

APPLICATION FOR ACCESS TO DOCUMENTS FREEDOM OF INFORMATION ACT 1992

Details of Applicant						
Surname						
Given Names						
Australian Postal Address						
Postcode: Telephone Number(s):		()	()			
If application is on behalf of an organisa	tion	()				
n approacion is on bonan or an organisat						
Name of Organisation / Business						
Type of Information (Please tick)	ormation al Information					
I am applying for access to document(s) concerning						
Form of Access (Please tick the appropriate box)						
I require a copy of the document(s) I wish to inspect the document(s) I require access in another format*	Y	es es es		No No No		

Fees and Charges - Non Personal Information

Attached is payment of \$30.00 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 where they will be more than \$25.00.

(Please turn overleaf)



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.

ii you are requesting a redu	action in fees and cha	arges, please lick the a	ppropriate box.	
Yes		No		
Applicant's Signature:		Date:/	/	
Lodgement of Application	ns			
Applications may be lodged	t			
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 Numb	oer:	
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.