

COONAMBLE SHIRE COUNCIL

APPLICATION FOR ACCESS UNDER THE FREEDOM OF INFORMATION ACT 1989 Sections s17 & s.35

DETAILS OF APPLICANT

Surname: _____

Given Names: _____ Title: (Mr/s etc) _____

Postal Address: _____

_____ Postcode: _____

Telephone number(s): _____

DETAILS OF APPLICATION

I request access to document(s) concerning: (please be as specific as possible to assist the processing of your request)

These documents do / do not contain information about my personal affairs.
(Please cross out whichever does not apply.)

NAME OF AGENCY HOLDING DOCUMENT is believed to be Coonamble Shire Council (please indicate if other organisation):

FORM OF ACCESS

Please place a tick in the 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 (If yes please specify)

APPLICANTS PLEASE NOTE THE FOLLOWING:

Requests for access to a Council document under the Freedom of Information Act, 1989

- Applicants need to provide sufficient information to enable the correct document/s to be identified, though Council is obliged to help you with your application.
- If you are seeking documents relating to your personal affairs the Council agency may request proof of your identity.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, Council may ask you to submit a consent form signed by that person.
- A request will be dealt with as soon as practicable (and, in any case, within 21 days) after it is received.
- Council, on receiving an FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency as appropriate.

Forms of Access

Various forms of access are available depending on the form in which the information is stored. These include:

- inspection of documents
- copy of documents
- hearing and/or viewing audio and/or video tapes
- transcript of recorded document
- transcript of words recorded in shorthand or encoded form
- produce document from computerised information

Where Council is unable to grant access in the form you requested, you may be given access in a different form.

Application fees and processing charges

The application fee charged by Council is \$50.00. A cheque / money order / cash for the appropriate amount must be forwarded to Council with the request for access.

Processing charges may also apply for dealing with the application. For personal requests no processing charges will be payable for the first 20 hours. For non-personal requests processing charges of \$30 per hour will apply from the very first hour. A schedule of fees and charges is available from the Public Officer or Customer Relations Counter staff.

Fee Reductions

A 50% reduction in fees will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes and to children.

Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction.

In addition, where a demonstrated public interest is involved a similar reduction may apply.

Where significant correction of a personal record(s) results from an FOI request, provided the error was not due to the person's fault, a 100% refund of all fees and charges will be granted.

Refusal to Process Requests

Sections 22, 25 & 26 of the Freedom of Information Act explain the circumstances under which an agency may refuse or defer access to information.

For further information

Contact Council's Public Officer, Manager of Corporate Services Mr Rick Warren, on telephone number 02 68271900.

Privacy of Applicants

Personal information supplied with FOI applications by individuals to support requests for the reduction of fees, such as pensioner health benefit card details and similar, will be subject to Council's Privacy Management Plan.

FEES AND CHARGES

Attached is a cheque/money order/cash in the amount of \$50 to cover the application fee. (Please do not send cash through the mail.)

I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate

Note: In certain cases a 50% reduction in fees and charges may apply - see the section on fees and charges attached. If you consider you are entitled to a reduction, please provide a copy of supporting documents with this application form.

Signed

Date