



## FREEDOM OF INFORMATION

### Procedures and Access Arrangements

#### FOI OPERATIONS

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process. If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

#### FREEDOM OF INFORMATION APPLICATIONS

Access applications have to:

- ✚ be in writing on the official application form
- ✚ give enough information so that the documents requested can be identified
- ✚ give an Australian address to which notices can be sent
- ✚ be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator, Shire of Cue, PO Box 84, Cue WA 6640. Telephone enquiries can be made at the Shire Office on 99638600.

Applications will be acknowledged in writing and you will be notified of the decision within 45 days.

#### Freedom of Information Charges

A scale of fees and charges set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows:

##### 1. Type of fee

- ✚ Personal information about the applicant .....No Fee
- ✚ Application fee (for non-personal information) .....\$30.00

##### 2. Type of charge

- ✚ Charge for time dealing with the application (per hour, or pro rata) ..... \$30.00
- ✚ Access time supervised by staff (per hour, or pro rata) ..... \$30.00
- ✚ Photocopying staff time (per hour, or pro rata) ..... \$30.00
- ✚ Per photocopy .....\$ 0.20
- ✚ Transcribing from tape, film or computer per hour, or pro rata) ..... \$30.00
- ✚ Duplicating a tape, film or computer information ..... Actual Cost
- ✚ Delivery, packaging and postage .....Actual Cost

### 3. Deposits

- ✚ Advance deposit may be required of the estimated charges .....25%
- ✚ Further advance deposit may be required to meet the charges for dealing with the application .....75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, (apart from the Application Fee) the charge payable is reduced by 25%.

### **Access Arrangements**

Access to documents can be granted by way of inspection, a copy of the document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

### **Notice of Decision**

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:-

- ✚ the date which the decision was made
- ✚ the name and the designation of the officer who made the decision
- ✚ if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document
- ✚ information on the right to review and the procedures to be followed to exercise those rights.

### **Refusal of Access**

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Application should be made in writing within 30 days of receiving the notice of decision. You will be notified of the outcome of the review within 15 days. If you disagree with the result you then can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review decision is issued.

### **Decision Makers**

Council's Chief Executive Officer has assumed the role of Freedom of Information Coordinator and is authorised to perform those functions within the requirements of the Act.

Council's Finance Officer authorised to make decisions regarding access to information upon review and is also the Review Officer, should an applicant be dissatisfied with the results of their application.