



# Information Statement



Adopted by Council - 2010  
Review Completed November 2016  
Next Review November 2017

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# 1. INTRODUCTION

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local governments, to prepare and publish annually an Information Statement.

Section 94 of the Act states that an Information Statement, in relation to an agency, is a statement that contains:

- a) A statement of the structure and functions of the agency;
- b) A description of the ways in which the functions (including, in particular, the decision making functions) of the agency affect members of the public;
- c) A description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;
- d) A description of the kinds of documents that are usually held by the agency including -
  - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and
  - (ii) which kinds of documents can be purchased; and
  - (iii) which kinds of documents can be obtained free of charge;
- e) A description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- f) A description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —
  - (i) the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
  - (ii) the address or addresses at which access applications can be lodged;
- g) A description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —
  - (i) the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
  - (ii) the address or addresses at which applications for amendment of personal information can be lodged.

This document has been prepared for the Shire of Denmark to satisfy Part 5 of the Act, and is correct as at 30 November 2016. Copies of this document may be obtained from:

The FOI Coordinator  
Shire of Denmark  
953 South Coast Hwy (PO Box 183)  
DENMARK WA 6333

Or on the Shire's website at [www.denmark.wa.gov.au](http://www.denmark.wa.gov.au)

Further information can be provided, between Mondays and Fridays (8.30am - 4pm), by contacting the FOI Coordinator via:

Phone: (08) 9848 0300  
Fax: (08) 9848 1985  
Email: [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au)

## 2. SHIRE OF DENMARK'S STRATEGIC COMMUNITY PLAN

In 2013 Council adopted a Strategic Community Plan for the Shire of Denmark - Denmark 2031, which includes the following;

**Vision** - Denmark in the year 2031 is a leading example of a dynamic, connected, caring and cohesive community, in tune with its environment.

**Mission** - The Shire of Denmark aims, through vision and integrity, to serve its whole community and value its natural environment.

**Values** - Sustainability, effectiveness, teamwork, transparency, respect, visionary leadership, honesty & integrity, creativity, commitment and trust.

**Motif & Floral Emblem** - The Splendid Fairy Wren (*Malurus splendens*) and the Red Flowering Gum (*Corymbia ficifolia*).

**Motto** - Discover Denmark.

### OBJECTIVES

**Social Objective** - Denmark's communities, people and places are connected and creative, vibrant and dynamic, healthy and safe.

**Environmental Objective** - Denmark's natural environment is regionally significant, wild and beautiful, yet so inviting and fragile that its protection and enhancement is carefully balanced in meeting the needs of current and future generations' lifestyle, development and tourism needs.

**Economic Objective** - Denmark's economy is diverse and vibrant - its primary industries of tourism and agriculture rely on and enjoy natural and other assets that are sensibly managed and promoted.

**Governance Objective** - The Shire of Denmark provides renowned leadership in sustainability, is effective with both its consultation with its people and its management of its assets, and provides transparent and fiscally responsible decisionmaking.

### COPIES OF THE STRATEGIC COMMUNITY PLAN

To peruse a copy of the entire document or a Snapshot on our website go to [http://www.denmark.wa.gov.au/Profiles/denmark/Assets/ClientData/Document-Centre/Governance-Documents/Documents/Strategic\\_Community\\_Plan\\_2013\\_-\\_snapshot\\_reviewed\\_by\\_Council\\_2016.pdf](http://www.denmark.wa.gov.au/Profiles/denmark/Assets/ClientData/Document-Centre/Governance-Documents/Documents/Strategic_Community_Plan_2013_-_snapshot_reviewed_by_Council_2016.pdf)

Copies are available for perusal at the Denmark Library or the Shire Administration Office, alternatively a copy can be purchased for a nominated fee.

## 3. DETAILS OF LEGISLATION ADMINISTERED

The Shire of Denmark is constituted as a Local Authority under the Local Government Act, 1995. The general function of a Local Government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities.

Using its legislative powers, a Local Government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

The Local Government's executive powers involve administering its local laws and doing other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act, including the provisions of services and facilities.

The Shire of Denmark is wholly or partly responsible for administering the following legislation and regulations:

- Animal Welfare Act 2002 and Regulations
- Building Act 2011 and Regulations
- Bush Fires Act 1954 and Regulations
- Caravan Parks and Camping Grounds Act 1995 and Regulations
- Cat Act 2011 and Regulations
- Cemeteries Act 1986
- Control of Vehicles (Off Road Areas) Act 1978 and Regulations
- Disability Services Act 1993 and Regulations
- Dog Act 1976 and Regulations
- Emergency Management Act 2005 and Regulations
- Environmental Protection Act 1986 and Regulations
- Dangerous Goods Safety Act 2004 and Regulations
- Freedom of Information Act 1992 and Regulations
- Health Act 1911 and Regulations
- Heritage of Western Australia Act 1990 and Regulations
- Land Administration Act 1997 and Regulations
- Litter Act 1979 and Regulations
- Liquor Licensing Act 1988 and Regulations
- Local Government Act 1995 and Regulations
- Local Government (Miscellaneous Provisions) Act 1960 and Regulations
- Local Government Grants Act 1978
- Main Roads Act 1930 and Regulations
- Parks and Reserves Act 1895 and Regulations
- Planning and Development Act 2005 and Regulations
- Planning and Development (Consequential and Transitional Provisions) Act 2005 and Regulations
- Rates and Charges (Rebates and Deferments) Act 1992 and Regulations
- Shire of Denmark Town Planning Scheme
- Strata Titles Act 1985 and Regulations
- Valuation of Land Act 1978 and Regulations
- Waste Avoidance and Resource Recovery Act 2007 and Regulations
- Any other Act becoming law or amended to require Local Government to wholly or partly be responsible for administering

The Shire of Denmark is wholly responsible for administering the following Shire of Denmark Local Laws:

- Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law
- Bushfire Brigades Local Law
- Cemetery Local Law
- Dogs Local Law
- Extractive Industries Local Law
- Fencing Local Law
- Health Local Law
- Local Government Property Local Law
- Parking & Parking Facilities Local Law
- Pest Plants Local Law
- Standing Orders Local Law

## 4. STRUCTURE AND EXECUTIVE FUNCTIONS

### ELECTED MEMBERS

**SHIRE PRESIDENT**  
**DEPUTY PRESIDENT**

Cr David Morrell  
Cr Ceinwen Gearon

### WARD REPRESENTATION - Councillors

Town Ward

Cr David Morrell  
Cr Rob Whooley  
Cr Ceinwen Gearon

(term expires 2017)  
(term expires 2019)  
(term expires 2019)

Shadforth/Scotsdale Ward

Cr Mark Allen  
Cr Peter Caron  
Cr Jan Lewis  
Cr Yasmin Bartlett

(term expires 2017)  
(term expires 2017)  
(term expires 2019)  
(term expires 2019)

Kent/Nornalup Ward

Cr Clem Wright  
Cr Janine Phillips

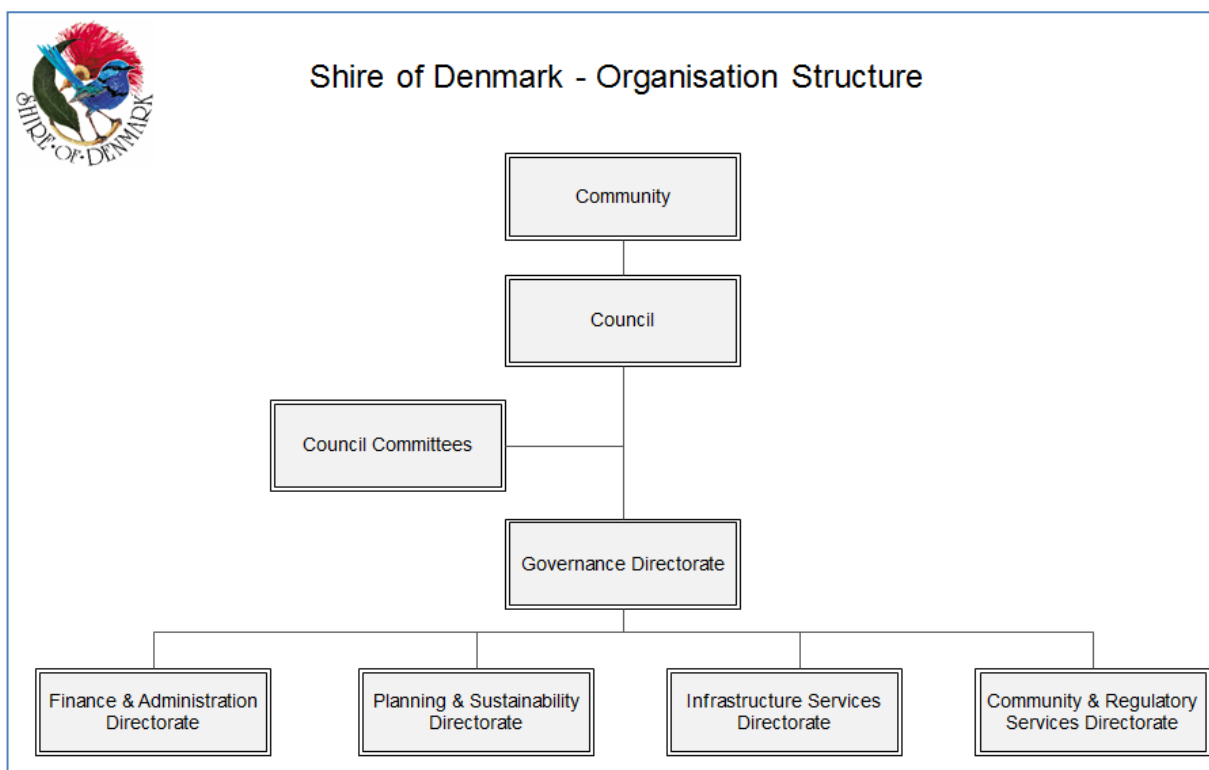
(term expires 2017)  
(term expires 2019)

The Council of the Shire of Denmark is the overall decision making body. The day to day running of the Shire is the responsibility of the Chief Executive Officer, who, along with Directors and staff, implements the Council's decisions.

### EXECUTIVE STAFF

Chief Executive Officer  
Director of Finance and Administration  
Director of Planning and Sustainability  
Director of Communities and Regulatory Services  
Director of Infrastructure Services

Bill Parker  
Vacant  
Annette Harbron  
Gregg Harwood  
Gilbert Arlandoo



## **DELEGATIONS**

The Chief Executive Officer and other officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in the Delegation Register and are reviewed annually by Council.

The Local Government Act 1995 and associated Regulations requires Council to:

- determine policies to be applied by Council in exercising its discretionary powers;
- determine the type, range and scope of projects to be undertaken by Council; and
- develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

## **SHIRE OF DENMARK'S MAJOR FUNCTIONS**

Under the Local Government Act 1995, the Shire has general, legislative and executive functions.

### **GENERAL FUNCTIONS**

*Section 3.1 of the Local Government Act 1995*

The general function of a local government is to provide for the good government of people living and working within its district.

### **LEGISLATIVE FUNCTIONS**

*Section 3.5 of the Local Government Act 1995*

A local government may make local laws that are necessary or convenient for it to perform any of its functions.

### **EXECUTIVE FUNCTIONS**

*Section 3.18 of the Local Government Act 1995*

A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions.

The Shire of Denmark is responsible for providing services and maintaining a pleasant and safe environment for its residents and ratepayers by:

- Enhancing the amenities of the Shire for its ratepayers and visitors.
- Planning and facilitating environmentally friendly surroundings.
- Encouraging recycling with fortnightly recycling pick up to town residents and recycling provisions at its refuse site.
- Maintaining a clean and tidy town.
- Providing a library service.
- Providing youth facilities.
- Providing recreational and leisure facilities.
- Promoting tourism and business.
- Ensuring that the Council's present and future financial needs are met.
- Serving Council's internal information needs and informing the public of Council's decisions, policies and services.
- Conducting Council elections as required.
- Ensuring the upgrade and maintenance of all roads in the Shire.

## **5. PUBLIC PARTICIPATION**

Members of the public have a number of opportunities to participate in the formulation of the Shire's plans, policies and strategies as well as comment on the performance of the Shire's functions.

### **COUNCIL MEETINGS**

Council meetings afford members of the public the opportunity to ask Elected Members and staff questions about Shire matters generally.

## **COUNCIL COMMITTEES**

The Shire of Denmark has several committees and working groups that meet on a regular or semi-regular basis to oversee operations and make recommendations to the Council in their specific areas of responsibility. Council routinely advertises for community member vacancies on Council Committees or Working Groups as required; a full list of Council's committees, working groups and delegates can be accessed via the Shire's website <http://www.denmark.wa.gov.au/our-council/council-committees.aspx>

## **DEPUTATIONS**

In accordance with the Shire of Denmark's Standing Orders Local Law, a member of the public can address one of the Council's Committees personally, or on behalf of a resident or group of residents. A deputation may relate to an item on a Committee meeting agenda, or a matter concerning the affairs of the Shire generally.

## **ELECTED MEMBERS**

Members of the public can contact the Shire's Elected Members (including the Shire President) to discuss any issue relevant to the Council.

## **NOTIFICATIONS / ADVERTISING**

Residents may be notified of issues by advertising in the local newspaper, written notification or an onsite sign. Residents then have the opportunity to write to the Shire expressing their views.

## **DEVELOPMENT APPLICATION ADVERTISING**

Where a development application does not comply with the provisions of the Shire's Planning Scheme or involves an unlisted land use, the Shire may give written notice of the proposal to affected owners and/or occupiers, or the Council may direct the applicant to advertise the application in any manner that it considers to be appropriate.

## **PETITIONS**

Written petitions can be presented to the Council on any issue within the Council's jurisdiction. Council's Standing Orders Local Law outlined the process to lodge a petition.

## **PUBLIC QUESTION TIME**

Members of the public are able to ask questions (preferably in writing) on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and Committee meetings that are open to the public.

## **WRITTEN REQUESTS**

A member of the public can write to the Council on any policy, activity, function or service of the Council.

## **6. DOCUMENTS HELD BY THE SHIRE OF DENMARK**

The Shire holds records relating to various functions of the Shire as described below:

- Building
- Public Health
- Rates
- Planning and Development
- Financial Management
- Community Relations
- Interagency Relations
- Governance
- Information Management
- Recreation and Cultural Service
- Local Laws and Local Law Enforcement
- Emergency Services
- Risk Management



- Customer Service
- Private Works
- Roads
- Waste Management
- Parks and Reserves
- Grants and Subsidies
- Correspondence (Public and Government Departments)
- Council Records – Agendas/Minutes

### **COUNCIL MINUTES**

Under the *Local Government Act 1995* the Council Minutes are available for free inspection at the Shire's offices and are also available on the Shire's website. Copies of the Council Minutes and related searches conducted by Shire of Denmark's staff will incur charges.

### **RATES BOOK**

Fees apply for the provision of copies of Rates Books.

### **BUILDING/DEVELOPMENT APPLICATIONS**

As the authority responsible for granting planning approval and issuing building licences for land zoned under the Town Planning Scheme, the Shire of Denmark has a broad record of drawings and plans of buildings within the Shire area. The drawings and plans can include site plans, floor plans, elevations, sections, and detailed technical drawings (such as mechanical, hydraulic, structural and architectural drawings) and in some cases perspective drawings or photo montage images.

Access to this information is available subject to the consent of the current owner of the property. Information about the year of construction, builder details and cost of construction can also be obtained. Charges apply for obtaining this information and the availability of plans in all instances cannot be assured.

### **MUNICIPAL HERITAGE INVENTORY**

Under the *Heritage of Western Australia Act 1990* the Shire of Denmark is required to prepare a Municipal Heritage Inventory. This is an inventory of all buildings within the Shire of Denmark boundaries that are or may become of cultural heritage significance to the community. Details in the inventory include property address, ownership, description, historical information, architectural information, bibliography, listing status, and a digital photo of each building. Access to place records on the adopted inventory is free of charge.

## **7. ACCESS TO COUNCIL DOCUMENTS**

Availability of information is subject to provisions established in legislation such as the *Freedom of Information Act 1992* and the *Local Government Act 1995* and may be free, or subject to fees and charges. The Shire will, in all instances, seek to provide access to information upon request except where there may be issues under the *Privacy Act 1998* or *Freedom Of Information Act*, or other relevant legislation.

Information is made available through a range of mediums including public statements, media releases, the Shire's website, advertisements placed in local and state wide newspapers, public notice boards, library services, information sheets and other publications, as well as individual correspondence, public and statutory documents, and reports.

### **DOCUMENTS AVAILABLE OUTSIDE THE FREEDOM OF INFORMATION ACT**

The following documents are available for public inspection free of charge at the Shire Administration Office, 953 South Coast Highway, Denmark WA; copies of documents will incur charges as per the Shire of Denmark's Schedule of Fees and Charges:

- Annual Financial Statements and Budgets
- Business Plans (Prepared under Section 3.59 of the *Local Government Act 1995*)
- Annual Report

- Town Planning Scheme and Planning Policies
- Code Of Conduct
- Documents Released for Public Comment
- Freedom of Information - Information Statement
- Local Laws (Including Reports or Proposals Relating to Local Laws)
- Media Releases
- Minutes of Committee Meetings and Council Meetings (Confirmed Minutes that relate to the Meeting)
  - *Limitation:* access does not extend to the inspection where a meeting of Council or Committee (or a part of such a meeting to which the information refers) was closed to members of the public. Nor does it extend where it relates to any debt owed to the Shire.
- Policy Manual
- Rates Records
- Registers
- Debentures
- Delegated Authority (and Decisions made under Delegation)
- Financial Interests
- Gifts
- Owners and Occupiers Roll
- Tenders
- Schedule Of Fees And Charges
- Statutory Notices
- Strategic Community Plan

## **RETENTION AND DISPOSAL OF COUNCIL RECORDS**

Retention and Disposal of the Shire of Denmark records is in accordance with the State Records Act and Shire of Denmark Record Keeping Plan.

## **LIBRARY FACILITIES**

The Shire of Denmark provides access to Council Records at the Shire Administration Office, 953 South Coast Highway, Denmark WA; the Denmark Library, 1 Strickland St, Denmark WA; and via the Shire's website [www.denmark.wa.gov.au](http://www.denmark.wa.gov.au).

## **DOCUMENTS AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT**

Access to documents other than those listed as accessible outside the Freedom of Information Act must be via a Freedom of Information application.

# **8. FREEDOM OF INFORMATION APPLICATIONS, PROCEDURES AND ACCESS ARRANGEMENTS**

## **RIGHT TO ACCESS DOCUMENTS**

The Western Australian *Freedom of Information Act 1992 (Freedom of Information Act)* gives applicants a legally enforceable right to apply for access to documents held by the Shire of Denmark.

An applicant's right to seek access cannot be affected by their reasons for wishing to obtain access, and there is no need to demonstrate such.

The Shire is required to:

- assist in making an application;
- assist in obtaining access to documents at a reasonable cost; and
- ensure that personal information captured in documents is accurate, complete, up to date, and not misleading.

While the Act provides a general right of access to documents it also recognises some documents require a level of protection, which is applied to those documents that meet the

exemption criteria in Schedule 1 of the *Freedom of Information Act 1992*.

## **The most frequent reasons for refusal to provide access to information are:**

### **PERSONAL INFORMATION**

Information that would reveal personal information about an individual (e.g. their name, contact details, signature etc.) may be exempt under Schedule 1 Clause 3 of the Freedom of Information Act.

### **COMMERCIAL INFORMATION**

Information that would reveal trade secrets, information of a commercial value (e.g. documents containing technical designs that, if released, would harm the company), or the financial affairs of a person (e.g. debts owed to the Shire) may be exempt under Schedule 1 Clause 4 of the Freedom of Information Act.

### **DELIBERATIVE PROCESS**

Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential Council meeting) may be exempt under Schedule 1 Clause 6 of the Freedom of Information Act.

### **LEGAL PROFESSIONAL PRIVILEGE**

Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the Freedom of Information Act.

## **FREEDOM OF INFORMATION OPERATIONS**

It is the aim of the Shire of Denmark to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the Freedom of Information process.

If information is not routinely available, the Freedom of Information Act 1992 provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

## **FREEDOM OF INFORMATION APPLICATIONS**

Access applications have to:

- Be in writing;
- Give enough information so that the documents requested can be identified;
- Give an Australian address to which notices can be sent; and
- Be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator, Shire of Denmark, on telephone 08 9848 0300 or [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au) or may be posted to PO Box 183 Denmark WA 6333.

Applications will be acknowledged in writing and applicants will be notified of the decision within forty five days.

## **FREEDOM OF INFORMATION CHARGES**

A scale of fees and charges are set under the Freedom of Information Act Regulations. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary.

The fees and charges are as follows:

1. Personal information about the applicant	No fee and no charges
2. Application fee (for non-personal information)	\$30.00
3. Charge for time dealing with the application (per hour or pro-rata)	\$30.00
4. Access time supervised by staff (per hour or pro-rata)	\$30.00
5. Photocopying staff time (per hour or pro-rata)	\$30.00
6. Per photocopy	20 cents
7. Transcribing from tape, film or computer (per hour or pro-rata)	\$30.00

- |   |             |
|---|-------------|
| 8. Duplicating a tape, film or computer information | Actual cost |
| 9. Delivery, packaging and postage                  | Actual cost |

**DEPOSITS**

- Advance deposit may be required of the estimated charges 25%
- Further advance deposit may be required to meet the
- charges for dealing with the application. 75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

**ACCESS ARRANGEMENTS**

Access to documents can be granted by ways of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

**NOTICE OF DECISION**

As soon as possible but in any case within forty five days applicants will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the officer who made the decision;
- If access is refused, the reasons for claiming the document is exempt (or the fact that access is given to an edited document); and
- Information on the rights of review and the procedures to be followed to exercise those rights.

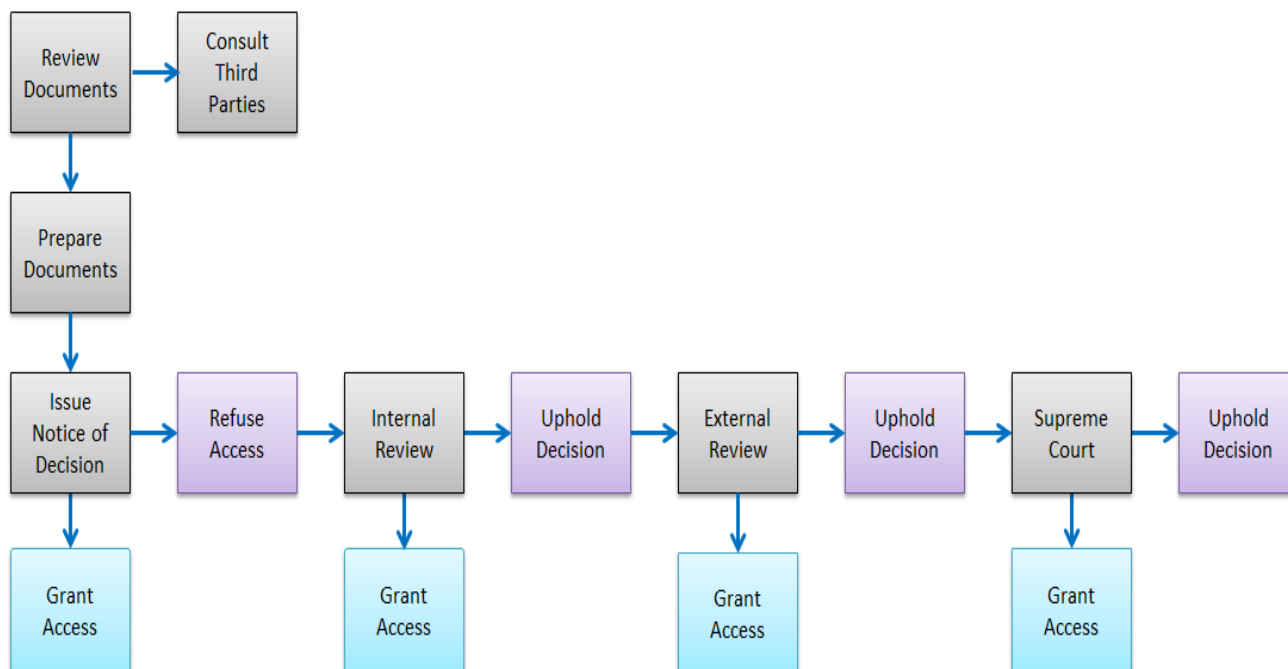
**REFUSAL OF ACCESS**

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an **internal review** by the agency. Applications should be made in writing within thirty days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within fifteen days.

If the applicant disagrees with the result they can apply to the Information Commissioner for an **external review**. An application for external review should be made within sixty days of receiving notice of the internal review decision.

**THE FREEDOM OF INFORMATION PROCESS FLOW CHART**



## 9. AMENDING PERSONAL INFORMATION

Individuals who are concerned that the Shire of Denmark holds information about them that is inaccurate, incomplete, out of date or misleading are encouraged to contact the Shire first to discuss whether the information can be corrected without the need for a formal application under the Freedom of Information Act.

If dissatisfied with the Shire of Denmark's response, an application can be made to the FOI Coordinator to correct or amend any documents containing an individual's personal information.

The application must be in writing and provide information or evidence to establish that the personal information sought to have amended is inaccurate, incomplete, out of date or misleading.

Furthermore, applicants must indicate whether they wish the amendment of the information to be made by altering, striking out or deleting the information or inserting information or a note in relation to the information. If the Shire of Denmark decides to amend the information it will usually alter the record, or add a further note in relation to the record.

The Shire of Denmark will inform the applicant of its decision, and reasons for arriving at that decision, within 30 days of receiving a valid application together with rights of review should the applicant be dissatisfied with the decision.

There are no fees or charges associated with an application for amendment of personal information under the Freedom of Information Act.

Enquiries and/or applications to amend personal information can be directed to:

The FOI Coordinator  
Shire of Denmark  
953 South Coast Hwy (PO Box 183)  
DENMARK WA 6333

Phone: (08) 9848 0300  
Fax: (08) 9848 1985  
Email: [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au)



Shire of Denmark

953 South Coast Highway (PO Box 183), Denmark WA 6333  
Ph. (08) 9848 0300 Fax: (08) 9848 1985  
Email: [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au)  
Website: [www.denmark.wa.gov.au](http://www.denmark.wa.gov.au)

**APPLICATION FOR ACCESS TO DOCUMENTS**  
**(under Freedom of Information Act 1992, S.12)**

**DETAILS OF APPLICANT**

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Australian Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_

If 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: \_\_\_\_\_

**FORM OF ACCESS**

I wish to inspect the document(s)  Yes  No *(Please tick)*

I require a copy of the documents(s)  Yes  No *(Please tick)*

I require access in another form  Yes  No *(Please tick)*

Specify: \_\_\_\_\_

**FEES AND CHARGES**

Attached is a cheque/cash to the amount of \$\_\_\_\_\_ to cover the application fee. 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.

*In certain cases a reduction in fees and charges may apply – see section on fees and charges in this document. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria and support your application for a fee reduction.*

I am requesting a reduction in fees and charges  Yes  No *(Please tick)*

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

(Office Use only)  
FOI Reference Number \_\_\_\_\_ Deadline of response \_\_\_\_\_  
Received on \_\_\_\_\_  
Acknowledgement sent on \_\_\_\_\_ Sighted \_\_\_\_\_  
Proof of Identity (if applicable) \_\_\_\_\_  
Type \_\_\_\_\_