



Freedom of Information Application Form

Surname: _____

Given Names: _____ Title: (Mr/Mrs/Ms): _____

Postal Address: _____

Postcode: _____ Telephone Number: _____

I request access to document(s) held by the City of Charles Sturt concerning *(please be as specific as possible)*:

These documents do/do not contain information about my personal affairs.

Please note, the above name and scope of the application may be provided to third parties when consultation is required under the Act or to elected members in connection with the performance or discharge of their function or duties.

Form of Access

I wish to inspect the document(s) Yes No

or

I require a copy of the document(s) Yes No

If access in another form is required please specify: _____

Fees and Charges

Attached is a cheque/money order/cash to the amount of \$_____ to cover the application fee. (Please do not send cash through the mail.) I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases a reduction / waiver in fees and charges may apply – see the attachment on fees and charges. If you consider you are entitled to a reduction / waiver, send a request with copies of supporting documents with this form, (e.g. photocopy of valid concession card).

I am requesting a reduction in fees and charges Yes No

Applicant's Signature: _____ **Date:** ____/____/____

(When completed, please return to City of Charles Sturt, PO Box 1, Woodville SA 5011)

Requests for Access to a Council's Documents

- Applicants need to provide sufficient information to enable the correct document/s to be identified, though Council will help you with your application.
- If you are seeking documents relating to your personal affairs Council may request proof of identity.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, Council may ask you to submit a consent form signed by that person.
- A request will be dealt with as soon as practicable (and, in any case, within 30 days) after it is received.
- Council, on receiving an FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency as appropriate.

Forms of Access

Various forms of access are available depending on the form in which the information is stored. They include:

- Inspection of documents
- Copy of documents
- Hearing and/or viewing audio and/or video tapes
- Transcript of words recorded in shorthand or encoded form
- Produce document from computerised information.

Where Council is unable to grant access in the form you requested, you may be given access in a different form.

Refusal to Process Requests

Division 1, Section 18 of the Freedom of Information Act 1991 explains the circumstances under which Council may refuse or defer access to information.

For Further Information

The Freedom of Information Act 1991 is available from State Information or FOI publications available through public libraries, community centres and Councils, or ring Council's FOI Officer.