
1 Joaquina Street
YORK WA 6302

By email to:

records@york.wa.gov.au



Freedom of Information
Fees and Charges (Regulated)

Description of Fees	Note: These are set by regulations
Application Fee - Non-Personal Information.	\$30.00
Application Fee - Personal Information (personal information about the applicant only).	No fee
Charge for time dealing with the application.	\$30.00 per hour or pro rata
Access time supervised by staff.	\$30.00 per hour or pro rata
Photocopying – staff time.	\$30.00 per hour or pro rata
Photocopying - cost per page	\$0.20
Transcribing from tape, film, or computer.	\$30.00 per hour or pro rata
Duplicating a tape, film, or computer information.	Actual costs
Delivery, packaging, and postage.	Actual costs
Deposits	
<ul style="list-style-type: none"> • Advance deposits of the estimated charges may be required. 	\$25%
<ul style="list-style-type: none"> • Further advance deposit may be required to meet the charges for dealing with the application. 	\$75%
<p>For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge for dealing with the application is reduced by 25%.</p> <p><i>** Note – there is no discount or waiver applicable to the initial \$30.00 application fee unless the application is for Personal Information only.</i></p>	