



## General information

- Freedom of Information legislation gives the public a right to access government documents, subject to certain limitations. For more information about the Act, or the FOI process, go to the Office of the Information Commissioner at <https://www.oic.wa.gov.au/en-au>
- When making an application, please provide as much information as possible to assist in identifying relevant documents.
- Your application will be processed as soon as possible, and always within 45 days. Processing will not commence until appropriate fees have been paid.

<b>Fees</b>	
(a) Application fee under section 12(1)(e) of the Act (non-personal information)	<b>\$30.00</b>
<b>Charges**</b>	
(a) Time taken by staff dealing with the application (per hour, or pro rata for a part of an hour)	<b>\$30.00</b>
(b) Charge for access time supervised by staff (per hour, or pro rata for a part of an hour) 30, plus the actual additional cost to the agency of any special arrangements (eg. hire of facilities or equipment).	<b>\$30.00</b>
(c) Charges for photocopying	<b>\$30.00</b>
(i) per hour, or pro rata for a part of an hour of staff time	
(ii) per copy	<b>\$00.20</b>
(d) Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour)	<b>\$30.00</b>
(e) Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour)	<b>Actual cost</b>
(f) Charge for delivery, packaging, and postage	<b>Actual cost</b>
<b>Deposits</b>	
Advance deposits may be required	<b>25%</b>
Further advance deposit may be required to meet the charges for dealing with an application	<b>75%</b>
<b>** applicants with pension cards are eligible for a 25% reduction in charges</b>	

## Refusal of access

Schedule 1 of the FOI Act recognises that some documents require a level of protection.

These exemptions include (but are not limited to):

- Personal information about other individuals
- Commercially valuable information or information concerning trade secrets
- Legal advice
- Information that would reveal a decision made during a deliberative process closed to the public.

Exemptions should not be claimed unless there is a substantial reason under the FOI Act that prevents disclosure. Agencies are required to give Applicants full details of reasons for denying access to documents in the Notice of Decision.

## Appeal

- If you disagree with this decision, you have a right to appeal, and have the decision reviewed. There is no fee for this. Your request for review must be lodged within 30 days of being given notice of the decision.

## Lodging an application

Applications may be lodged:

- In person at the Shire of Capel Administration Office, 31
- Post: Freedom of Information Coordinator, Shire of Capel, PO Box 369, CAPEL WA 6271
- Email [info@capel.wa.gov.au](mailto:info@capel.wa.gov.au)

Payment for applications can be made at the time of lodgement or over the phone.