



Shire of Ashburton
246 Poinciana Street, Tom Price WA 6751
(08) 9188 4444
soa@ashburton.wa.gov.au
www.ashburton.wa.gov.au

Shire of Ashburton Information Statement 2024 - 2025

(Includes Freedom of Information Application)
As required under the Freedom of Information Act 1992

Kenn Donohoe
Chief Executive Officer
10 September 2024

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Authorised by	Position	Date	Review Date
Kenn Donohoe	Chief Executive Officer	19 May 2023	15 November 2023
Kenn Donohoe	Chief Executive Officer	24 November 2023	30 June 2024
Kenn Donohoe	Chief Executive Officer	10 September 2024	30 June 2025

Introduction

The Shire of Ashburton (the Shire) is an agency within the meaning of the *Freedom of Information Act 1992* (FOI Act). Accordingly, the requirements of the FOI Act apply to the Shire from the commencement date of that legislation, being 1 November 1993.

The intention of the FOI Act is to:

- confer upon persons a general right of access to information held by agencies
- confer upon individuals a right to apply to an agency for an amendment of personal information to ensure that it is accurate, complete, and up-to-date and not misleading
- place an obligation on agencies to make publicly available certain information about their operations.

Section 96(1) of the FOI Act requires that agencies, including local governments, prepare and publish an Information Statement that sets out:

- the agency's Mission Statement
- details of the legislation administered by the agency
- details of the agency's Organisational Structure
- details of decision-making functions
- opportunities for public participation in the formulation of policy and performance of agency functions
- documents held by the agency
- the operation of Freedom of Information (FOI) in the agency.

The Shire as an agency is pleased to comply with the legislation and welcomes enquiries.

This document has been prepared by the Shire in accordance with the requirements of the FOI Act and is correct as of 10 September 2024.

Copies of this document are available from Shire Administration Offices and Libraries listed below and on the Shire's website.

Enquiries

Enquiries may be made:

- via email – soa@ashburton.wa.gov.au
- in person or via telephone during normal Shire business hours, excluding public holidays and advertised Christmas and New Year office closure periods
- via the Shire’s website - [Contact us » Shire of Ashburton](#)

Town	Location, Addresses & Email	Phone	Opening Hours	
			Days	Hours
Tom Price	Administration Office, 246 Poinciana Street PO Box 567 Tom Price WA 6751 soa@ashburton.wa.gov.au	08 9188 4444	Mon to Fri	9am - 4pm
Onslow	Administration Office, 29 Second Avenue PO Box 20 Onslow WA 6710	08 9184 9301	Mon to Fri	9am - 4pm
Paraburdoo	Public Library, behind Ashburton Hall, off Ashburton Avenue PO Box 92 Paraburdoo WA 6754	08 9190 2220	Mon to Fri Sat	9am - 4pm 10am – 12pm
Pannawonica	Library, off Pannawonica Drive / 70 Deepdale Drive (Meeting Rooms 1 & 2) PO Box 263 Pannawonica WA 6716	08 9134 9501	Tue to Thu	9am - 4pm

A review of this Information Statement will take place at least every twelve months, generally at the end of each financial year.

Please note the information contained in this Information Statement is a general guide and should not be substituted for the Act and association Regulations.

Shire of Ashburton

A Brief History

The West Pilbara Shire Council was formed in 1972 by an amalgamation of the Shire of Ashburton and the Shire of Tableland. The Council's first meeting was convened in Onslow on 8 June 1972.

The name "Shire of West Pilbara" was changed to "Shire of Ashburton" on 18 December 1987, one hundred years after formation of the former Ashburton Road Board.

The Shire covers a land area of 100,910 square kilometres in the Pilbara Region of Western Australia, encompassing the towns of Tom Price, Onslow, Paraburdoo and Pannawonica. There is a distance of over 400 kilometres between the coastal town of Onslow and the inland town of Tom Price. Large pastoral and mining leases, cattle stations and many Aboriginal communities contribute to the Shire's estimated resident population of 13,500 (2021).

In January 1990, the Shire's main administration office was officially opened in Poinciana Street, following a decision to relocate from Onslow to the more centrally located town of Tom Price. A branch administration office remains in operation at Onslow. Library staff at Paraburdoo and Pannawonica also perform some general Shire administration functions.

Vision

The Shire's Vision Statement is:

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

Collaboration with our communities, industry, government and the not-for-profit sector will be central to our success.

Values

The Shire's values are listed below.

Respect	We will acknowledge and listen to the diverse opinions and cultures of our community.
Openness	We will be honest, accountable and transparent in how we do things.
Teamwork	We will focus on coordinating the effective and efficient delivery of services and projects.
Leadership	We will remain positive and find opportunities to thrive in all situations.
Excellence	We will be empowered to deliver achievable excellence in everything we do.
Health & Wellbeing	We will champion the health and wellbeing of our fellow employees and community members.

Strategic Focus and Main Business Activities

The Shire's Strategic Community Plan 2022-2032 provides strategic direction and represents the hopes and aspirations of the Shire. The plan identifies four strategic focus points or objectives, developed under its key aspirational themes, as listed below.

People	We will support opportunities for the community to be safe, socially active and connected.
Place	We will provide sustainable, purposeful and valued built and natural environment opportunities for the community.
Prosperity	We will advocate and drive opportunities for the community to be economically desirable, resilient and prosperous.
Performance	We will lead the organisation, and create the culture, to deliver demonstrated performance excellence to the community.

The Shire's Strategic Plans are publicly available on its website.

The Shire's main business activities are standard local government functions.

[Strategic Plans » Shire of Ashburton](#)

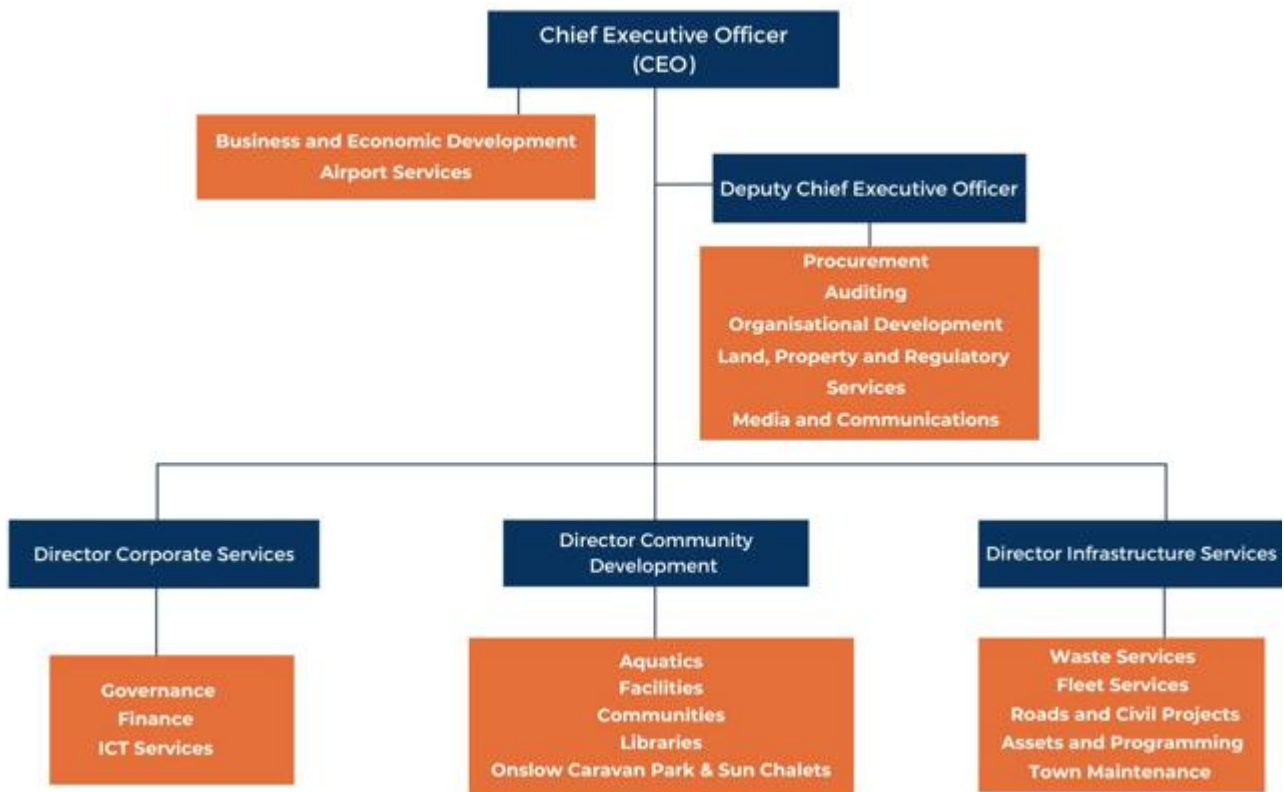
Organisational Structure

The general function of the Shire is to provide for good government of persons in the district, which includes the provision of works and services to ensure the health, safety and fulfilment of the local community.

Five fundamental aims of Council are identified as:

- To direct and uphold the affairs of Council.
- To be responsible for the performance of Council's functions.
- To oversee the allocation of Council finances and resources.
- To determine policies.
- To provide for the good government of persons in the district.

The ways in which these aims are interpreted and the range and nature of the responsibilities to which they are applied undergoes continuing transformation. There is a need to regularly re-examine positions, areas of responsibility and tasks to ensure they are the ones most suited to the scale of decision-making and services required. The Shire's Organisational Structure is portrayed below:



Elected Members

The Shire is governed by a Shire President and eight Councillors elected by the local community, who seek to understand local aspirations and concerns and to lead the Shire to ensure effective delivery of strategic plans is achieved.

The Ashburton Shire Council's elected members represent five wards, being a pastoral ward of Ashburton-Tablelands and four town site wards of Onslow, Pannawonica, Paraburdoo and Tom Price. Each elected member is elected to serve a four-year term and there are no restrictions on the number of terms elected members may serve.

Local government elections are held every two years in October. The last Shire of Ashburton Council election was held on 21 October 2023. The Deputy Shire President is elected by the community. The Deputy Shire President is elected by the Council following each election. Occasional extraordinary elections are held to fill elected member vacancies that arise. An Extraordinary election was held on 15 March 2024 to fill a vacancy following the resignation of an elected member.

More detailed information regarding elected members and district and ward boundaries is available on the Shire's website.

[Elected Members » Shire of Ashburton](#)

[Wards » Shire of Ashburton](#)

Management

The Shire's organisation is structured in a way that complements and reflects the desires of the community and the Council, in pursuing objectives and strategies outlined in the Strategic Community Plan. The Chief Executive Officer (CEO) is responsible for the overall management and day-to-day administration of the organisation and advising Council in relation to local government matters.

Access to Council and Committee Meetings

Ordinary Meetings of Council

Ordinary Council meetings are held monthly except for the month of January. Meeting dates, times and locations are advertised on the Shire's website and community noticeboards. Council meetings are held in the four towns of Tom Price, Onslow, Paraburdoo and Pannawonica on a rotational basis.

Occasional Special Council Meetings may be held to deal with urgent or specific emerging issues. Information regarding these meetings is made available to the public as soon as practicable.

[Council Meetings » Shire of Ashburton](#)

Other Meetings

Annual Electors Meetings are held annually following Council's adoption of the Annual Report. These meetings are open to the public to attend and participate.

Committee and Advisory/Working Group meetings are held on an ad hoc basis. Agendas and minutes for these meetings are made available on the Shire's website.

Agendas and Minutes

Council meeting agendas and minutes for meetings are publicly available on the Shire's website. Documents older than five years will be made available upon request. Unconfirmed minutes are available to the public ten working days after each Council meeting. Council minutes remain unconfirmed until confirmed at the next Council meeting. They are then known as confirmed minutes.

On the Friday prior to Council meetings, agendas are published on the Shire's website. Hard copies may be provided upon request as per the Shire's Fees and Charges.

Confidential Items

As per the provisions of the *Local Government Act 1995*, some matters discussed at meetings of Council and/or Committees are considered confidential. Members of the public may not attend whilst these items are being discussed and resolutions decided upon. Confidential agendas and minutes are not available to the public.

Public Question Time

Council Meetings are open to the public and members of the public may ask questions of Council during Public Question Time or Council may, on occasion, move a motion to allow questions of a proponent who is present in the public gallery upon arriving at that item in the Agenda. Prior advice to the CEO of intent to present questions during Public Question Time will assist in expediting the process and allow a quick, informed and accurate response from relevant officers.

Any enquiries concerning the Council meetings process may be directed to the Governance Team by emailing the Shire.

[Submit Public Questions » Shire of Ashburton](#)

Delegated Authority

The CEO and certain other Shire officers have delegated authority to make decisions on a number of specified administrative matters. Approved Delegations of Authority are detailed in the Register of Delegations of Authority available on the Shire's website.

Exercised Delegations of Authority are recorded electronically by officers in the Shire's dedicated electronic compliance system.

[Registers and Required Reports » Shire of Ashburton](#)

Access to Council Staff

Shire staff are available to advise customers and answer enquiries in relation to all matters pertaining to Council and its operations as a local government.

Should you wish to speak with the CEO or a member of the Executive Leadership Team, it is advisable to telephone beforehand to make an appointment as availability can be limited at times.

Enquiries of a general nature and payments of any kind may be made in person or over the telephone during normal office hours at the Shire's administration offices.

Access to Council Documents

Section 5.94 of the *Local Government Act 1995* provides a comprehensive list of documents that are to be made available for public inspection at Shire offices, including:

- Annual Budget
- Annual Financial Statements
- Annual Report
- Codes of Conduct
- Committee Agendas and Minutes
- Corporate Business Plan
- Documents released for public comment
- Freedom of Information Statement (this document)
- Schedule of Fees and Charges

- Local Laws
- Electors Meeting Agenda and Minutes
- Ordinary Council Meeting Agendas and Minutes
- Planning Strategies and Development Plans
- Planning Approvals made under Delegated Authority
- Policy Manual
- Rate Record
- Register of Complaints referred to in section 5.121 of the Local Government Act 1995
- Register of Delegations
- Register of Financial Interests
- Register of Gifts
- Register of Tenders
- Strategic Community Plan
- Town Planning Schemes.


Members of the public may obtain physical copies of these documents upon request. In accordance with provisions of the *Local Government Act 1995*, the Shire may charge for the cost of photocopying for this service. Most of these documents are publicly available on the Shire's website.

[Publications » Shire of Ashburton](#)

Information Published on Shire Website

Section 5.96A of the *Local Government Act 1995* provides a list of information or documents that must be published on the official website of a local government, including:

- a) a map of the district showing the district boundaries and, if the district is divided into wards, the ward boundaries
- b) an up-to-date consolidated version of any local law made by the local government in accordance with section 3.12 that is in force
- c) the Annual Budget
- d) an up-to-date list of fees and charges imposed under section 6.16
- e) current plans for the future of the district made under section 5.56
- f) confirmed minutes of Council or Committee meetings
- g) Minutes of Electors meetings
- h) Notice Papers and Agenda relating to Council or Committee meetings and reports and other documents that have been
 - i. tabled at a Council or Committee meeting, or
 - ii. produced by the local government or a Committee for presentation at a Council or Committee meeting and that have been presented at the meeting

- 
- i) information of a kind prescribed for the purposes of this subsection or required by another provision of this Act to be published on the website

The Shire is pleased to make this information available on its website.

Other documents publicly available on the Shire's website include:

- Strategic Community Plan 2022-2023
- Corporate Business Plan 2023-2027
- Community Access and Inclusion Plan 2023-2027
- Youth Strategy 2023-2025
- Community Lifestyle and Infrastructure Plan
- Strategic Asset Management Plan 2023-2028
- Long-Term Financial Plan 2024-2039
- Economic and Tourism Development Strategy 2019
- Marketing and Communications Strategy 2021
- Community Services Key Strategy Roadmap
- Onslow Towards a Visitor Economy June 2022
- Snapshot of Priority Projects

Website Notifications

Customers can subscribe to receive email alerts when the Shire's website is updated. Alerts are sometimes issued when updates regarding Website Alerts, Council Meetings, Events Calendar, Directory Listings, Latest News and Public Notices information are published.

[Website Notifications » Shire of Ashburton](#)

Limitations to Document Access

Only the current registered owner of a building or their authorised representative may inspect any plan or other document relating to that building.

Section 5.96A(4) of the *Local Government Act 1995* stipulates that:

The CEO must ensure that the following information is not published on the local government's official website:

- a) rate records;
- b) the register of owners and occupiers under section 4.32(6) and electoral rolls;
- c) information of a kind prescribed for the purposes of this subsection.

Requests for information other than the above may be considered in accordance with the FOI Act.

As mentioned previously, confidential meeting items are not available to the public.

Legislation Administered

Local Government Act 1995

The *Local Government Act 1995* is the legislation which most closely affects local government and directs it in performance and functions. This Act is intended to provide for the good government of persons in the district. It provides local governments with broad and multi-functional powers, including rating and borrowing, and the power to conduct and maintain a variety of works and services.

Acts of Parliament and Regulations

In performing standard functions of a local government, the Shire administers or perform statutory functions under a number of other Acts of Parliament and Regulations including those listed below. The list provided below is not exhaustive nor fully comprehensive and may not be current at the time of reading this document. For their own research purposes, customers of the Shire are recommended to seek confirmation of current Acts and Regulations by referring to the Western Australian Legislation website.

[WALW - Home \(legislation.wa.gov.au\)](http://legislation.wa.gov.au)

- Building Act 2011 and associated regulations
- Building Code of Australia 2023
- Bush Fires Act 1954 and association regulations
- Caravan Parks and Camping Grounds Act 1995 and associated regulations
- Cemeteries Act 1986
- Conservation and Land Management Act 1984
- Control of Vehicles (Off Road Areas) Act 1978 and associated regulations
- Dangerous Goods Safety Act 2004
- Dividing Fences Act 1961
- Emergency Management Act 2005
- Environmental Protection Act 1986 and associated regulations
- Equal Opportunity Act 1984
- Freedom of Information Act 1992
- Health Act 1911 and associated regulations
- Heritage Act 2018
- Interpretation Act 1984
- Library Board of Western Australia Act 1951 and associated regulations
- Liquor Control Act 1988 and associated regulations
- Litter Act 1979 and associated regulations
- Local Government (Miscellaneous Provisions) Act 1960

- Main Roads Act 1930
- Parks and Reserves Act 1895
- Planning and Development Act 2005 and associated regulations
- Public Works Act 1902
- Road Traffic Act 1974
- State Administrative Tribunal Act 2004
- State Records Act 2000
- Strata Titles Act 1985
- Valuation of Land Act 1978 and associated regulations
- Wittenoom Closure Act 2022
- Workers Compensation and Injury Management Act 2023
- Work Health and Safety Act 2020 and associated regulations

Local Laws

Local governments may adopt local laws and these are made under sections 3.5 and 3.10 of the *Local Government Act 1995*. Council may also make local laws under other Acts, where permissible, such as the *Dog Act 1976*. Council undertakes regular reviews of its local laws and makes updates as required. The Shire's local laws are available to the public for perusal at all Shire Libraries and administration offices during normal office hours or online on the Shire's website.

[Local Laws » Shire of Ashburton](#)

Shire of Ashburton Local Planning Scheme No. 7

Local planning schemes are made under the *Planning and Development Act 2005*, which sets out the general objectives of schemes, the matters which may be addressed and the requirements for review.

The Scheme regulates how land in the Shire is used and developed. It is comprised of Scheme text and a map. A copy of this document is available on the Shire's website. The Scheme regulates a number of planning functions including:

- setting aside land as reserves for public purposes
- zoning land within the Scheme Area for the purposes defined in the Scheme
- controlling and guiding land use and development
- setting out procedures for the assessment and determination of planning applications
- making provisions for the administration and enforcement of the Scheme
- addressing other matters set out in the Schedule 7 of the Planning and Development Act 2005.

[Local Planning Scheme » Shire of Ashburton](#)

Freedom of Information Arrangements, Procedures and Access

Information regarding the FOI application process, applicable fees and charges, and application forms are available from the Shire's administration offices and website. A copy of the Shire's FOI application form is included at the end of this Information Statement.

Freedom of Information gives the public a right to access government documents, subject to some limitations. In Western Australia, under the Act, the right applies to documents held by most State government agencies (such as departments, public hospitals, public universities and State government authorities), Ministers and local government. Together, these bodies are referred to as "agencies".

Documents accessible under the Act include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form.

Agencies are required to assist applicants to obtain access to documents at the lowest reasonable cost. The Shire aims to make information available promptly and at the least possible cost for applicants. Wherever possible, and when legal to do so, information or copies of documents will be provided outside of the FOI process.

Anyone can also apply to have personal information about themselves in government documents amended if that information is inaccurate, incomplete, out of date or misleading.

If information is not routinely available, the Act provides applicants with the right to apply for documents held by the Shire, and to enable applicants to ensure that their personal information in documents is accurate, complete, up to date and not misleading. Under the provisions of the Act, applications may be made to:

- gain access to a document
- amend personal information
- review a previous FOI decision regarding access to, or amendment of, a document.

The Act does not apply to information that is:

- available for purchase or free distribution to the public
- available for inspection under Part 5 or another enactment
- available for inspection in State Archives
- publicly available library material held for reference purposes
- made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes
- personal information.

The simplest approach for anyone seeking information or copies of documents from the Shire is to first enquire whether these are publicly available or can be made available without the need for a formal application. It is often effective to telephone the Shire or send an email with an initial enquiry, rather than submit a formal FOI application in the first instance.

FOI enquiries will be forwarded to the Shire's FOI Coordinator who will contact you to discuss your request and advise what can be provided and whether a formal FOI application will be required.

Further information regarding FOI is publicly available on the website of the Office of the Information Commissioner.

[Freedom of Information » Shire of Ashburton](#)

[Office of the Information Commissioner - Home Page](#)

Freedom of Information Applications

As specified in the Act, an application must:

- be in writing
- provide sufficient information to enable the requested documents to be identified
- provide an Australian address for correspondence
- be accompanied by the prescribed application fee if the document requested is for non-personal information
- specify the preferred manner in which access is requested, e.g. copy requested or view only.

FOI applications may be made to the Shire via email or in hard copy. Applicants will be required to supply some form of identification. The Shire's FOI Coordinator can assist applicants to complete their application if necessary. Applications and enquiries should be addressed to:

Freedom of Information Coordinator
Shire of Ashburton
PO Box 567
Tom Price WA 6751

FOI applications will be acknowledged in writing.

Fees and Charges

The scale of fees and charges applicable for submission of an FOI application is set under the *Freedom of Information (Charges) Regulations 2019* (the Regulations).

Current 2024/2025 fees and charges are listed below.

Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour, or pro-rata)	\$30.00
Access time supervised by staff (per hour, or pro-rata)	\$30.00
Photocopying – staff time (per hour, or pro-rata)	\$30.00

Per photocopy (single or double-sided)	\$0.20
Transcribing from tape, film or computer (per hour, or pro-rata)	\$30.00
Duplicating a tape, film or computer information	Actual cost
Delivery, packaging and postage	Actual cost

Estimate of Charges & Deposits

The Shire's FOI Coordinator will provide an estimate of charges to applicants when relevant under the provisions of the FOI Act. Depending on the amount of the estimate, an applicant may be required to pay a deposit prior to processing of their application. As per the Regulations, deposits may be charged as listed below.

Advance deposit	25% of estimated charges
Further advance deposit to meet charges for dealing with the application	75% of estimated charges

Concession of Charges

For financially disadvantaged applicants, or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of documents, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible within 45 calendar days of a valid FOI application being received, the Shire will provide the applicant with a Notice of Decision in the form of a letter which will include details such as:

- the date the decision was made
- the name and designation or position of the officer who made the decision
- the reasons for classifying a document or matter exempt or providing access to an edited document
- information on the right to review and the procedure to be followed to exercise those rights.



Refusal of Access

FOI applicants who are dissatisfied with a decision of the Shire are entitled to ask for an Internal Review by the Shire. Application should be made in writing within 30 days of receiving the Notice of Decision.

Applicants will be notified of the outcome of an Internal Review within 15 calendar days.

Applicants who are dissatisfied with the result of an Internal Review can then apply to the Information Commissioner for an External Review.

The Information Commissioner will respond to applications for External Review and advise the result to both the applicant and the Shire.

Freedom of Information Application Form

The Shire's FOI application form is included at the end of this document and available for download from the Shire's website. A physical copy may be requested from Shire administration offices.

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 is 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**.

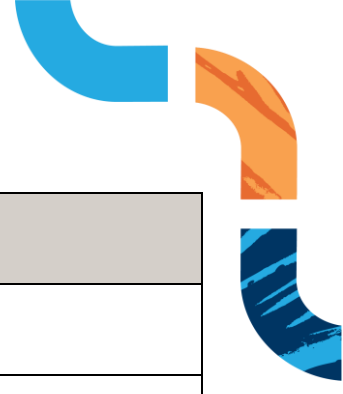
The FOI Coordinator will assist applicants as much as possible with their enquiries or applications.

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.

To request a reduction in Fees and Charges, ✓ this box, and attach copies of relevant supporting documentation.



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	