



APPLICATION FOR ACCESS TO DOCUMENTS

(Under *Freedom of Information Act 1992*, section 12)

Details of Applicant

Given Name(s):
Surname:
Organisation:
Postal Address:
Telephone Number(s):

Details of Request

(Please tick)	
<input type="checkbox"/> Personal Documents	<input type="checkbox"/> Non-Personal Documents
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 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:		

Derby

(08) 9191 0999 | 30 Loch Street
 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
 sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing



INFORMATION FOR APPLICANTS

FOI Applications

- FOI access requests must be in writing.
- Provide enough information to enable the correct document(s) to be identified.
- The Shire of Derby/West Kimberley may request proof of your identity.
- If you are seeking access to document(s) on behalf of another person, the Shire of Derby/West Kimberley will require authorisation from them, in writing.
- Give an Australian address to which notices can be sent.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Shire of Derby/West Kimberley Freedom of Information Coordinator, telephone (08) 9191 0999. The Shire of Derby/West Kimberley administration building is located at 30 Loch Street, Derby.

Forms of Access

You can request to access 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 produced in written form.

Where the Shire of Derby/West Kimberley is unable to grant access in the form requested access may be given in a different form.

Fees and Charges

There are no application fees or charges for personal information or amendment of personal information about the applicant (eg: family details, details of employment, material in personal records, medical reports etc).

The basic application fee for non-personal information ONLY is \$30.00.

There is also a charge of \$30.00 per hour per staff time or pro rata for part of an hour for dealing with an application. If charges are likely to exceed \$25.00 the Shire of Derby/West Kimberley will give an estimate of charges and ask whether you wish to proceed with the application. You must respond within 30 days if you wish to proceed.

An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferments) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application.

No reduction is applicable to the application fee.

Lodgement of Applications

Applications may be lodged:

By Post, Addressed to:

FOI Coordinator
Shire of Derby/West Kimberley
PO Box 94
DERBY WA 6728

In Person, at:

FOI Coordinator
Administration Building
30 Loch Street
DERBY WA 6728

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 sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

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