**Applicants’ details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| * **landline** |  |
| * **mobile** |  |
| **Email** |  |

**Details of request**

I request access to the following document(s):

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| ................................................................................................................................................................................................... |
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| ................................................................................................................................................................................................... |

(Please clearly specify the document(s) sought. The term ‘documents’ includes maps, films, photographs, tape recordings and computer printouts. A request must give such information as is reasonably necessary to enable Council to identify the document(s) sought (s 17(2) of the Act).)

**Form of access** (please tick)□ I want to inspect the documents □ I want a copy of the documents

**Application fee** - $30.60 is the fee required to validate the application.

You must pay $30.60 by credit card and make payment over the phone via Council’s Service Centre on (03) 8290 1333.

Council’s Service Centre is open from Monday to Friday, 8:30am – 5pm AEST.

Access charges may be payable *in addition* to the application fee

**Additional Costs**

$22.95 per hour or part thereof for search time

$0.20 for each A4 black & white photocopy page (other charges apply for coloured pages/larger print sizes)

$5.75 per quarter hour of part thereof for supervised inspection of documents.

See generally the *Freedom of Information (Access Charges) Regulations* 2014

The application fee may be waived or reduced on grounds of hardship. If you seek waiver on grounds of hardship you should provide evidence of such hardship (eg a copy of a current health care or pension card, income details etc)

If access charges exceed $50.00 Council will seek a deposit before continuing to process the request.

**Access to personal affairs information** (please tick)

□ I want access to all personal affairs information (eg names, addresses, telephone numbers and other identifying information)

□ I do not require access to personal affairs information and understand this information will be removed from the documents

□ I only want access to the personal affairs information of the following individual(s): …………………………………………………

I understand that if the document(s) I seek access to contain personal affairs information, Council is required to consult with the relevant individual(s) about the release of their information to me.

Signature: …………………………………………………………….. Date: ……..................................................

**Privacy Statement**

Your personal information will only be used or disclosed for the purposes described above or where required by law.   
The collection and handling of personal information will be conducted in accordance with the City of Stonnington’s Privacy Policy.   
The policy can be viewed on the City of Stonnington website or is available for inspection at the Service Centres.

To access or amend your details, withdraw your consent for future disclosure of your personal information   
or for further information, please contact the City of Stonnington’s Privacy Officer on 8290 1333.

**Details of request**

Every person has the right under the *Freedom of Information Act* 1982 (**Act**) to obtain access to documents of an agency other than an exempt document. The Council is an agency under the Act.

A request for access to documents must be in writing. The request must provide sufficient information to enable Council to identify the documents sought. A request must be accompanied by the application fee before it becomes a valid request. The application fee may be waived or reduced if the payment would cause hardship to the applicant.

Council is to assist an applicant as is necessary to make the request valid under the Act. Council cannot refuse a request on the grounds that it does not comply with the Act without giving the applicant a reasonable opportunity to consult with the Council with a view to amending the request so that it is compliant with the Act.

If possible, access will be given in the form requested by the applicant. Access may be given by way of inspection, a provision of photocopy, written transcript, hearing sounds or viewing visual images. Exceptions to granting access in the requested form are: infringement of copyright; document preservation; and ‘unreasonable interference with the operations of the agency’.

Applicants will be notified of a decision ‘as soon as practicable’. At the latest, the applicant will be notified of a decision 30 days after the request and application fee were received by Council. However, this period may be extended by 15 days if Council is required to consult with third parties.

**Right of Review**

A person wishing to seek review of any decision to refuse access to a document(s) or parts of a document(s) must within 28 days seek a review from the Information Commissioner who can be contacted via:

PO Box 24274 Melbourne Vic 3001   
Telephone 1300 00 6842   
Email enquiries@ovic.vic.gov.au  
www. ovic.vic.gov.au

Further, an applicant may make a complaint to the Information Commissioner where: Council decides that a document does not exist or cannot be located; there is a delay in processing a request; or any other action taken or not taken by Council in the processing of a request under the Act.

**Liability**

Section 62 (1) states:

Where access has been given to a document and:

(a) the access was required or permitted under the act to be given; or

(b) the access was authorised in a bona fade belief that the access was required by the Act to be given,

no action for defamation or breach of confidence lies against an agency or an officer by reason of the authorising or giving of the access, and no action for defamation or breach of confidence in respect of any publication involved in, or resulting from, the giving of the access lies against the author of the document or any person by reason of that author or other person having supplied the document to an agency.

**Documents Not Obtainable**

The Act does not apply to documents which contain information available under other legislation for a fee or charge or by way of purchase.

**Personal affairs information**

Information relating to the personal affairs of a person (‘personal affairs information’) includes information that identifies any person or discloses their address or location; or from which any person's identity, address or location can reasonably be determined.

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