

**SHIRE OF MINGENEW**  
**APPLICATION FOR ACCESS TO DOCUMENTS**  
(Under the Freedom of Information Act 1992, Section 12)

**DETAILS OF APPLICANT:**

Surname:..... Given Names

..... Australian Postal Address:

..... PostCode:.....

Telephone Number(s):..... *If the application is  
on behalf of an organisation:*

Name of Organisation/Business: .....

**DETAILS OF REQUEST:** (please tick) Personal Documents  Non-Personal Documents

I am applying for access to document(s) concerning  
..... (If space provided is not sufficient, please  
attach details on a separate sheet).

**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:**

Enclosed is payment of \$..... to cover the application fee.

Cash  Cheque  Credit Card (please complete the below section)

Credit Card Number: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Expiry Date: \_ \_ / \_ \_

Name on Card: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 a statement of charges if appropriate.

*A reduction in fees and charges may apply to those experiencing financial hardship or are the holder of a valid pensioner concession card. 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 appropriate box)

**APPLICANTS SIGNATURE:**.....**Date:**.....

**(OFFICE USE ONLY)**

FOI Reference Number: .....

Received on: ...../...../..... Deadline for response: ...../...../.....

Acknowledgments sent on: ...../...../.....

**Proof of Identity (If applicable)**

Type: ..... Sighted: ..... Number: .....

**PLEASE NOTE**

**FREEDOM OF INFORMATION APPLICATION**

- Applicants are required to provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Mingenew may request proof of your identity.
- If you are seeking access to document(s) on behalf of another person, written authorisation is required.
- 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 Office of the Information Commissioner WA at <https://www.oic.wa.gov.au/en-au/> .

**FEES AND CHARGES**

Fee or Charge Description	Fee/Charge*
Application Fee (personal information about the applicant)	Free
Application Fee (for non-personal information)	\$30.00
Processing, Supervising, Transcribing, Photocopying (staff time)	\$30.00/hr
Delivery, Packaging & Postage	Actual Cost
Per Photocopy	20c/page

*\*or as amended, in accordance with the Freedom of Information Act 1992*

Eligibility for Reduction may be considered upon presentation of a:

- Pensioner Concession Card issued by Centrelink or Veterans' Affairs and in receipt of the Age Pension (The pension age for a veteran who has qualifying service is five years earlier than pension age for a non-veteran); or
- WA Seniors Card and a Commonwealth Seniors Health Card issued by Centrelink or Veterans' Affairs (both cards must be presented); or
- Veteran Affairs Veteran Card (Gold) printed with TPI or EDA or a letter confirming you are in receipt of or eligible for the Special Rate of Disability Pension either under the Military Rehabilitation and Compensation Act 2004 or the Veterans' Entitlement Act 1986; or
- Any valid forms of documentation that indicate financial hardship, for example, final eviction notice, income statements, medical bills, notices of repossession etc. (please contact the Shire for further information in these circumstances).