

Freedom of Information Application Form

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Privacy and Responsible Information Sharing (PRIS) Collection Notice

By submitting this form, you acknowledge that the Shire of West Arthur collects and uses personal information for the purpose of administering its services and functions such as maintaining accurate records, and meeting legal, reporting, and governance obligations. For more information about how we collect, use, and store personal information, please refer to our Privacy and Responsible Information Sharing (PRIS) Policy.

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 Number: _____ Mobile Number: _____

Email: _____

Name of Client: (if applicable)

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

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 provide identification which confirms your identity e.g., drivers license, valid passport or similar.

Forms of access required

- ☐ Copy of document/s
- ☐ Inspection of document/s
- ☐ Access in another form (Details) _____

Description of documents (give enough information to enable the requested document/s to be identified)

Note: *If more space is needed, leave this section blank and attach extra pages to the application.*

Personal Information

The FOI Act allows a person to have access to personal information about themselves, subject to some limitations. However, it protects the personal and professional privacy of other individuals by providing an exemption for personal information about a third party (other than the access applicant) and imposing a duty upon the agency to consult any such third party if the agency is considering disclosing personal information about them.

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” 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.*

Fees & 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 \$30.00 is payable when lodging an application for access to documents containing non-personal information.

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

Applicants Signature: _____

Date: _____

Charges

There may be processing charges in respect of your application. If the amount is likely to be more than \$30.00, 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.

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

Payment for Application for non-personal information

An application may be posted, along with a cheque, money order or credit card details to cover the cost of the \$30.00 application fee. Cheques or money orders are made payable to the Shire of West Arthur.

Note: *Cash can be used, if paying in person.*

Lodgement of Applications

By post:

FOI Officer
Shire of West Arthur
31 Burrowes Street
DARKAN, WA 6392

By Email:

(Credit payment details required)
shire@westarthur.wa.gov.au
Att: FOI Officer

In person:

FOI Officer
Shire of West Arthur
31 Burrowes Street
DARKAN, WA 6392

Phone:

(08) 9736 2222

Credit Card Payment

Card Number: _____ Expiry Date: _____ CCV: _____

Card Type (please tick): ☐ Master Card ☐ Visa Amount: _____

Cardholders Name: _____

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 Number: _____

Proof of identity: (Access to or amendment of personal information only) ☐ Sighted By: _____