



FREEDOM OF INFORMATION (FOI) APPLICATION

(Pursuant to the Provisions of Section 17 & 35 of the Freedom of Information Act (NSW) 1989)

DETAILS OF APPLICANT

Name: _____ Title (Mr/s): _____

Postal Address: _____

_____ Postcode: _____

Email: _____ Phone: _____

DETAILS OF APPLICATION

I request access to document/s concerning: _____

These documents DO/DO NOT contain information about my personal affairs. (Please cross out whichever does not apply).

FORM OF ACCESS

I wish to inspect the document(s) YES NO (Please place a tick in the appropriate box)

I require a copy of the document(s) YES NO (Please place a tick in the appropriate box)

I require access in another form (please specify) _____

FEES AND CHARGES

Attached is a cheque/money order/cash to the amount of \$30 to cover the application fee. (Please do not send cash through the mail). A processing fee of \$30.00 per hour applies. If the application is concerning your personal affairs the first 20 hours of processing does not attract a processing fee. I understand that if I request copies of documents I will be required to pay photocopying charges in respect of this request and that I will be supplied with a statement of charges if appropriate.

Signed: _____

Date: _____

The personal information you have supplied on this form assists Strathfield Council officers when determining your application. The details provided are not publicly available and at anytime you may apply to view or correct any information you have supplied.

Please send completed form to The General Manager, Strathfield Council, 65 Homebush Road Strathfield or PO Box 120, Strathfield NSW 2135 Phone: (02) 9748 9999 Fax: (02) 9764 1034 Email: council@strathfield.nsw.gov.au

FREEDOM OF INFORMATION GUIDELINES

Applicants need to provide sufficient information to enable the correct document/s to be identified, though agencies are obliged to help you with your application

If you are seeking documents relating to your personal affairs Council may require proof of your 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 21 days) after it is received.

An agency, 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 recorded document
- 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.

APPLICATION FEES AND PROCESSING CHARGES

The approved application fee is either \$20 or \$30. A cheque/money order/cash for the appropriate amount must be forwarded to Council with the request for access.

Processing charges may also apply for dealing with the application. For personal requests no processing fees will be charged for the first 20 hours. For non-personal requests processing charges of \$30 will apply from the very first hour. A schedule of fees and charges is available from Strathfield Council.

A 50% reduction in fees will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes and to children. Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction. In addition, where a demonstrated public interest is involved a similar reduction may apply.

Where significant correction of a personal record(s) results from an FOI request, provided the error was not due to a person's fault, a 100% refund of all fees and charges will be granted.

REFUSAL TO PROCESS REQUESTS

Sections 22, 25 & 26 of the Freedom of Information Act explain the circumstances under which an agency may refuse or defer access to information.

FOR FURTHER INFORMATION

Further information on Freedom of Information can be obtained from the NSW Premiers Office or from their website at www.premiers.nsw.gov.au