



## Application for Access to Documents

Under *Freedom of Information Act 1992*, Section 12

### Details of Applicant

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

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

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

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

Name of Organisation/Business: \_\_\_\_\_

*If applying on behalf of an organisation*

I am applying for access to document(s) concerning:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Form of Access (please tick)

I require a copy of the document(s)  Yes  No

I wish to inspect the document(s)  Yes  No

I require access in another form  Yes  No

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

### Fees and Charges

Attached is payment of \$..... to cover the application fee. I understand that before I have access to documents I may have to pay processing charges and that in this case I will be supplied with a statement of charges.

In certain cases fees and charges may be reduced – see section on fees and charges on the back of this form. If you think you qualify for this, put in a request, along with copies of the documents which show why the fees should be reduced.

I am requesting a reduction in fees and charges  Yes  No

**Applicant's signature:**.....**Date:** .....

<b>Office Use Only</b>	
FOI Reference Number: .....	Received on: .....
Response deadline: .....	Acknowledgement sent on: .....
Proof of Identity (if applicable) Type: .....	
Sighted by: .....	



## About Freedom of Information Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- Busselton Water may request proof of your identity.
- Your application will be dealt with as soon as practicable (statutory maximum time limit within 45 days) after it is received.
- If you are seeking access to a document(s) on behalf of another person, Busselton Water will require written authorisation.

### Form of access

You may request access to documents by way of a copy of a document, inspection, 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 reproduced in written form.

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

### Fees and Charges

Personal information or amendment of personal information about the applicant is free of any application fees or charges.

#### Non Personal Information

	<b>Cost</b>
Application fee	\$30.00
Charge for the time dealing with the application (per hour, or pro rata)	\$30.00
Access time supervised by staff (per hour, or pro rata)	\$30.00

#### Photocopying staff time (per hour or pro rata)

Per photocopy	\$ 0.20
Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging and postage	Actual cost

For financially disadvantaged applicants or the holder of a currently valid pensioner concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the *Rates and Charges (Rebates and Deferments) Act 1992*, the charge payable is reduced by 25%.

Further information may be obtained from the Freedom of Information Coordinator on (08) 9781 0500. The *Freedom of Information Act 1992* is available from the State Law Publisher.

### Lodging your application

Please address your application to the Freedom of Information Coordinator:

#### Post to:

Busselton Water  
PO Box 57  
BUSSELTON WA 6280

#### Submit in person at:

Busselton Water  
1 Fairbairn Rd  
BUSSELTON

Or fax to: (08) 9754 1075