

Freedom of Information (FOI) Application

Surname _____ Given Name(s) _____

Postal Address _____

Town _____ Postcode _____

Email Address _____

Phone Number _____

If application is on behalf of an organisation or another party:

Name of Organisation or other party _____

Contact Phone Number _____

Email Address _____

Type of information sought

(strike through whichever is not applicable)

Personal Information

Non-Personal Information

I am applying for access to document(s) concerning:

(If insufficient space provided, please attach a separate page with further detail.)

Form of Access – ✓ to indicate your choice / provide detail	
I require a copy of the requested document(s)	
I wish to inspect the requested document(s)	
I require access in another format, as outlined below:	

FOI Applications to the Shire can be lodged:	
Via post	FOI Coordinator, Shire of Ashburton, PO Box 567, Tom Price WA 6751
Via email	soa@ashburton.wa.gov.au
In person	Shire Administration offices located in Tom Price, Paraburdoo, Onslow and Pannawonica

For an FOI application to be considered valid, applicants should:

- Apply in writing to the agency you believe holds the documents you want. The agency's website will provide information to assist you. In most agencies, there is a person nominated as the FOI Coordinator who should also assist you. The application requests no special form – a letter will do.
- Identify or describe the documents you want, providing enough information to enable the agency to locate the requested documents.
- Give an address in Australia where notices can be sent. If possible, include your contact details such as telephone number and email address. This will help the agency to contact you if necessary and will assist in your application being dealt with efficiently.

Pay the application fee of \$30 if you are seeking information that is not just about you. No application fee applies for access to personal information that is just about you.

If you require assistance to complete and/or submit an FOI application, or have any FOI-related enquiries, you can contact the Shire's FOI Coordinator by calling **(08) 9188 4444** or via **email soa@ashburton.wa.gov.au**.

The FOI Coordinator will assist applicants as much as possible with their enquiries or applications.

Fees & Charges

The following Fees and Charges apply to an FOI application for non-personal information:

- Application fee of \$30 (no application fee applies to applications for personal information about the applicant)
- Time dealing with the application - \$30/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 - \$30/hour or pro-rata for staff time plus the actual additional cost to the agency (Shire) of any special arrangements (eg hire of facilities or equipment).
- Additional photocopying - \$30/hour or pro-rata of staff time plus 20 cents per copy.
- Transcribing information from tape or other device - \$30/hour or pro-rata of staff time.
- Duplicating tape/film/computer information – actual costs.
- Delivery, package and postage – actual costs.
- If the Shire estimates charges involved in dealing with an application will exceed \$25 (on top of the \$30 application fee), 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.
- A standard reduction of 25% is to be applied to charges payable by applicants who are financially disadvantaged, including applicants who a holder or a current Pension Health Benefits Card of Concession Card issued by the Commonwealth Government. An applicant who doesn't have sufficient funds to pay any estimated charges should advise the Shire and ask for the charges to be reconsidered.

<p>To request a reduction in Fees and Charges, ✓ this box, and attach copies of relevant supporting documentation.</p>	
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Office Use Only	
Date Received	
File Number	
Record Number	
Validated on (Date fee paid)	
Receipt Number	
Deadline for Response (45 calendar days from Validated Date)	
Acknowledgement sent on	
Proof of Identity Required <i>(if lodged in person)</i>	
Sighted by	