

Freedom of Information (FOI) Request Form

Applicant

Name: _____

Postal Address: _____

Telephone: _____

Email: _____

If applying on behalf of an organisation, name of organisation: _____

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*) _____ :

Form of Access

- I request copies of the documents.
- 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

Fees & Charges

- The prescribed application fee is \$30.60. 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's signature: _____

Date: ____ / ____ /20____

- 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 0354.
- 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 - \$30.60.
 - Search fees - \$22.545 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:

Freedom of Information Officer
 Maribyrnong City Council
 PO Box 58
 Footscray Vic 3011

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.