



DETAILS OF APPLICANT

Surname:

Given Names:

Australian Postal Address:

Post code:Telephone number/s:

Email address:

Applicant signature: Date:

If Application is on behalf of an organisation – Name and contact details:

Type of Information to which you want access:

Personal Information – Details:

Non-Personal Information – Details.....

Form of Access – Please indicate YES or NO

I require a copy of the records held by the Shire

I wish to inspect the records held by the Shire only

Shire held records include (but are not limited to) maps, plans, diagrams, graphs, drawings, photographs, videos, audiotapes, CCTV footage and electronic records including emails. If you require access to information in a specific format (such as via email, USB etc) please specify -

APPLICATION FOR
ACCESS TO RECORDS
UNDER THE FREEDOM OF
INFORMATION ACT 1992

FEES AND CHARGES

Payment: You can arrange payment with Reception at the Shire Admin building on Weld Street, or you can Phone them on 91913456. Please be aware that further costs may incur over and above the \$30 fee; and in certain cases a reduction in processing charges may apply – please see Fees and Charges information below.

NOTE: There is NO fee for access to Personal Information – ie. personal to the applicant

The following fees and charges apply to an FOI Application for non-personal Information:

An application fee of \$30 applies to requests for access to documented information.

Further costs may incur for –

- Time dealing with the application at \$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.
- Supervised access at \$30 per hour or pro-rata of staff time, plus any additional costs where other facilities or equipment is required.
- Additional photocopying at \$30 per hour or pro-rata of staff time, plus 25 cents per copy.
- Cost of transcribing information from tape or other device at \$30 per hour or pro-rata of staff time.
- Cost of duplicating any electronic information – actual costs.
- Cost to deliver, package and postage - actual costs.

If the Shire estimates that the charges involved in dealing with an application will exceed \$25 (on top of the \$30) then a written estimate will be provided to the applicant who will be asked if they want to proceed.

The Shire may ask for payment in advance of up to 75% of the total estimated costs in certain circumstances.

Difficulty making payment:

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.

LODGEMENT OF APPLICATIONS:

Applications may be lodged

By post to:

FOI Coordinator
Shire of Broome
PO Box 44
Broome WA 6725

In person at:

Administration Centre
Shire of Broome
27 Weld Street
Broome WA

By email to:

shire@broome.wa.gov.au