

Please print clearly

Family name	<input type="text"/>
Given name(s)	<input type="text"/>
Postal Address	<input type="text"/> <input type="text"/> Postcode
Phone numbers	(Home) <input type="text"/> (Business) <input type="text"/> (Mobile) <input type="text"/>
Email address	<input type="text"/>
Date	<input type="text"/>

Proof of identification

If the documents you are seeking access to relate to you personally, you may need to provide a certified copy of your identification. Yarra City Council may not be able to provide access to the requested document(s) if it cannot verify that you are the person subject of the document(s).

Application Information

Excluding documents or information you don't need

It is helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow us to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement to consult with third parties.

Under the FOI Act, Council must contact and seek the view of all individuals whose identity, address or location is contained within the documents sought, or from which the personal affairs information can reasonably be determined.

Council must also consult with businesses and government agencies that may have provided information. Additional processing time will be taken to do this.

Do you require access to: (tick which applies)

- Draft documents
- Duplicate documents
- Commercial information relating to third parties
- Personal information relating to third parties

Edited Copies

The document(s) you seek may contain exempt or irrelevant information. Under section 25 of the FOI Act, we can provide edited copies of document(s) with exempt or irrelevant information removed. However, we are only required to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for us to make edits. If you don't agree to receive an edited copy, we may decide the entire document is exempt and refuse access to it in full, even if there is some information that could be released to you.

Agree that exempt/irrelevant info. be removed?

- I agree
- I do not agree

Consultation

Yarra City Council has a duty under the Freedom of Information Act 1982, to consult with individuals or businesses whose information is contained within the document(s) requested. The purpose of the consultation is to seek their views on whether the document(s) should be released. Please note if the third party advises they do not consent to the release of their information – it will be redacted. As part of the consultation process do you consent to being identified as the FOI applicant?

- Yes, I provide consent to being identified as the FOI applicant.
- No, I do not provide consent to being identified as the FOI applicant.

List/describe the documents you want to access

How do you want to access the documents? (tick which applies)

- I want an electronic copy of the documents
- I want a photocopy of the documents (charges may apply)
- I want to inspect the original documents (charges may apply)

This completed form and a cheque payable to Yarra City Council for \$34.50 should be sent to:

Freedom of Information Officer
Yarra City Council
PO Box 168
RICHMOND VIC 3121

Tips for lodging a Freedom of Information application

What documents are available?

The 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 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.

How long does it take?

An agency has between 30 to 45 days from the date you make a valid request to provide you with a decision. The timeframe will depend on whether or not the agency needs more time to consult with third parties whose information may be contained in the documents you requested.

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 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 \$34.50 to lodge an FOI application.

Payment can also be made in person at the Richmond or Collingwood Town Halls.

We will not start processing your application until you pay the application fee. In some instances, there may be additional processing fees, but we will tell you about these costs if relevant.

It may be necessary to pay a deposit in relation to access charges.

Like to know more information about Freedom of Information?

- call us on (03) 9205 5555
- email: info@yarracity.vic.gov.au
- visit: www.yarracity.vic.gov.au/about-us/governance/freedom-of-information

Additional information about the Freedom of Information process can be found in the Freedom of Information Statements, available from our website above.