

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 det	tails
Full name	
Organisation (if applicable)	
Address	
Email	
Phone	Home/work: Mobile:
Information ty	уре
Please indicate w	hether the documents you are requesting access to are:
Personal:	(free of charge)
Note: Personal info	rmation is information solely about you - your family name, address, contact details etc.
	you are applying for access to documents containing your personal information, the application ed by a copy of a primary identification document, such as a driver's licence or passport.
Non-personal:	(\$30.00 application fee)
	cuments may incur further charges for processing. A statement of charges will be issued if dule of fees and charges** overleaf)
Lodging an appl	ication

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Applications may be lodged:

- ❖ In person at the Shire of Capel Administration Office, 31Forrest 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).

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

Date range of	requested information:	(44 (to /	-		
		(dd/mm/yyyy)	(dd	d/mm/yyyy)		
Third Party	Consultation					
•		with third part	ies and/or to	delete third party information where		
_	all 'personal informatior	of third partie	es being delet	ted from the requested document/s		
	ct details, signatures and	•	•	hird parties that are not state or local		
				ncy officers being deleted from the		
requested doc government of	` ' ` '	n titles, contac	t details and	signatures of other state and local		
				es) and 'personal information' (contact		
details and sig document/s.	natures of the City of Per	th officers (for	mer and curr	ent) being deleted from the requested		
Note: Not ticking		•	•	the personal and/or prescribed information	1	
	and government officers. Del and subsequently expedite th			duce the time required to consult with the		
				consulted (as required by sections 32		
and 33 of the F	reedom of Information A	ct 1992) and v	vho requests	to know the identity of the applicant	i .	
Note: Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if the applicant is known.						
Signature:			Date:		٦	
j oignature.	1					

Basic process outline



Fees				
(a) Application fee under section 12(1)(e) of the Act (non-personal	\$30.00			
information				
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 75 %				
application				
** 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
- o Commercially valuable information or information concerning trade secrets
- o Legal advice
- o 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