

Freedom of Information (FOI) Application Form 2023/2024

Surname

Given Name

Postal Address

Telephone Number

(Home)

(Mobile)

Email Address

Under the Freedom of Information Act (1982) I request access to the following document(s)
(Please be specific and insert date range)

Form of Access:

I wish to inspect the documents (OR) I request copies of documents

Consultation

Please note, if your application seeks access to documents which contain a third party's information (for example, an individual's personal affairs information such as name, address, phone number or other identifying information, or a company's business, commercial or financial information), Council must consult with them and ask if they object to you receiving their information. Consultation may also extend the due date for your request by 15 days.

Do you seek personal affairs information Yes No
(If you do **not**, this information will be deleted from any documents provided)

Do you seek business, commercial or financial information of third parties Yes No
(If you do **not**, this information will be deleted from any documents provided)

Do you consent to exempt or irrelevant information being deleted from any documents: Yes No

During this consultation process, do you consent to being identified as the FOI applicant Yes No



Freedom of Information (FOI) Application Form 2023/2024

Application Fee

The application fee is **\$31.80** for FY 2023/2024. Payment options include:

1. **In person** to Customer Service, located at Manningham Civic Centre, 699 Doncaster Road; or,
2. **by cheque or money order**, payable to 'Manningham City Council
3. **electronic payment options** - Council will send you an invoice outlining the electronic payment options.

Applicant's signature

Date

Council is committed to full compliance with its obligations under the Privacy and Data Protection Act 2014. The personal information requested on this form will only be used to assist in the processing of your FOI request. No personal information will be disclosed to any external person or party without your consent unless required or authorised by law.

Manningham Council

699 Doncaster Road (PO Box 1), Doncaster, Victoria 3108

p 03 9840 9333 f 03 9848 3110

e manningham@manningham.vic.gov.au

ABN 61 498 471 081 manningham.vic.gov.au

Freedom of Information (FOI) Application Form 2023/2024

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

**The Freedom of Information Officer
Manningham City Council
PO Box 1
DONCASTER VIC 3108**

If you do not pay the application fee (or cannot pay in person or by cheque/money order), an invoice will be sent to you which will include electronic payment options.

Freedom of Information process

Before submitting a request under the FOI Act, it is recommended you contact Council to determine if the information you seek can be directly accessed without going through the FOI process.

The Freedom of Information Act 1982 (FOI Act) gives the public a general right of access to many documents in the possession of Council, unless an exemption or exception applies. This may include but are not limited to:

- Internal working documents;
- Documents relating to legal proceedings;
- Documents affecting the personal privacy of others;
- Documents publicly available for a fee/charge under an Act other than the FOI Act;
- Documents created before 1 January 1989 that do not relate to the personal affairs of the applicant;

For a Freedom of Information request to be considered valid it must:

- Be in writing; •
- Provide a clear description of the document which you seek access to: •
- Be accompanied by a non-refundable application fee or evidence that you qualify to have the application waived or reduced on the basis of financial hardship.
 - Additional charges to access documents may apply. You will be informed if this is the case.

We may also ask for:

- Proof of identity if you are requesting documents containing your personal information; and
- If you acting on behalf of another person, written authorisation from that person.

It is important to provide an accurate and specific description of the document you wish to access. To help you in writing your request, we offer the following advice:

- Ask for specific documents or document types
- Try to identify a relevant timeframe and the parties involved (individuals and/or organisations)
- Avoid phrases like “all documents in relation to” and “including but not limited to”
 - If the terms of your request are overly broad, you could end up receiving and being charged for, a large volume of document which you did not really require, or your request may be refused.

On receipt of a valid FOI application, a decision must be made within thirty (30) days. This timeframe may change if third-party consultation is required or by agreement with you. We will notify you of any changes to the timeframe.

Where a decision is made to refuse or defer access, the applicant will be notified in writing of the reasons for denial/deferral. If the applicant is not satisfied with the reasons given for not releasing the information they may (dependent on the status of the request) seek a review by the Office of the Victorian Information Commissioner ('OVIC').

For further information of the FOI Act and procedures please contact Council's FOI Officer on (03) 9840 9333 or email at FOI@manningham.vic.gov.au. Alternatively you can also visit the OVIC's website at: www.ovic.vic.gov.au