



Application for access to documents Freedom of Information Act 1992

Freedom of Information legislation gives the public a right to access government documents, subject to certain limitations.

Applicant details

Full name

Organisation
(if applicable)

Address

Email

Phone

Home/work: _____ Mobile: _____

Information type

Please indicate whether the documents you are requesting access to are:

Personal:

☐

(free of charge)

Note: Personal information is information solely about you - your family name, address, contact details etc.

Proof of identity: If you are applying for access to documents containing your personal information, the application must be accompanied by a copy of a primary identification document, such as a driver's licence or passport.

Non-personal:

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(\$30.00 application fee)

Note: Access to documents may incur further charges for processing. A statement of charges will be issued if appropriate. (Schedule of fees and charges** overleaf)

Lodging an application

Applications may be lodged:

- ❖ In person at the Shire of Capel Administration Office, 31 Forrest Road, Capel
- ❖ By post to: Freedom of Information Coordinator, Shire of Capel, PO Box 369, CAPEL WA 6271
- ❖ Email info@capel.wa.gov.au

Payment: can be made by contacting Customer Service at the Shire of Capel – (08) 9727 0222

General information

When making an application, please be clear and specific and provide as much information as possible to assist in identifying relevant documents. i.e. location / address, subject matter, date(s).

Describe the information you are requesting access to. (You may attach an additional page if more space is required.)

Signature:		Date:	
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Basic process outline



Fees

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| (a) Application fee under section 12(1)(e) of the Act (non-personal information) | \$30.00 |
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Charges**

- | | |
|---|--------------------|
| (a) Time taken by staff dealing with the application (per hour, or pro rata for a part of an hour) | \$30.00 |
| (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). | \$30.00 |
| (c) Charges for photocopying | \$30.00 |
| (i) per hour, or pro rata for a part of an hour of staff time | |
| (ii) per copy | \$00.20 |
| (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) | \$30.00 |
| (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) | Actual cost |
| (f) Charge for delivery, packaging, and postage | Actual cost |

Deposits

- | | |
|---|------------|
| Advance deposits may be required | 25% |
| Further advance deposit may be required to meet the charges for dealing with an application | 75% |

**** applicants with pension cards are eligible for a 25% reduction in charges**

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 a Notice of 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 Decision.

For more information about the Act, or the FOI process, contact the Office of the Information Commissioner (08) 6551 7888, <https://www.oic.wa.gov.au/en-au>