

Please print clearly

Family name

Given name(s)

Postal Address
Postcode

Phone numbers
(Home)
(Business)
(Mobile)

Email address

Date

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 \$31.80 should be sent to:

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

(See over page for further payment options)

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?

The FOI Act gives Council 30 days to provide access to the documents you request, or tell you why we will not provide access.

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 \$31.80 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.

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.