



WEIPA TOWN AUTHORITY POLICY

Freedom of Information

Policy Number:	WTA – P – WTA04	Date Adopted:	17/07/2008
Version:	03	Review Date:	Jun-2012

Request for non-personal Information

Non-personal applicants may include request for:

- Information about another person, and/or
- Information about any activities of the WTA (eg funding, policy, recruitment and selection)

Please note that if you are seeking access to information on behalf of another party/parties, you are required to obtain written authority and proof of identity from the party authorizing access. A written authority is included in this application form.

Fees

An application fee of \$36.50 is payable for requests for non-personal information. This should be paid at the time of making the request. Cheques should be made out to the Weipa Town Authority.

In addition charges may apply for:

- Time spent: in searching for and/or retrieving a document or conducting other activities relating to making a decision on an application for access, or if the WTA makes an officer available to supervise the inspection of a document, at \$5.60 for each 15 minutes or part thereof (if the total time spent is two hours or more)
- Copy charge: of \$0.20 per A4 page

Complaints / Right of Review

Should you be unhappy with either the decision made or the process followed in regard to your application, please submit your concerns in writing to the WTA Chief Executive Officer.

If, after the decision has been reviewed, your concern has not been resolved, you have the right to request an independent review of your case by another Local Council.



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APPLICANT DETAILS	
Name:	
Postal Address:	
Phone:	Facsimile:
Mobile:	Email:
<i>If you are making this request on behalf of a company/organisation, please state:</i>	
Name of Company/Organisation:	Position Held:
Signature:	Date:
DOCUMENT DETAILS	
<i>What sort of documents are you seeking?</i>	
<input type="checkbox"/> Personal Documents	<input type="checkbox"/> Non-Personal Documents
<i>What type of access do you require?</i>	
<input type="checkbox"/> Inspection only	<input type="checkbox"/> Copies of documents
<i>Describe the documents you are seeking (please be as specific as possible):</i>	
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