



CITY OF VINCENT

FREEDOM OF INFORMATION PROCEDURES, CONTACTS AND ACCESS ARRANGEMENTS

Freedom of Information Enquiries

Freedom of Information enquiries may be made in person, by telephone, facsimile, email or by mail. City of Vincent staff is happy to assist to endeavour to make the information available rather than to have to lodge a formal Freedom of Information Application.

Freedom of Information Applications

Under the *Freedom of Information Act 1992* the access application has to -

- a) be in writing;
- b) Give enough information to enable the requested documents to be identified;
- c) Give an address in Australia to which notices under this Act can be sent;
- d) Give any other information or details required under the regulations; and
- e) Be lodged at an office of the City of Vincent with any application fee payable under the regulations.

Address for service of an application is as follows;

By Post

Chief Executive Officer
City of Vincent
PO Box 82
LEEDERVILLE WA 6902

or in person at 244 Vincent Street, Leederville

Telephone: (08) 9273 6000

Facsimile: (08) 9273 6099

An application may be lodged by delivery by hand post or facsimile at the City of Vincent. If an application is lodged by post, it is to be regarded as having been lodged with the City of Vincent at the end of the fifth day after it was posted. If an application is lodged by facsimile, it is to be regarded as having been lodged with the City of Vincent on the day on which it is transmitted.

Permitted Period for dealing with Access Applications

An access application is dealt with as soon as practicable and within 45 days after the access application is received.

Freedom of Information Charges

An application fee of \$30.00 is required for non-personal information, in accordance with the regulations. An application is not valid until the application fee of \$30.00 has been received by the City of Vincent, in accordance with the regulations.

There is no fee payable for Applications for Amendment of personal information.

Other charges are as follows;

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| • 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 | \$.20 |
| • Transcribing from tape, film or computer information
(per hour or pro rata) | \$30.00 |
| • Duplicating a tape, film or computer information | Actual |
| • Delivery, packaging and postage | Actual |

Advance deposit may be required at a rate of 25% of the estimated charges. Further advance deposit may be required at a rate of 75% to meet the charges for dealing with the application. For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%. All charges, apart from the application fee, are discretionary and there is no charge for providing an applicant with access to personal information about the applicant.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a 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. The applicant has the right to request a specific format.

Document Viewing

When access has been granted according to the Act, documents may be viewed at a mutually suitable time at the Council.

Personal Information

Please be advised that documents containing personal information, such as names and addresses, is exempt matter under Clause 3 of Schedule 1 to the *Freedom of Information Act 1992*, S.32 and cannot be disclosed.