Application for access to documents



Freedom of Information Act 1992, Section 12

Instructions: Please print clearly in the spaces provided. Email the completed form to mailbag@murray.wa.gov.au

Арр	licant	Details
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First	Nam	ne																				
Surn	ame	•	•	•		•	•	•	•	•	•	•		•						•		•
Orga	nisa	tion	(if a	pplic	cable	e)	•	•	•	•	•	•		•						•		•
Addr	ess	•				•	•	•		•												
											State				Postcode			•				
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Details of Request

Please indicate whether the documents you are requesting access to are:

Non-Personal (incurs \$30 application fee, and additional charges may apply)

Personal documents (incurs no fee and will contain information pertinent to applicant only)

Note: Personal information is information about you, e.g. family details, details of employment, material in personal records, medical reports etc.

I wish to apply for access to documents concerning:

Please provide as much information as possible to help us identify the documents you are requesting, i.e. location / address, subject matter, date(s). Although not mandatory, it is helpful if you are able to give some background as to the reason/s you are seeking access to documents.

L Please indicate a	date r	ange fo	r the c	locun	nent	s, if p	ossible	2.						
-									1	1	T	1	1	r –
Start date (DDMMYYYY)								End date (DDMMYYYY)						

Form of Access

Please indicate form of access required.

Electronic (the Shire's preferred form of access, where applicable)

Inspection (in person at the Shire of Murray Administration Office)

Hardcopy (additional fees may be applicable)

Consultation

Please indicate consent to consult with third parties and/or to delete third party information where applicable.

I consent to all "Personal Information" and / or "Commercial Information" of third parties and Shire of Murray staff being edited from the requested document/s

Please note: Choosing without consent may result in increased processing fees and time frames. Upon consultation with third parties, this information may be edited under the relevant exemptions.

I consent to external third parties being provided my name as the applicant requesting the information

Payment Details

Please indicate your preferred payment method:

Cash (payable at the Customer Service Centre, 1915 Pinjarra Road, Pinjarra)

Cheque (made payable to the Shire of Murray

Money Order (made payable to the Shire of Murray)

Credit Card (Visa, Mastercard or Amex)

Credit Card payment:

For security reasons, the Shire of Murray cannot accept written credit card details. Contact the Shire on (08) 9531 7777 during business hours for alternative payment options.

Customer Authorisation

By ticking this box, I confirm I understand that this form authorises the Shire of Murray to reproduce any documents associated with this application for internal purposes only.

By ticking this box, I confirm 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 an estimate of charges, if appropriate.

By ticking this box, I confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

Response Time: Initial response within 7 days of receipt of application.

	Date					
Signature	(DDMMYYYY)					
(for hardcopy submission only)						

Further Information

For advice and further information regarding FOI and the types of documents held by the Shire, refer to the Shires website <u>www.murray.wa.gov.au</u> and Information Statement. For general information and advice regarding FOI, the Office of the Information Commissioner can be contacted on (08) 6551 7888, at <u>www.oic.wa.gov.au</u>