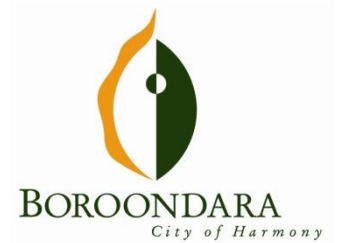


# Application for Access to Documents

Under the Freedom of Information Act 1982



## Applicant Details

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

If on behalf of an organisation, name of organisation: \_\_\_\_\_

## Details of Request

I am applying for access to document(s) dated / created between: \_\_\_\_\_ and \_\_\_\_\_

concerning: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Form of Access

I request copies of the documents to be forwarded by mail.

I request an inspection of the original documents.

## Consultation

Should it be necessary to consult with other parties regarding your application, do you object to your name being released as the applicant?

Yes  No

## Fees & Charges

- The prescribed application fee is \$24.40. A completed credit card and cheque payment form must accompany your application.
- Requests are subject to processing charges as prescribed under the Freedom of Information Act 1982 (see over).
- If you consider you are entitled to a waiver of charges, please submit a request with copies of supporting documentation.

I understand that before I obtain access to document(s) I may be required to pay processing charges in respect of this application.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## General

- Every person has the right under the Freedom of Information Act 1982 to obtain access to documents of an agency other than an exempt document. (Council is an agency under the Act).
- To be a valid application, you must provide sufficient information to enable the correct document(s) to be identified. Details 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 formulate a complying request
- If possible, access will be given in the form requested by the applicant. 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 a response provided in any case, within 45 days after it is received, subject to exceptions as provided for under the Freedom of Information Act 1982.
- Further information can be obtained from the Governance Department on 9278 4473.
- The Freedom of Information Act 1982 and other information on Freedom of Information are available from Freedom of Information Online at [www.foi.vic.gov.au](http://www.foi.vic.gov.au).

## Costs

- The prescribed application fee for Freedom of Information requests will not apply to documents regarding an applicant's own personal affairs, such as health records. Please note that whilst most applications are of personal interest to applicants, they are not necessarily related to their personal affairs.
- Prescribed Fees include: Application fee - \$24.40, Search Fees - \$20.00 per hour or part thereof, Copying Fees (black & white) - \$0.20 per A4 page, \$2.40 per A3 page, \$3.55 per A2 page, \$4.80 per A1 page and \$5.75 per AO page. Applications may also attract charges for supervising inspection of documents.
- An application fee may be waived or reduced if payment of the fee would cause hardship to the applicant. (Section 17)
- Charges may be waived if the applicant is impecunious and the request is for access to document(s) containing information relating to the applicant's personal affairs. (Section 22)

## Third Party Authority

Where an application is made by one party on behalf of another person / entity, a duly signed authority must be supplied at the time the application is lodged. Failure to supply an authority may cause delay in finalising the application and the release of information.

## Lodging Your Application

Applications may be lodged -

- In person at Council Offices.
- By post, addressed to:  
Freedom of Information Officer  
City of Boroondara  
Private Bag 1  
Camberwell VIC 3124

## Privacy Statement

The personal information requested on this form is being collected by Council for the purpose of processing your Freedom of Information 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; in 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 purpose of processing the Freedom of Information request and that he or 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.

# Credit card and cheque payment form

Return document to:  
Mail - City of Boroondara, Private bag 1, Camberwell VIC 3124  
Fax - 03 9278 4946



Department: Governance  
Payment for: Freedom of Information  
Application for Access to Documents  
Reference: RC 250  
Payment to be registered in FOI in-tray.  
Please send a copy of the receipt to E Marriot - Governance.  
Narrative: 1 x FOI/Applicant/FOI  
Applicant Name: \_\_\_\_\_  
Payment type:  Credit Card  Cheque

## OFFICE USE ONLY

MIT: \_\_\_\_\_

REC: \_\_\_ Infring or GL

RECEIPT: \_\_\_\_\_

AMT PAID \$ \_\_\_\_\_

PAYER: \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

## Credit Card details

Card type:  Visa  Mastercard  Amex  Diners

Credit card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date: \_\_\_\_\_ / \_\_\_\_\_

I, \_\_\_\_\_, hereby authorise the City of Boroondara to charge the

(Cardholder's full name. **PLEASE PRINT CLEARLY**)

Amount of \$ \_\_\_\_\_ to my credit card for the purposes stated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PRIVACY STATEMENT:** The personal information requested on this form is being collected by Council for the purpose of charging fees in relation to the above service. The personal information will be used by Council for that primary purpose or directly related purpose. The personal information collected will be disclosed to Council's bank or other financial institution for the purpose of processing payments and will not otherwise be disclosed unless required by law. If the information is not collected an alternative payment method will be required before your service request can be processed. The applicant understands that the personal information provided is for the purpose of charging fees 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.