

# Freedom of Information (FOI) Request for Access to Documents



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## Applicant Details

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

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

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

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

## Details of Request

Under the *Freedom of Information Act 1982* I wish to gain access to the following document(s):

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*(Please attach another page if there is insufficient space above)*

## Form of Access

(tick ✓ to indicate your preferred form of access)

- I request copies of the document(s)       I request an inspection of the document(s)

## Fees and Charges

Please refer to the back of this form for information about fees and charges that apply to FOI requests. The application fee must be paid or waived before your request can be processed. **Before submitting this request, please ensure that you are aware of the requirements and charges that may apply to your request.** If you require further information or assistance with your request, please contact Council's FOI Officer on 9768 1671.

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

## Privacy Statement

The personal information you provide on this form, and in support of your application, is being collected by Frankston City Council for the purpose of processing your request. It may be necessary to undertake mandatory consultations with third parties about your FOI request. The Office of the Victorian Information Commissioner and the Victorian Civil and Administrative Tribunal may access a request as part of a review or complaint. Your personal information will not be disclosed for any other purpose, unless authorised by law. For further information, or to gain access to your personal information, please contact us on 1300 322 322.

## Writing your request

- The Victorian Freedom of Information Act 1982 (“FOI Act”) gives you the right to seek access to documents held by an agency such as Frankston City Council.
- To ensure that your application complies with the FOI Act, please describe the document(s) you are seeking, with as much detail and precision as possible. This will help us to locate the document(s) and to respond promptly to your request.
- If your application does not comply with the FOI Act, or if you are having difficulty writing your request, we can provide advice and assist you to formulate your request.

## What fees and charges will I have to pay?

- The FOI legislation sets the fees and charges that are payable in relation to FOI requests.
- **An application fee of \$28.40** is charged when you make a FOI request. You can request a waiver or reduction of the application fee if payment of the fee would cause you financial hardship. A request for waiver or reduction of the application fee should include evidence of financial hardship, such as a photocopy of your current Pension or Health Care Card.
- You can pay the application fee at one of Council’s offices at Frankston, Langwarrin or Seaford; or you can send a cheque made out to Frankston City Council; or you can pay by credit card by telephoning 9768 1671.
- **Access charges** may also need to be paid before documents are provided. Access charges include: search time \$21.30 per hour or part of an hour; supervision of inspection \$21.30 per hour calculated per quarter hour or part of a quarter hour; A4 photocopying (black and white) 20 cents per page. Other charges may be made to meet the reasonable costs incurred by Council in providing access.
- If access charges are payable you will receive a letter setting out the charges. If the access charges associated with your request are expected to exceed \$50, we will contact you before we proceed with your request.

## What happens after my request is lodged?

- When we receive your request, we will review it to make sure that all the necessary information has been included and the documents you are requesting have been clearly identified. We will contact you if further information or clarification is required. **Applications cannot be processed until they are sufficiently clear and the application fee has been paid or waived.**
- You may be required to provide proof of identity if you are requesting access to documents relating to yourself.
- The FOI Act includes protection for certain types of information, such as information relating to other people and commercial information. Council may be required to consult with other parties when processing your request in order to determine if any documents are exempt from release.
- You will receive a formal decision letter in response to your request setting out the number of documents located and explaining any content determined to be exempt from release.
- If a decision is made to release documents that contain personal affairs information (including the names) of other people, the FOI Act requires us to notify each individual concerned of that decision, unless they have consented to the release. Each person then has a period of 60 days to decide whether to appeal against the decision to release their personal affairs information, and the documents must be withheld during that time.

## Return completed form to:

Post: Freedom of Information Officer, Frankston City Council, PO Box 490, Frankston 3199

Email: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)