



In certain cases a reduction in processing charges may apply - see section on fees and charges on the next page of this form. If you consider you are entitled to a reduction, attach a copy of documents which address the criteria.

If you are requesting a reduction in fees and charges, please tick the appropriate box.

Yes

No

Applicant's Signature: **Date:**/...../.....

Lodgement of Applications

Applications may be lodged

By post to:

In person at:

FOI Coordinator
Shire of Broome
PO Box 44
BROOME WA 6725

Administration Centre
Shire of Broome
27 Weld St
BROOME WA 6725

(Office use only)

FOI File Number: FOI Reference Number:

Received: ... / ... / ... Validated (Fee Paid): ... / ... / ...

Deadline for response: / ... / ... (45 calendar days from date validated)

Acknowledgment sent on: / ... / ...

Proof of Identity Required: (if lodged in person)

Yes No

Sighted By:

FEES AND CHARGES

The following fees and charges apply to an FOI application for non-personal information:

1. An application fee of \$30. (There is no application fee for personal information about the applicant.)
2. Time dealing with the application - \$30 per hour or pro rata of staff time. "Dealing with" applications includes consulting with third parties and the deliberative process required to arrive at a decision.
3. Supervised access - \$30 per hour or pro rata for staff time plus the actual additional cost to the agency of any special arrangements e.g. hire of facilities or equipment.
4. Additional photocopying - \$30 per hour or pro rata of staff time plus 20 cents per copy.
5. Cost of transcribing information from tape or other device - \$30 per hour or pro rata of staff time.
6. Cost of duplicating tape/film/computer information - actual Costs
7. Cost of delivery, package, postage - actual Costs
8. If the Shire estimates that the charges involved in dealing with an application will exceed \$25 (on top of the \$30 application fee) then a written estimate will be provided to the applicant who will be asked if they want to proceed.
9. The Shire may ask for payment in advance of up to 75% of the total estimated costs in certain circumstances.
10. A standard reduction of 25% is to be applied to charges payable by applicants who are financially disadvantaged including applicants who are a holder of a current Pension Health Benefits Card or Concession Card issued by the Commonwealth Government. An applicant who doesn't have the money to pay any estimated charges should advise the Shire and ask for the charges to be reconsidered.