



# Freedom of Information application form

*Freedom of Information Act 1982*

Please print clearly

Family name

Given name

Postal address   
Postcode

Phone numbers   
(Home)   
(Business)   
(Mobile)

Email address

Date

List / describe the documents you want to access

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How do you want to access the documents?

I want to inspect the original document(s)    Yes    /    No    (Circle whichever applies)

I want a photocopy of the original document(s)    Yes    /    No    (Circle whichever applies)

This completed form and the \$23.40 application fee should be sent to:

The Freedom of Information Officer  
Yarra City Council  
PO Box 168 (333 Bridge Road)  
RICHMOND VIC 3121

Cheques to be made payable to 'Yarra City Council'

## Tips for lodging a Freedom of Information application

### What documents are available?

The general principle of FOI is that documents in Council's possession are available to the public. However FOI does not give citizens unlimited access to documents.

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
- documents which were created before 1 January 1989.

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.

### How long does it take?

The FOI Act gives Council **45 days** to provide access to the documents you request, or tell you why we will not provide access. However we generally finalise requests within 14 – 21 days.

If you require the information urgently, please tell us. We will try to process your application more quickly but cannot guarantee a specific response time. (Documents cannot be released until we have assessed them in accordance with the FOI Act.)

To avoid disappointment, plan ahead and lodge your FOI application as soon as possible.

### What document should I ask for?

When requesting documents, make your FOI application as specific as possible without excluding any documents you want. If you seek a particular document, tell us. This will help us search for the document and respond promptly to your request.

For example, if you seek a photocopy of a specific report, try to tell us the date of the report, the title or subject of the report, the specific address or street the report relates to, or the time period it relates to.

### How much does it cost?

It costs \$23.40 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 photocopying costs) but we will tell you about these costs if relevant.

### Like to know more about Freedom of Information?

If you would like more information about FOI, please:

- call Yarra Access on (03) 9205 5555
- email: [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)
- visit: [www.yarracity.vic.gov.au/council](http://www.yarracity.vic.gov.au/council)
- visit: [www.foi.vic.gov.au](http://www.foi.vic.gov.au)