



DOCUMENT ACCESS APPLICATION
Under Section 17 of the
FREEDOM OF INFORMATION ACT, 1989.

DETAILS OF APPLICANT

Surname: _____

Given Names: _____ Title: (Mr/s) _____

Australian Postal Address _____

Postcode: _____ Telephone Number(s): (H) _____

(W) _____

DETAILS OF REQUEST

The documents are: _____

- I wish to inspect the document(s) Yes No
- I require a copy of the document(s) Yes No *Place a tick in the appropriate box*
- I require access in another form Yes No

(specify) _____

CONSULTATION

Should consultation be necessary do you object to the release of your name as the applicant?

- Yes No

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$30 to cover the application fee.

I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases a 50% reduction in fees and charges may apply – see the section on fees and charges on the back of this form.

If you consider you are entitled to a reduction, submit a request with copies of supporting documents with this form.

I am requesting a reduction in fees Yes No *Place a tick in the appropriate box*

ADDRESS FOR NOTICES (if address differs from above)

Send applications to: _____

APPLICANT'S SIGNATURE: _____ Date: ____/____/____

(Agency Use Only)

F.O.I. No: _____

Proof of Identity _____

Received at _____ on ____/____/____

Acknowledgement sent on ____/____/____

Requests for access to agencies' documents

- Applicants are to provide sufficient information to enable the correct document/s to be identified.
- If you are seeking documents relating to personal affairs the agency may request proof of your identity.
- If you are seeking documents on behalf of another person relating to their personal affairs, the agency may ask you to submit a consent form signed by that person.
- A request will be dealt with as soon as practicable after it is received. (Within 21 days unless special circumstances apply.)
- An agency, on receiving an FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency as appropriate.

Forms of Access

- inspection of documents
- copy of document
- audio and visual
- transcript of recorded document
- transcript of words recorded in shorthand or encoded form
- reproduce written document

Where an agency or Minister is unable to grant access in the form you asked for it, you may be given access in a different form.

Application fees/charges

A cheque/cash for \$30 to cover the application fee must be forwarded to Council with the request for access.

A 50% reduction may be granted in cases where individuals prove a case of financial hardship, where Ministers or Principal Officers approve a claim by a non-profit organisation demonstrating financial hardship, where a demonstrated public interest is involved. Where significant correction of personal records results from an FOI request and where the error was not due to the person's fault, a 100% reduction will be granted.

Refusal to process requests

Sections 22 and 26 of the Freedom of Information Act explain the circumstance under which an agency may refuse or defer access to information.

~ ~ ~

Privacy Notification –

The information on this form is being collected by Council for administrative purposes. It will be used by Council staff for purposes relating to your enquiry and may be disclosed to persons and/or organisations outside Council. The supply of this information to Council is voluntary however without it, Council may be unable to process your application. Persons identified on this form may at any time, apply to Council for access to or amendment of the information.