*Hume City Council is doing its part in assisting with limiting the spread of the COVID-19 by enabling staff to work from home and implementing social distancing practices. This is impacting on the ability of Hume City Council being able to conduct searches in a timely fashion.*

**Freedom of Information**

**Request for access to documents**

**Applicant Details**

Name:

Postal Address:

Telephone:

Mobile:

Email:

If on behalf of an organisation, name of organisation:

**Details of Request –**  To be a valid application, you must provide sufficient information to enable the correct document(s) to be identified. Details can be provided on a separate sheet if necessary.

I seek access to the following document(s), dated/created between ---/---/--- and ---/---/---.

**Form of Access**

□ I request copies of the documents

□ I request an inspection of the documents.

**Consultation**

Should it be necessary to consult with other parties regarding your application, do you object to your name being released as the applicant?

□ Yes □ No

**Third Party Authority**

Where an application is made by one party on behalf of another person / entity, a duly signed authority must be supplied at the time the application is lodged. Failure to supply an authority may cause delay in finalising the application and the release of information.

**Fees & Charges**

 The prescribed application fee is **$30.60.** Payment should accompany your application.

 Requests are subject to processing charges as prescribed under the Freedom of Information Act 1982.

 The FOI Officer may waive the application fee if the request relates to documents regarding the personal affairs of the applicant and the FOI Officer is satisfied that payment of the application fee would cause the applicant financial hardship

I understand that before I obtain access to document(s) I may be required to pay processing charges in respect of this application.

Applicant’s signature: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_ \_\_\_

**Costs**

 The prescribed application fee for Freedom of Information requests will not apply to documents regarding an applicant's own personal affairs, such as health records. Please note that whilst most applications are of personal interest to applicants, they are not necessarily related to their personal affairs.

 Prescribed Fees include:

* Application fee - $30.60
* Search Fees - $22.935 per hour or part thereof,
* Copying Fees (black & white) - $0.20 per A4 page, $2.00 per A3 page, $10.00 per AO page.
* Applications may also attract charges for supervising inspection of documents.

 Charges may be waived if the applicant is impecunious ***and*** the request is for access to

document(s) containing information relating to the applicant's personal affairs. (Section 22)

**Lodging Your Application**

Requests for access to documents under the Freedom of Information Act 1982 must be in writing and the prescribed application fee of $30.60 should accompany your application.

 By post, addressed to:

Freedom of Information Officer

Hume City Council

PO Box 119

Dallas Vic 3047

 By email to the Freedom of Information Officer:

contactus@hume.vic.gov.au

 In person at Hume City Council, 1079 Pascoe Vale Road, Broadmeadows.

**Payments**

 Cash – in person at Hume City Council office

 Cheque/Money Order made payable to Hume City Council

 Online – online payments require an invoice to be raised and an application number to be allocated.

If you wish to make an online payment, please email us at contactus@hume.vic.gov.au

and an invoice with your application number will be forwarded to you.

**Privacy Statement**

The Privacy and Data Protection Act 2014 requires Council to protect individuals’ personal and health information. We will not disclose your personal information to a third party without your consent unless we are required or authorised to do so by law or other regulation. In the event of an investigation into suspected unlawful or improper activity, a law enforcement agency or government agency may exercise its legal authority to inspect the Council’s records. Individuals can access personal information Council holds about them by making an application under the Freedom of Information Act. If the Freedom of Information Act is not applicable, Hume City Council will examine whether access can be given under IPP6, the access principle under the Privacy and Data Protection Act.