

A request to access information under the Act may be by an individual or an authorised person on your behalf (authorising another person must be in writing).

Applicant

Name:					
Postal Address:					
Suburb:		State:		Post Code:	
Telephone:					
Email:					
If applying on behalf of an organisation, name of organisation:					
I am seeking information about my own personal affairs and I have attached a copy of my evidence of identity (eg: drivers licence)				Yes	N/A

Request

I seek access to the following document(s) under the Freedom of Information Act 1982, dated/created between:

(day, month, and year)

and (day, month, and year)

Please avoid using wording such as 'all documents' because your request may result in it being too large for us to process, or it may not be specific enough for us to identify the document(s). If you are not sure how to frame your request, please contact us.

Form of Access

- I request copies of the documents, or
 I request an inspection of the documents

Consultation

If it is necessary to consult with others regarding your application, do you object to your name being divulged?

- Yes
 No

Exclusion of Information

It may be helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow us to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for us to consult with third parties.

Do you require access to (please tick only the items you are answering 'yes' to):

- Draft documents
 Duplicate documents
 Commercial and financial information from third parties
 Personal information from third parties

Edited Copies of Documents

The document(s) you requested may contain exempt or irrelevant information. Under section 25 of the FOI Act, we can provide edited copies of document(s) with exempt or irrelevant information removed. However, we are only required to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for us to make edits and the remaining information retains sufficient meaning. If you don't agree to receive an edited copy, we may decide the entire document is exempt and refuse access to it in full, even if there is some information that could be released to you.

In the event we consider the document(s) you requested contain exempt or irrelevant information, do you agree to receive an edited copy with the exempt or irrelevant information removed?

I agree / I do not agree

to receive access to an edited copy of a document with exempt or irrelevant information removed in accordance with section 25 of the FOI Act.

Fees & Charges

- The prescribed application fee is \$32.70. Payment of the fee must accompany your application
- If payment of the application fee would cause you hardship then you may request the fee be waived. Please supply supporting information such as a copy of your current Health Care Card in order for your entitlement for a waiver of the fee to be assessed
- Requests are subject to access charges as prescribed under the Freedom of Information Act 1982 and the Freedom of Information (Access charges) Regulations 2014 (see over)

Applicant signature: _____

Date: _____

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- Everyone has the right under the Freedom of Information Act 1982 to obtain access to documents of an agency other than exempt documents. (Council is an agency).
 - To make a valid request you must provide sufficient information to enable the correct document/s to be identified. A further description of the requested documents can be provided on a separate sheet if necessary.
 - If a request does not comply with the requirements of the Act, Council can provide advice and assistance to help you to submit a valid request.
 - If possible, access will be given in the form requested by you. Exceptions exist where the requested form of access may result in infringement of copyright or unreasonably interfere with the operations of Council.
 - Your application will be dealt with as soon as practicable and within the statutory timeframe.
 - Further information can be obtained from Council's FOI Officer on 9688 0200.
 - The Freedom of Information Act 1982 and other information on FOI are available from "Freedom of Information Online" at www.foi.vic.gov.au.

Fees & Charges

- The prescribed application fee for FOI requests will not apply to documents regarding an applicant's own personal affairs (e.g. health records)
- Prescribed fees and charges include:
 - Application fee - \$32.70
 - Search fees - \$24.50 per hour or part thereof
 - Copying fees (black & white) - \$0.20 per A4 page, \$2.55 per A3 page, \$3.80 per A2 page, \$5.20 per A1 page and \$6.10 per AO page
- Applications may also attract charges for supervising inspection of documents
- The application fee may be waived or reduced if payment would cause hardship to the applicant
- Charges for access vary depending upon the relationship of the applicant with the documents and the subject matter of the documents

Third Party Authority

Where an application is made by one party on behalf of another person/entity, a signed authority is requested at the time the application is lodged.

Lodging Your Application

Applications may be lodged -

- In person at Council Offices; or
- By post, addressed to
Att: Freedom of Information Officer
Maribyrnong City Council
PO Box 58
Footscray Vic 3011
- By email to
Att: 'Freedom of Information Officer' at governance@maribyrnong.vic.gov.au

Privacy Statement

The personal information requested on this form is being collected by Council for the purpose of processing your FOI request and will be used for that primary purpose or directly related purposes. The personal information collected may be disclosed in applying relevant provisions of the Freedom of Information Act 1982 to the application. It may also be disclosed in transferring the request to other agencies, consulting with other parties in relation to the application, or if required by law. If the information is not collected, we may be unable to process the request. The applicant understands that the personal information provided is for the purpose of processing the FOI request and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.