

INFORMATION STATEMENT

This Statement is published by the Shire of Busselton in compliance with the requirements of the Freedom of Information Act 1992.

1 July 2007 - 30 June 2008

Andrew Macnish BE MBA Grad Dip Ins
Chief Executive Officer



Table of Contents

1. INTRODUCTION	1
2. MISSION STATEMENT	1
3. LEGISLATION & REGULATIONS ADMINISTERED BY THE SHIRE	2
Other Legislation Affecting the Shire	5
Standards & Codes of Practice Affecting the Shire	6
4. GENERAL INFORMATION OF THE SHIRE	7
5. STRUCTURE & FUNCTIONS OF THE SHIRE	8
Governance and Strategic Projects	8
Community & Organisational Development	8
Lifestyle Development	8
Community Infrastructure	8
Systems & Information	8
Elected Members	9
6. MEETINGS	10
Ordinary Meetings	10
Annual General Meeting of Electors	10
Committees of Council	10
Petitions	10
Written requests	11
Elected Members	11
Notification	11
Community Consultation	12
Complaints Management System	12
7. ACCESS TO COUNCIL DOCUMENTS	13
Examples of Documents available outside the FOI Act 1992	13
Land Information	15
Documents available under FOI Act 1992	15
8. FREEDOM OF INFORMATION PROCEDURES & ACCESS ARRANGEMENTS	16
FOI Operations	16

Freedom of Information Applications	16
Freedom of Information Charges	17
Deposits	17
Access Arrangements	17
Notice of Decision	17
Refusal of Access	18
The FOI Process	19
APPLICATION FOR ACCESS TO DOCUMENTS	20
FOI Applications	22
Forms of Access	22
Fees and Charges	22
Lodgement of Applications	22

1. Introduction

Under Part 5 of the *Freedom of Information Act 1992* ("FOI Act"), the Shire of Busselton is required to prepare and publish an annual Information Statement.

This document has been created to comply with that requirement.

This document can be provided in alternative formats upon request. A copy of the Statement can be accessed via the Shire's website at <http://www.busselton.wa.gov.au>

Further information can be provided, Monday to Friday (8:30am – 4:30pm), by contacting:

Records Manager & FOI Co-ordinator

Shire of Busselton
Locked Bag 1
BUSSELTON WA 6280
Telephone: (08) 9781 0444
Fax: (08) 9752 4958
Email: shire@busselton.wa.gov.au

2. Mission Statement

The Best Place to Be.

Our Lifestyle is What We Cherish and Protect.

3. Legislation & Regulations Administered by the Shire

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

- **Agriculture and Related Resources Protection Act 1976**
 - **Building Regulations 1989**
 - **Bush Fires Act 1954**
An Act to make better provision for diminishing the danger resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the *Bush Fires Act 1937-1950* and for other purposes.
 - **Bush Fire Regulations**
 - **Caravan Parks and Camping Grounds Act 1995**
 - **Caravan Parks and Camping Grounds Regulations**
 - **Dog Act 1976**
An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.
 - **Dog Regulations**
 - **Environmental Protection Act 1986**
An Act to provide an Environmental Protection Authority, for prevention, control and abatement of environmental pollution, for the conservation, preservation, protection enhancement and management of the environment and for matters incidental to, or connected with, the foregoing.
 - **Environmental Protection (Noise) Regulations 1997**
 - **Freedom of Information Act 1992**
An Act to provide for public access to documents, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading, and for related purposes.
 - **Freedom of Information Regulations**
 - **Hairdressing Establishment Regulations 1972**
 - **Health Act 1911**
An Act to consolidate and amend the law relating to Public Health.
 - **Health Act (Air Handling and Water Systems) Regulations 1994**
 - **Health Act (Asbestos) Regulations 1992**
 - **Health Act (ANZ Food standards Code adoption) Regulations 2001**
 - **Health Act (Carbon Monoxide) Regulations 1975**
 - **Health Act (Cloth Materials) Regulations 1985**
 - **Health Act (Food Hygiene) Regulations 1993**
 - **Health Act (Food Standards) Regulations 1987**
-

- **Health Act (Garden Soil) Regulations 1998**
 - **Health Act (Laundries and Bathrooms) Regulations**
 - **Health Act (Meat Hygiene) Regulations 2001**
 - **Health Act (Pesticides) Regulations 1956**
 - **Health Act (Pet Meat) Regulations 1990**
 - **Health Act (Poultry Manure) Regulations 2001**
 - **Health Act (Prescribing the Annual Report Form to be used by Local Authorities) Regulations**
 - **Health Act (Public Buildings) Regulations 1992**
 - **Health Act (Sewerage, Lighting, ventilation and Construction) Regulations 1971**
 - **Health Act (Skin Penetration Procedure) Regulations 1998**
 - **Health Act (Smoking in Enclosed Public Places) Regulations 1999**
 - **Health Act (Swimming Pools) Regulations 1964**
 - **Health Act (Temporary Sanitary Conveniences) Regulations 1997**
 - **Health Act (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974**
 - **Heritage of Western Australia Act 1990**
 - **Justices Act 1902**
An Act to consolidate and amend the law relating to explosives, to regulate the storage of dangerous goods, and for other incidental purposes.
 - **Land Administration Act 1997**
 - **Land Valuation Tribunals 1978**
 - **Litter Act 1979**
An Act to make provision for the abatement of litter, to establish, incorporate and confer powers upon the Keep Australia Beautiful Council (WA), and for incidental and other purposes.
 - **Liquor Licensing Act 1988**
An Act to regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to repeal the Liquor Act 1970, and for related matters.
 - **Local Government Act 1995**
An Act to provide for a system of local government in Western Australia.
 - **Local Government (Miscellaneous Provisions) Act 1960**
 - **Local Government Grants 1978**
 - **Local Government Regulations**
 - **Main Roads Act 1930**
An Act to consolidate and amend the law relating to and making provision for the construction, maintenance and supervision of highways, main and secondary roads, and other roads, the control of access to roads and for other relative purposes.
-

- **Metropolitan Region Town Planning Scheme Act 1959**
An Act to provide for and relating to the Planning and Development of land within the Metropolitan Region, and to regulate the assessment of a Metropolitan Improvement Tax and for incidental and other purposes.
- **Parks and Reserves Act 1895**
- **Planning Amendment Act 1996**
- **Radiation Safety Act 1974**
- **Radiation Safety Regulations**
- **Rates and Charges (Rebates and Deferments) Act 1992**
- **Rights in Water and Irrigation Act 1914**
- **Residential Design Codes of WA 2002**
- **Road Traffic Act 1974**
An Act to consolidate and amend the law relating to road traffic, to repeal the Traffic Act 1919-1974 and for incidental purposes.
- **Strata Titles Act 1985**
An Act to facilitate the subdivision of land into cubic spaces and the disposition of titles thereto, to provide for incidental and connected purposes and to repeal the *Strata Titles Act 1966*.
- **Telecommunications Act 1997**
- **Telecommunications (Low Impact Facilities) Determination 1997**
- **Town Planning and Development Act 1928**
- **Transfer of Land Act 1893**
An Act to amend the *Transfer of Land Act 1893* and to amend various other Acts for related purposes.
- **Waterways Conservation Act 1976**
- **Western Australia Disability Services Act 1993**

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

- **Building Code of Australia**
 - **Caravan Park & Camping Ground**
 - **Disabled Parking**
 - **Dogs**
 - **Eating Areas in Streets & Other Public Places**
 - **Eating House**
 - **Erection & Maintenance of Fences**
 - **Establishment, Maintenance & Equipment of Bush Fire Brigades**
 - **Extractive Industries**
-

- Firebreaks
- Health Act / Various
- Jetty
- Long Service Leave granted to Employees
- Maintenance of Motels
- Misuse of Streets, Kerbs, Verge, Footpaths and Gardens
- Numbering of Houses
- Old Refrigerators & Cabinets
- Parking, General & Commercial Vehicles
- Prevention of Damage to Streets
- Public Cemeteries
- Removal, Disposal of Obstructing Animals & Vehicles
- Removal of Refuse, Rubbish Litter & Disused Material
- Reserves & Foreshore
- Signs, Hoardings & Bill Posting
- Stables, Keeping of Horses
- Standing Orders
- Street Lawns & Gardens
- Trading in Public Places
- Keeping of Poultry & Roosters
- Cats

Other Legislation Affecting the Shire

The following legislation and regulations also affect the functions and operations of the Shire of Busselton:

- Builders Registration Act 1939
 - Criminal Code Act 1913
 - Electronic Transactions Act 2003
 - Equal Employment Opportunity Act 1984
 - Evidence Act
 - Forests Act 1919
 - Industrial Awards
 - Industrial Relations Acts (State and Federal)
 - Interpretation Act 1918
An Act to amend and consolidate the law relating to the construction, application,
-

interpretation, and operation of written law; to provide for the exercise of statutory powers and duties; and to provide for connected or incidental purposes.

- **Library Board of Western Australia Act 1951**
An Act to provide for the Constitution and Functions of a Library Board and for other purposes.
- **Limitation Act 1935**
- **Occupational Safety and Health Act 1984**
- **Occupational Safety & Health Regulations 1996**
- **Parliamentary Commissioner Act 1971**
An Act to provide the appointment of a Parliamentary Commissioner for Administrative Investigations for the investigation of administrative action taken by or on behalf of certain government departments and other authorities and for incidental purposes.
- **State Records Act 2000**
An Act to provide for the keeping of State records and for related purposes.
- **State Records Principles & Standards 2002**
- **Swan River Trust Act 1988**
- **Workers Compensation and Assistance Act 1981**
An Act to amend and consolidate the law relating to compensation for, and the rehabilitation of workers suffering disability by accident or disease in the course of their employment. Regulations, By-laws and local laws made under the foregoing.
- **Valuation of Land Act 1978**

Standards & Codes of Practice Affecting the Shire

The following government and industry standards and codes of practice have been imposed upon or adopted by the Shire of Busselton:

- **Australian Accounting Standards**
 - **Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2**
 - **General Disposal Authority for Local Government Records RD 99004**
 - **National Competition Policy**
 - **Environmental Code of Practice**
 - **Telecommunications Code of Practice**
 - **Skin Penetration Code of Practice**
 - **Timber Plantation Code of Practice**
-

4. General Information of the Shire

The Shire of Busselton's administration centre and the Council Chambers are located at:
Southern Drive, Busselton.

Office Hours are 8.30am to 4.30pm Monday to Friday.

Regular Ordinary meetings of Council are held in Council Chambers commencing at 5.30pm.

The postal address for the Shire of Busselton is:

Locked Bag 1
BUSSELTON WA 6280

ENQUIRIES

Email: Members of the public are encouraged to make enquiries by email. The email address is shire@busselton.wa.gov.au

Phone: Telephone enquiries can be made by calling the Shire's Customer Service Centre on (08) 9781 0444 or refer to the Shire Contact list in this directory for direct lines.

Facsimile: (08) 9752 4958

In Person: Generally an officer will be available to assist with enquiries, however, members of the public are encouraged to first make an appointment to avoid any undue delays. The Shire's website also provides a host of information.

Website: A variety of information is available on the Shire's website
www.busselton.wa.gov.au

The shire produces an annual Community Directory -
Please refer to this document for more detailed information.

5. Structure & Functions of the Shire

Governance and Strategic Projects

Strategic Projects

Councillor Services

Council Agenda and Minute

CEO Support

Public Relations

Governance

Land Development/Income Generation

Community & Organisational Development

Risk Management

Human Resources

Industrial Relations

Payroll

Occupational Safety & Health

Legal Services

Property Management

Events

Recreation Services

Internal Audit

Contracts & Tendering

Organisational Development

Lifestyle Development

Planning Services

Building Services

Health Services

Cultural Services

Ranger and Fire Services

Community Infrastructure

Infrastructure Planning, Development & Services

Waste Management

Parks & Gardens

Fleet Management

Asset Management

Systems & Information

Finance

Rates

Information Technology

Customer Information Service

Libraries

Records Management

Communications

Graphical Information System/Spatial Development

Elected Members

Central Urban Ward:

vacant (term ends October 2007) **Cr Jane Holland** (term ends October 2007)
Cr Philippa Reid (term ends October 2007) **Cr Anne Ryan** (term ends October 2009)
Cr John Triplett (term ends October 2009)

West Urban Ward:

Cr Wesley Hartley (term ends October 2009)
Cr Brian Box (term ends October 2007)

Central Rural Ward:

Cr Rod Wheeler (term ends October 2009)

West Rural Ward:

Cr Don Hanran-Smith (term ends October 2007)
Cr Beverley (Bev) Clarke (term ends October 2009)

East Urban Ward:

Cr Alan MacGregor (term ends October 2009)
vacant (term ends October 2007)

East Rural Ward:

Cr Bethwyn Hastie (term ends October 2009)

Shire President **Cr Beverley (Bev) Clarke** **Deputy Shire President** **Cr Philippa Reid**

6. Meetings

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.

Ordinary Meetings

Regular Ordinary Meetings of the Busselton Shire Council are held on the second and fourth Wednesdays of every month, with the exception of January and December. Council meets on the fourth Wednesday of January and the second Wednesday of December.

All Ordinary Meetings of the Council are open to the public and contain a session for Public Question Time. All members of the public who wish to ask a question are requested to provide their question in writing to the minuting officer prior to the commencement of the meeting. Opportunity is also available for members of the community who wish to address Council regarding items on the agenda or any other item of interest.

Any enquiries relating to opportunities to address the Council, or bookings to address the Council, can be directed to the Council Support Officer on (08) 9781 0451.

All meetings must be held and function in accordance with the Local Government Act 1995 and associated regulations and the Shire of Busselton's Standing Orders Local Law.

Annual General Meeting of Electors

The Annual Meeting of Electors is held in December. A general meeting of Electors is also held in Dunsborough prior to the Annual Meeting of Electors.

Committees of Council

Council often makes use of Management and Advisory committees to assist it to conduct its business. Details on these committees are available on the Shire's Website at www.busselton.wa.gov.au or by contacting the Strategic Projects Co-ordinator on (08) 9781 0459

Petitions

Written petitions can be addressed to Council on any issue within the Council's jurisdiction. Petitions are tabled at the next available Council meeting and referred to the CEO for consideration and reporting.

Clause 10 of the Shire of Busselton's Standing Orders states as follows:

Valid Petitions

A petition, in order to be considered, is to -

- (a) Be addressed to the President of the Shire of Busselton;
- (b) State the request on each page of the petition;
- (c) Contain the names, addresses and signatures of the petitioners making the request, and the date each petitioner signed;
- (d) Contain a summary of the reasons for the request;
- (e) State the name of the person upon whom, and an address at which, notice to the petitioners can be given.

Acceptance of Petitions

The only determination the Council will make on the presentation of any petition shall be -

- (a) That the petition be received; or
- (b) That the petition be rejected; or
- (c) That the petition be received and referred to the CEO for a report back to Council with any relevant specific directions to apply.

Written requests

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

Elected Members

Members of the public can contact the Elected Members (of their Ward) of Council to discuss any issue relevant to the Shire.

Notification

Residents may be notified of issues by advertising in the local newspaper, written notification or an on-site sign. Residents then have the opportunity both to write to Council expressing their views on the issue and to subsequently personally address the Council before a decision is made.

Community Consultation

Council has a commitment to undertake specific formal public consultation processes under the Local Government Act 1995 and other Acts relevant to its operations and services provided to the community. These processes are documented in the Shire's draft Consultation Strategy and appropriate consultation will be undertaken with identified stakeholders.

The Council may also elect to consult with the community before making a decision when it considers that it is necessary to hear the views of the community or it is simply in the interest of the community that it be consulted. The final decision on all matters under discussion will be made by the Council in its role as the elected representative body of the community. The outcome of this decision making will then be communicated to the community.

Complaints Management System

A complaint management system has been established to meet the essential elements in *Australian Standard Complaints Handling AS 4269 (1995)*. The Shire welcomes complaints relating to such things as officer behaviour; attitudes; service standards; condition of facilities etc as an opportunity to learn, and to improve our services. The complaint management system aims to solve customer's problems; correct the cause of the problem; reduce the number of future complaints and increase public satisfaction and support for the Shire.

Complaints can be made in writing and/or by completing a Customer feedback form and addressed to:

Chief Executive Officer
Locked Bag 1
BUSSELTON WA 6280

7. Access to Council Documents

Examples of Documents available outside the FOI Act 1992

The following documents are available for public inspection at the Council Administrative Officers. Please note the limitations that apply to some documents (as per the table next page).

- Annual Budget
- Annual Financial Statements
- Annual Report
- Building Licence document
- Business Plan (prepared under s3.59 of *Local Government Act 1995*)
- Code of Conduct
- Development Applications
- Documents released for public comment
- Freedom of Information Statement
- Local Laws (including reports or proposals relating to Local Laws)
- Minutes of Committee Meetings and Council Meetings (including Agendas, Reports etc that relate to the meeting)
- Minutes of Elector's Meetings
- Policy Manual
- Rates record
- Regional Price Preference Policy
- Register of Debentures
- Register of Delegations
- Register of Financial Interests
- Register of Owners & Occupiers of land
- Register of Tenders
- Register of Token Gifts
- Schedule of Fees & Charges
- Shire of Busselton Town Planning Schemes
- Statutory Notices
- Strategic Plan

The following are examples of documents available from the shire website:

- Advertised Planning Proposals
- Agendas and Minutes
- Annual Reports
- Building Information
- Delegated Authority
- Financial Information - Annual Budget, Fees & Charges
- Health Guidelines
- Local Laws
- Policies - General & Planning
- Plans and Strategies
- Shire of Busselton Town Planning Scheme & Proposed Amendments
- GLC & NCC Brochures

The website is continually updated with documents relating to the local government.

Please visit www.busselton.wa.gov.au for the full list of available information.

Fees may apply for printed copies.

DOCUMENT	LIMITATIONS
Building Licence document	Only the owner or mortgagee of a building, or their authorised representative, may inspect any plan or other document relating to that building. A non-owner may inspect or obtain a copy SUBJECT to written approval by the Owner
Development Applications	Information relating to an approval (or refusal) for development approval under the Shire of Busselton Town Planning Scheme is available without the requirement to access documents under the <i>FOI Act 1992</i> . This applies to decisions made by the Council or any officer acting under Delegated Authority.
Documents released for public comment	These can generally be accessed at the Main Office or any of the Shire's Libraries
Minutes of Committee Meetings and Council Meetings (including Agendas, Reports etc that relate to the meeting)	A person's right to inspect information does not extend to the inspection of information where a meeting of Council or Committee, or a part of such a meeting, to which the information refers, is likely to be closed to members of the public A person's right to inspect information does not extend where it relates to any debt owed to the Shire
Statutory Notices	Statutory notices are placed on Public Notice Boards located at public libraries and Shire offices

The following are available and fees applicable:

Building Application Lists	-	per week or per month	\$35.00
	-	per annum	\$220.00
Council Agendas/Minutes	-	Annual fee	\$370.00
	-	Single Copies	\$26.00
Development Guide Plans	-	copy costs	(20c for A4; \$1.70 A3)
Rates Ownership Listings	-	per ward	\$57.00
Town Planning Scheme	-	text	\$85.00

Note: Documents are available in various formats (eg hard copy, electronic) depending upon size and type.

Land Information

The Shire is responsible for keeping records of road details, private developments, subdivisions, building licences, storm water drainage facilities, and other similar types of work. Applications for information relating to land ownership should be directed to the Department of Land Information through:

Email: mailroom@dl.i.wa.gov.au

Phone: (08) 9273 7373

Fax: (08) 9273 7666

Postal Address: Department of Land Information P.O. Box 2222 Midland WA 6936	Office Address: Department of Land Information 1 Midland Square Morrison Rd (cnr Gt Northern Hwy), Midland
--	---

Documents available under FOI Act 1992

Access to documents other than those listed above, not available from the website at www.busselton.wa.gov.au or the shire libraries must be via a Freedom of Information Application.

8. Freedom of Information Procedures & Access Arrangements

FOI Operations

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

If information is not routinely available, the *Freedom of Information Act* 1992 provides the right to apply for documents held by the Shire 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 Shire with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:

By Post, addressed to: FOI Coordinator
Shire of Busselton
Locked Bag 1
BUSSELTON WA 6280

In Person: Front Counter
Shire of Busselton
Southern Drive
BUSSELTON WA 6280

See Attachment 1 for a copy of an FOI Application Form. Please note that the use of this form is optional.

Applications will be acknowledged in writing and you will be notified of the decision within 45 days.

Freedom of Information Charges

A scale of fees and charges set under the FOI Act Regulations. Apart from the application fee for non personal information all charges are discretionary. The charges are as follows.

• <i>Personal information about the applicant</i>	<i>No fee.</i>
• <i>Application fee (for non personal information)</i>	<i>\$30.00</i>
• <i>Charge for time dealing with the application (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Access time supervised by staff (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Photocopying staff time (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Per photocopy</i>	<i>.20c</i>
• <i>Transcribing from tape, film or computer (per hour, or pro rata)</i>	<i>\$30.00</i>
• <i>Duplicating a tape, film or computer information</i>	<i>Actual Cost</i>
• <i>Delivery, packaging and postage</i>	<i>Actual Cost</i>

Deposits

• <i>Advance deposit may be required of the estimated charges</i>	<i>25%</i>
• <i>Further advance deposit may be required to meet the charges for dealing with the application.</i>	<i>75%</i>

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 way 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 45 days you 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 the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document
 - information on the right to review and the procedures to be followed to exercise those rights.
-

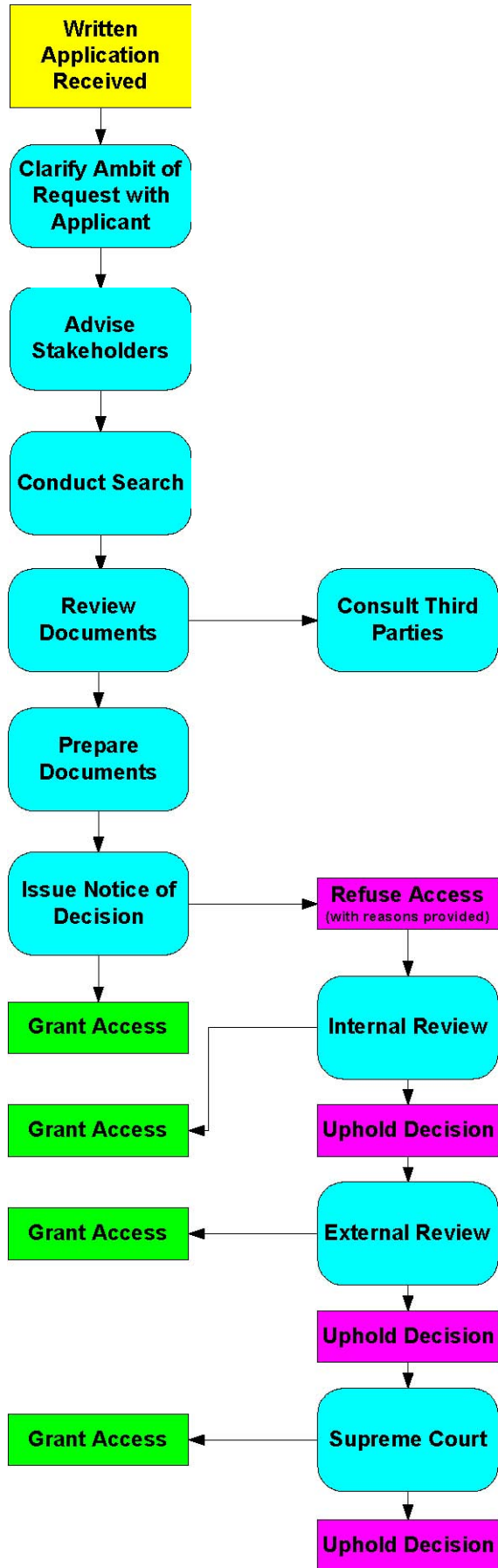
Refusal of Access

Applicants who are dissatisfied with a decision of the Shire of Busselton are entitled to ask for an **internal review** by the Shire. Application should be made in writing within 30 days of receiving the notice of decision.

You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.

The FOI Process





Attachment 1

Administration Centre - Southern Drive Busselton	Correspondence: Locked Bag 1, Busselton WA 6280
Telephone: (08) 9781 0444 Facsimile: (08) 9752 4958	email: shire@busselton.wa.gov.au
website : www.busselton.wa.gov.au	

Freedom of Information Act 1992

APPLICATION FOR ACCESS TO DOCUMENTS

DETAILS OF APPLICANT

Surname: _____ Given Names: _____

Postal Address: _____ Telephone No: _____

_____ Email: _____

Organisation Name (if application is on behalf of an organisation): _____

DETAILS OF REQUEST

I am applying for access to document(s) concerning matters which are: Personal Non-Personal

(tick whichever is appropriate)

These document(s) are:

FORM OF ACCESS (Tick whichever is appropriate)

I wish to inspect the document Yes No

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

I require access in another form Yes No

Specify form required: _____

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.

NOTE: In certain cases a reduction in charges may apply (see the section on fees and charges on the back of this form). If you consider that you are entitled to a reduction, submit a request with copies of supporting documents with this form.

I am requesting a reduction in charges Yes No

APPLICANT'S SIGNATURE _____ DATE _____

(Office Use only)

FOI Reference Number _____ Deadline for response ___/___/___

Received on ___/___/___ Acknowledgment sent on ___/___/___

Proof of Identity (if applicable)

Type _____ Signed _____

NOTES

FOI Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Busselton may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the Shire of Busselton will require authorisation in writing.
- 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 FOI Co-ordinator.
 - The *Freedom of Information Act 1992* is available for purchase from the State Government Bookshop, 815 Hay Street, Perth.
Telephone: (08) 9222 8216 or visit their website at [www.wa.gov.au /statutes](http://www.wa.gov.au/statutes)

Forms of Access

You can request access to 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 reproduced in written form.

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

Fees and Charges

- \$30.00 application fee (non-personal information ONLY).
- 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: | • In person at: |
| The FOI Co-ordinator | Shire of Busselton Front Counter |
| Shire of Busselton | Southern Drive |
| Locked Bag 1 | BUSSELTON |
| BUSSELTON WA 6280 | |
-