



Office Use Only

Registration No: \_\_\_\_\_

**SHIRE OF COLLIE**

Dept/Officer: \_\_\_\_\_

File Number: \_\_\_\_\_

## Shire of Collie Freedom of Information Application

Freedom of Information Request  
(Pursuant to the Freedom of Information Act 1992)

### Applicant/Client Details

Company Name (if applicable)

Contact: Surname

Given Names

Phones: Work

Home

Mobile

Email Address:

Australian Street Address:

Australian Postal Address

### Applicant Agent's Details (if applicable)

Company Name (if applicable)

Contact: Surname

Given Names

Phones: Work

Home

Mobile

Email Address:

Street Address:

Postal Address

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Details of Request

Applicant should provide as accurate a description of the document sought to enable Council to identify the information requested.

**Service Options** (tick box to select option)

I require 3<sup>rd</sup> party names and details (this option can easily double the service fee payable).

I will require to view the documents in person.

Supply documents in the following format

Hardcopy - Photocopies

Softcopy - PDF burned to CD or via email depending on size.

**Fees and Charges**

FOI Application Fee is \$30.00

Claim Fee Exemption (state the grounds for exemption)

Additional costs may be incurred by the applicant in line with Western Australian Government Freedom of Information Regulations.

A fee of \$30 per hour or part of can be charged for the following;

- Consulting with third parties if necessary,
- Examining the documents, exercising a judgement and making a decision about access,
- Deleting exempt matter where appropriate,
- Preparing a notice of decision in the required form, and
- Providing access in the manner required by the applicant.
- Supervised access to documents, and

Photocopying charged at 30c per black and white A4 page, 50c for colour and double if A3. Costs for larger sizes vary, i.e \$6.50 for black and white A0.

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Name of FOI Officer dealing with Request:			
Date Application Received	Reg No.	File	
Date of Fee Payment	Receipt No	Amount:	
Statutory Compliance Date	Completion Date:	Duration/Days:	
If late, for what reasons:			
Services charged:	Photocopies	PDFs	Hrs
			Fee
		Actuals:	Hrs
			Cost

# IMPORTANT INFORMATION RELATING TO FREEDOM OF INFORMATION APPLICATIONS

## Applications

- Please be specific and provide as much information as possible to enable us to identify the relevant documents you seek. Ill-defined requests, broad sweeping requests (fishing expeditions) or large requests that divert substantial resources can be refused under the Act.
- If your FOI request is on behalf of another person, we will require written authorisation from that person.
- An application will be processed as soon as possible and within 45 days after it is validated.
- A copy of the Freedom of Information Act 1992 is available from [http://www.slp.wa.gov.au/legislation/agency.nsf/foi\\_main\\_mrtitle\\_353\\_homepage.html](http://www.slp.wa.gov.au/legislation/agency.nsf/foi_main_mrtitle_353_homepage.html).
- Further information can be obtained by calling (08) 9734 9000, email [colshire@collie.wa.gov.au](mailto:colshire@collie.wa.gov.au) or post to; Shire of Collie, Locked Bag 6225, Collie WA 6225.

## Forms of Access

You may request photocopies of documents, electronic copies in PDF format or view documents at the Shire's Administration Building. Please note that direct viewing of documents can limit access to some documents due to 3<sup>rd</sup> party privacy issues.

## Fees and Charges

- No fees or charges are applicable for accessing personal information or to amend personal information.
- An application fee of \$30 is applicable for access applications for non-personal information.
- Charges can apply for copying of documents, labour, postage, arrangements for access or for reproductions larger than A3 (e.g. drawings).
- No fees are applicable for an internal or external FOI determination review.
- Charges may be waived or reduced at the discretion of the Shire of Collie CEO.

## Lodgement of Applications

Applications and fee may be lodged with the Shire of Collie by:

- Post - CEO  
Shire of Collie  
Locked Bag 6225  
COLLIE WA 6225

or

- Email – [colshire@collie.wa.gov.au](mailto:colshire@collie.wa.gov.au)