

FOI APPLICATION FORM FOR ACCESS TO DOCUMENTS

To: Freedom of Information Officer,
Wyndham City Council,
P.O. Box 197, WERRIBEE VIC 3030.

DETAILS OF YOUR APPLICATION:

Under the *Freedom of Information Act* 1982 (the **FOI Act**), I wish to gain access to the following document(s)
(Please attach another page if there is insufficient space below for your details)

.....
.....
.....

APPLICANT DETAILS:

TITLE: *(circle title)* Mr / Mrs / Ms/ Miss

SURNAME/FAMILY NAME: **FIRST NAME:**

POSTAL ADDRESS: **POSTCODE:**

EMAIL: **CONTACT NO:** **MOBILE:**

SIGNATURE: **DATE:**/...../.....

SECTION 25 OF THE FOI ACT: Deletion of Exempt or Irrelevant Material:

Where part of a document is exempt from release, or has irrelevant material to the request, I wish to receive access to the edited document(s) with deletions, in order to receive the part of the document (s) that can be released.

FORM OF ACCESS: *(Please tick ✓ where appropriate)*

- I request access to copies of the document(s).
- I request access by supervised inspection of the document(s).

FOI APPLICATION FEE & CHARGES

I have enclosed the application fee of **\$28.90** [2 fee units] which is payable in accordance with Section 17(2a) of the FOI Act. I understand that further charges will be applicable for search time and photocopying of requested documents.

Privacy Statement: The personal information provided above is collected for purpose of processing your request in accordance with the FOI Act. The information will not be disclosed outside of Council except to the Public Access Deputy Commissioner and VCAT if required; or when permitted by law. The details will be stored in Council’s Customer Database and used to identify you when communicating with Council and to deliver services and information to you. For further information on how your personal information is handled, visit Council’s Privacy Policy at: <https://www.wyndham.vic.gov.au/privacy-policy>

Office Use Only

Application Fee Received on:/...../..... Receipt No:.....

Freedom of Information Request – Fact Sheet

The Freedom of Information Act 1982 (FOI Act) provides members of the public with a legal right of access to documents held by Council. Members of the public are entitled to seek access to:

- Documents about their personal affairs, regardless of the age of the documents.
- Documents held by a Council, not older than 1 January 1989.

The Act does not apply to documents which are available for a fee as part of a public register or are documents which are available for purchase.

The term 'document' is broad and includes information in many formats, whether printed or in electronic form, photographs, letters, maps, film, reports, audio and video recordings.

The protection of the public interest and private and business affairs may cause some documents to be exempted from access.

Making a Request

Requests for access to information under the FOI Act must be:

- in writing and accompanied by a non-refundable application fee of \$28.90
- provide sufficient information to enable the documents to be identified. Where possible this should include the approximate date range of the documents sought, if known.

All applications for access to information under the FOI Act are to be addressed to:

Freedom of Information Officer,
Wyndham City Council,
PO Box 197, WERRIBEE VIC 3030

Timeframe

On receipt of a valid request, the FOI Officer has 30 days to respond to the applicant with a decision. Under the Act, the time period may be extended by 15 days if consultation is required under certain sections of the Act. Further extensions of the period can be sought with agreement by the Applicant for not more than 30 days at a time. Where a decision is made to deny or defer access, the applicant will be notified in writing of the reasons for the denial and the procedures available to appeal the decision.

Under the FOI Act, Council may deny access to 'exempt' documents. Examples of 'exempt' documents include:

- confidential matters considered by Council
- law enforcement documents
- some internal working documents
- documents covered by legal professional privilege, such as legal advice
- documents obtained in confidence or containing personal information about other people
- documents containing "Commercial in-confidence" information or trade secrets

Other Costs

Where an application for access is granted, costs will be incurred by the applicant (in addition to the application fee) to access the documents. These charges are levied under with the *Freedom of Information (Access Charges) Regulations 2004* and relate to:

- Search charges - \$21.70 per hour or part of an hour.
- Inspection supervision charges - \$5.40 per quarter hour.
- Photocopying charges - 20 cents per black and white A4 page. Colour copies and paper sizes other than A4 are set at a reasonable cost incurred by Council in providing the copy.

Where it is anticipated that the costs will exceed \$50, the applicant will be advised and requested to pay a deposit. The applicant will also be asked if they wish to continue with the request or narrow the terms of the request to reduce costs.

Further information

For further information on the FOI Act and procedures please contact the FOI Officer on 8734 5464.