

# FREEDOM OF INFORMATION APPLICATION FORM (FCCS003)



89 Earl Street  
PO Box 1145  
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au  
enquiries@narrogin.wa.gov.au

CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

## 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 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.*

### 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 provide identification which confirms your identity e.g. driver's license, valid passport or similar.*

### 4. FORM OF ACCESS REQUIRED:

Copy of the document/s

Inspection of document/s

Access in another form  (Details)

**5. DESCRIPTION OF DOCUMENTS \*** (Give enough information to enable the requested document/s to be identified)

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

**6. 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.

**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.

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

**Applicant's signature:**

**Date:**   /   /

## 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.

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

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## 8. 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 application fee. Cheques or Money Orders are made payable to the **Shire of Narrogin**.

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

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## 9. LODGEMENT OF APPLICATIONS

### By Post:

FOI Officer  
Shire of Narrogin  
PO Box 188  
NARROGIN WA 6312

### In Person:

FOI Officer  
Shire of Narrogin  
89 Earl Street  
NARROGIN WA 6312

### By Email: (credit payment details required)

To [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
Att: FOI Officer

### Phone: (08) 9890 0900

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## 10. CREDIT CARD PAYMENT

Card Number:     -     -     -     Expiry Date   /

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

Cardholder's Name: (Please print)

Signature:

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

Office Use Only

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

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