

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 seek access to the following document(s), dated/created between _____ and _____

Form of Access

☐ Copies of the documents to be forwarded by mail ☐ An inspection of the documents

Consultation

Please note, if your application seeks access to documents which contain personal affairs information (i.e. names, addresses, phone numbers or other identifying information) Council must consult with every affected person and ask if they object to you receiving their information. Consultation may extend the due date for your request by 15 days.

Is personal affairs information relevant to your needs? Yes ☐ No ☐

(If NO, personal information will be deleted from any documents released)

For the purposes of consultation:

Do you consent to Council identifying you as the applicant? Yes ☐ No ☐

Do you consent to Council disclosing the purpose of your request? Yes ☐ No ☐

If YES, please explain the purpose of your request:

Fees & Charges

- The application fee is \$31.80. A completed credit card and cheque payment form must accompany your application.
- Other charges apply 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 30 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 & Legal Department on 9278 4444.
- 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.

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 - \$31.80, Search fee - \$23.85 per hour or part thereof, Copying fees (black & white) - \$0.20 per A4 page, \$3.50 per A3 page, \$8.00 per A2 page and \$13.50 per A1 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, or
- By email to boroondara@boroondara.vic.gov.au, or
- 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 by:
Mail - City of Boroondara, Private bag 1, Camberwell VIC 3124
Fax - 03 9278 4466



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 - Governance.
Narrative: 1 x FOI/Applicant/FOI
Applicant Name: _____
Payment type: ☐ Credit Card (Credit Card surcharge applies) ☐ 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 \$ _____ plus any applicable credit card surcharge as outlined below to my credit card for the purposes stated above.

Signature: _____

Date: ____ / ____ / ____

CREDIT CARD SURCHARGE: Please note that payments to Council made by credit card and debit card may incur a payment surcharge that reflects the cost charged to Council per transaction for the relevant payment method. Payment surcharge amounts may change from time to time to reflect a change in the cost charged to Council per transaction for a payment method. Current payment surcharge amounts can be found at <https://www.boroondara.vic.gov.au/about-council/payments> and at Council's Customer Service centres.

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.