Freedom of Information Application Form

Application for Access to Documentation
Under Sec 13 of the *Freedom of Information Act 1991*

Details of Applicant

Last Name: .....

Given Names.....

Australian Postal Address.....

.....**Post Code**.....

Tel (hm).....**Tel (mob)** .....

Email *(optional)*.....

Details of Request

Please describe in the space provided below details of the documents to which you seek access. Please be as specific as possible to assist us with fulfilling your request. If you are applying for personal information, please provide sufficient information to assist with identification of documents, eg, date of birth, previous names, etc.

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Please cross out whichever does not apply – These documents do / do not contain information about my personal affairs.

Form of Access

I wish to inspect the documents	( ) Yes	( ) No
I require a copy of the documents	( ) Yes	( ) No
I require access in another form	( ) Yes	( ) No

Please Specify

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Fees and Charges

An application fee of $44.70 must be submitted with the completed application form, unless you are seeking to have the application fee waived. Please attach evidence, e.g. a copy of your concession card or evidence of financial hardship, if this is the case.

Do you qualify for fee waiver?	( ) Yes	( ) No	
Is proof attached?	( ) Yes	( ) No	
Is the fee attached?	( ) Yes	( ) No	
Application Fee is in the form of	( ) Cheque	( ) Cash	( ) Money Order

Please do not send cash through the mail.

If no fee is attached and you do not qualify for fee waiver then this application will not be valid until the fee has been received by the agency.

Applicants Signature .....

Date ……..

Freedom of Information
Schedule of Fees and Charges

Fees and charges are payable for the processing and determination of FOI applications under Section 53 of the Freedom of Information Act 1991. These fees are as follows:

- On application for access to an agencies documents (section 13(c)) **$44.70**

- For dealing with an application for access to an agencies document and in respect to the giving of access to the document (section 19(1)(b) and (c)) –

▪ In the case of a document that contains information concerning the personal affairs of the application –

For up to the first 2 hours spent by the agency in dealing with the application and giving access	**No Charge**
For each subsequent 15 minutes so spent by the agency	**$16.90**
In any other case for each 15 minutes so spent by the agency	**$16.90**

- In addition to the fees specified in subclause (1) the following fees are payable in respect of the giving of access to an agencies document:

Where access is to be given in the form of a photocopy of the document (per page)	**$0.30**
Where access is to be given in the form of a written transcript of words recorded or contained in the document (per page)	**$10.00**
Where access is to be given in the form of a copy of a photograph. X-ray, DVD or other medium in or on which information is recorded or stored	**Actual cost incurred by the agency in producing the copy**

Note -

If the applicant requires that a document be posted or delivered, the applicant must pay the actual costs incurred by the agency in posting or delivering the document

On application for review by an agency of a determination made by the agency under Part 3 of the Act (section 29(2)(b)) **$44.70**

Please note invoices for FOI applications will be issued as 30 day accounts and provided upon determination of the application.

Should an FOI application require extended council resources and subsequently incur high processing fees, council may require an upfront payment before continuing on with your application.

Waiver of Fees

A person can declare that they are not liable for fees and charges under the FOI Act if the agency is satisfied:

- That he or she is the holder of a Current Concession card issued by the Commonwealth
- That he or she is the holder of a current State Concession card issued by the Family and Youth Services
- That he or she is the holder of a current Student Identification card issued to a student of a Secondary or Tertiary Education Institution, OR
- By such other evidence that the agency is satisfied that the payment of fees and charges would cause Financial Hardship to the applicant.