

## Shire of Collie Freedom of Information Application

### Applicant Details

Company Name (if applicable)

Surname

Given Name/s

Phone

Mobile Phone

Email

Postal Address

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

Company Name (if applicable)

Surname

Given Name/s

Phone

Mobile Phone

Email

Postal Address

### Applicant Signature

### Request Details

Applicant should provide as detailed a description as possible of the document/s sought to enable the Shire to easily identify, locate and provide the information requested.

## Service Options (tick to select)

- ☐ I require 3<sup>rd</sup> party names and details
- ☐ I require to view the documents in person

## Preferred format to receive documents

- ☐ Hardcopy – Photocopies (fees may apply, see below)
- ☐ Soft copy – PDF via email

## Fees and Charges

### \$30 FOI Application Fee

- ☐ Claim Fee Exemption (state grounds for exemption below)

Additional costs may be applied to process documents for your application, in line with the Western Australian Freedom of Information Regulations. These include:

A fee of \$30 per hour of part thereof for:

- Consulting with third parties if necessary
- Examining documents and making decisions about access
- Physically processing documents e.g. deleting exempt matter where appropriate
- Delivery, packaging and postage
- Providing access in the manner required by the applicant
- Supervised access to documents, and

Photocopying Charges:

- 20c per black and white photocopy
- 50c per A4 colour photocopy
- \$1 per A3 colour photocopy
- \$6.50 for black and white oversized copies e.g. A0

### OFFICE USE ONLY

Date Received		Date to complete by		
Completion Date		Days to complete		
If late, for what reasons:				
Services Charged	Copies	PDF	Hrs	Fee
		Actuals:	Hrs	Cost



## IMPORTANT INFORMATION RELATING TO FOI 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 authorization 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, emailing [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 to view documents at the Shire of Collie 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 apply for copying of documents, labour, postage, arrangements for access of for reproductions larger than A3
- 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
- Email: [colshire@collie.wa.gov.au](mailto:colshire@collie.wa.gov.au)

