

FREEDOM OF INFORMATION

Under Western Australian Freedom of Information Act 1992, Section 12

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Victoria Park WA 6100
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WHAT IS FREEDOM OF INFORMATION?

The Western Australian Freedom of Information Act 1992 gives people the right of access to documents held by Ministers, State Government Departments, Local Authorities and Statutory Authorities. These bodies are called Agencies.

A person has the right to apply for access to the documents of an agency. This right is not affected by any reasons the person has for wishing to obtain access or the Town of Victoria Park belief as to what the person's reasons are for wishing to obtain access.

The objects of the Legislation are achieved by creating a general right of access to State and Local Government documents and assisting the public to obtain access to documents at the lowest reasonable cost.

• Lodging requests with the Town of Victoria Park

The application must be made in writing and give enough details to enable the requested documents to be identified. An address in Australia and, where possible, a contact telephone number should be provided. The application can be made by letter or by application form.

• Document

Includes any record or part of a record, and any copy or reproduction. It therefore covers files, computer printouts, maps, plans, photographs, tape recording, films, videos tapes or electronically stored information.

• Exemptions

There are exemptions for some documents including the protection of essential public interest, personal or business affairs of others or the deliberative processes of Government. Sometimes access to only part of a document will be provided if it contains information considered to be exempt.

• Notice of decision

The Town must give you written reasons if you are refused access or only given partial access. An explanation of any exemptions which may have been claimed, and why, will also be given. Your rights of review will be advised in the Notice of Decision.

• Cost

There is no application fee for your own personal information. However, for requests covering other than personal information, there is an application fee of \$30 and charges for dealing with your application.

The Town of Victoria Park will consult with you to keep charges to a minimum. If you are financially disadvantaged, tell the Town because a 25% reduction in charges may be possible.

WHAT HAPPENS WHEN ACCESS IS GRANTED?

The Town of Victoria Park will let you see the documents, and if you wish, give you a copy. In some cases, another form may be more appropriate, such as listening to a tape recording or watching a video.

If for some reason copies of documents cannot be made and sent to you, then the Town will discuss with you how, when and where you can view the material.

HOW TO APPLY TO AMEND YOUR PERSONAL INFORMATION

You can apply to the Town of Victoria Park for correction or amendment of any documents containing your personal information.

The application must be in writing, and you must give as much information as you can to show how or why the Town's records are inaccurate, incomplete, or out of date or misleading. If the Town decides to amend the information, it can either alter the record, strike out, delete, or insert information or insert a note in relation to the contents. The Town of Victoria Park must inform you of its decision, and reasons, together with your right of appeal if you are not satisfied.

The application can be made by letter or you can obtain an application form from the Town.

Further information can be obtained from:

FOI Coordinator
Town of Victoria Park
99 Shepperton Road
Victoria Park WA 6100

Telephone: 08 9311 8111
Facsimile: 08 9311 8181
Email: admin@vicpark.wa.gov.au



FOI REGULATIONS 1993 (FEES AND CHARGES APPLY TO APPLICANTS FOR NON-PERSONAL DOCUMENTS ONLY)

1. TYPE OF FEE

Application fee under Section 12(1)(e) of the Act \$30

2. TYPE OF CHARGE

(a) Charge for time taken by staff dealing with the application
(per hour, or pro rata for part of an hour) \$30

(b) Charges for access time supervised by staff
(per hour, or pro rate for part of an hour)\$30
plus the actual addition cost to the Town of Victoria Park for any special arrangements (eg. hire of facilities or equipment).

(c) Charges for photocopying
(i) per hour, or pro rata for part of an hour of staff time;\$30
and
(ii) per copy \$0.20

(d) Charge for time taken by staff transcribing from a tape or other device
(per hour, or pro rata for part of an hour) \$30

(e) Charge for duplication a tape, film or computer information Actual Cost

(f) Charge for delivery, packaging and postage..... Actual Cost

3. ADVANCE DEPOSITS

(a) Advance deposit which may be required under Section 18(1) of the Act,
expressed as a percentage of the estimated charges which will be
payable in excess of the application fee25%

(b) Further advance deposit which may be required under Section 18(4)
of the Act, expressed as a percentage of the estimated charges
which will be payable in excess of the application fee 75%