

Application for Access to Documents Freedom of Information Act (s.12)



Privacy

The personal information collected on this form will only be used by the Town of Port Hedland for providing the requested service. Information will be stored securely by the Town and will not be disclosed to any third party without your express written consent.

Town of Port Hedland
Civic Centre
13 McGregor Street Port Hedland
PO Box 41 Port Hedland

ABN: 19 220 085 226

Phone: (08) 9158 9300
Facsimile: (08) 9158 9399
Email: Council @porthedland.wa.gov.au
Website: www.porthedland.wa.gov.au

For assistance understanding the Freedom of Information (FOI) process, please refer to the Town's [Information Statement](#) available on the Town's website or contact the Town's FOI Coordinator (details above)

1. Applicant Details

Surname:

First Name:

Address:

Post Code:

Contact Number:

Email:

2. Details of Request

Please indicate whether documents are:

Personal:

Non-Personal:

Note: Personal Information is about you e.g. family details, details of employment, material in personal records, medical reports...

I wish to apply for access to documents concerning:

Note: Please provide specific details to ensure clarity for your request, this will assist the FOI Coordinator to find your documents.

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Please indicate a date range for requested documents:

Start Date:

End Date:

3. Form of Access preferred:

Inspection:

Hard Copy:

Electronic Copy:

4. Payment Method

An application fee of \$30.00 is required for non-personal applications

Cheque (please make payable to the Town of Port Hedland)

Money Order (please make payable to the Town of Port Hedland)

Credit Card (Visa, Mastercard or Amex)

Note: For security reasons, the Town of Port Hedland cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card and sign below to authorise the Town to debit that card.

The Town will contact you to obtain your credit card number

Name on Card:

Signature:

Date:

5. Authorisation

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 an estimate of charges if this is the case.

Note: The scale of fees and charges are set by the *Freedom of Information 1993 Regulations - Schedule 1*

Signature:

Date:

NOTE: response time is 45 days from date of receipt

6. Further Information

For general information and advice on FOI's you can also contact the Office of the Information Commissioner on (08) 6551 7888, email info@foi.wa.gov.au or see their website www.oic.wa.gov.au