

<b>Name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Postal address: (if different from above)</b>			

<b>I wish to access the following document(s) under the <i>Freedom of Information Act, 1982</i>: (Precise details required)</b>	
<b>Form of Access:</b>	<p>I request a copy of document(s)</p> <p>I request an inspection of the original document(s).</p> <p>I am prepared to inspect copies of the documents(s) where the provision of originals would interfere unreasonably with the operations of the Council.</p> <p>I am prepared to accept an edited version of the documents sought.</p>

**A non-refundable application fee of \$29.60 is payable to validate this request and I understand that I will be supplied with a statement of further charges to be levied if appropriate as per Access Charges Regulations 2014 - see reverse side for more information.**

<b>Signature:</b>		<b>Date:</b>	/ /
<b>Send this form to <a href="mailto:enquiry@glenelg.vic.gov.au">enquiry@glenelg.vic.gov.au</a> or to: FOI Officer, Glenelg Shire Council, PO Box 152, PORTLAND VIC 3305 The fee is attached</b>			<b>A response will be sent within 30 days of a valid application.</b>

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 2020*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorized by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer – telephone 03 5522 2305.

## Office Use Only

Date Application fee received

/ /

Receipt No.

### FREEDOM OF INFORMATION (FOI) ACCESS REQUESTS – Frequently Asked Questions

#### What document should I ask for?

When requesting a document, remember that your description gives us the only means to identify the document, so there is a need to be specific. Try to give a time limitation and state the type of document, e.g. 'correspondence between X and Y from January to March 2014'. Attach a separate page to this form if you find insufficient space in the document access section overleaf.

#### What documents are available?

The *Freedom of Information Act 1982* gives you:

- the right to access documents about your personal affairs and the activities of government agencies; and
- the right to request that incorrect or misleading information held by an agency about you be amended or removed.

It is not only documents in paper form that are accessible. The word 'documents' covers a broad range of media including maps, films, photographs, computer printouts, emails, tape recordings and videotapes. However, not all information is automatically available.

There are several important restrictions on the types of documents available under FOI. For example, documents which may not be available include:

- 'exempt documents' such as internal working documents, law enforcement documents, documents relating to legal proceedings, or documents affecting the personal privacy of other people;
- documents which are already publicly available or available by paying a fee under another Act; and
- documents which were created before 1 January 1989.

When asking for access, each document is assessed on its merits before a decision is made.

Unless required by law, letters of complaint are not released. For example, a letter from a resident complaining about a neighbour's dog would not be released. In some cases you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information deleted if you have indicated that you are prepared to accept edited versions of documents.

#### How long does it take?

Council will take all reasonable steps to notify a decision as soon as practicable; however the FOI Act gives Council up to 30 days to respond after receipt of a valid request which includes payment of the statutory application fee, unless the application fee is waived, and a clear description of the documents requested.

#### How much does it cost?

It costs \$29.60 to lodge an FOI application. We will not start processing your application until you pay the application fee. In some instances there may be additional processing fees (such as retrieval from storage and/or photocopying costs) but we tell you about these costs, if relevant.

The two costs associated with making an FOI request are:

- The application cost, and the access cost. (The FOI Act provides that the application fee may be waived or reduced if the applicant proves that the payment would cause financial hardship).

**Access Costs** (fee units are set by the Victorian Department of Treasury and Finance – 2020-21 1 unit = \$14.45)

- **Search charges** – 1.5 units = \$22.20 per hour or part of an hour
- **Supervision charges** – 1.5 units per hour = \$22.20 calculated per quarter hour.
- **Photocopying charges** – 20c per black and white A4 page.
- **Providing access in a form other than photocopying** - the Council will determine the reasonable cost incurred in producing the copy. If the anticipated access charges are less than \$100, a \$25 deposit will be required, if they exceed \$100, a 50% deposit will be required.

#### Can I appeal a decision?

If an FOI request is denied, the applicant can appeal against the decision. Appeals must be lodged within 28 days of the issue of the decision (response) by Council and should be addressed to: The FOI Commissioner Office of the Freedom of Information Commissioner PO Box 24274 Melbourne Vic 3001.