



Requests for access to Council's documents

- Applicants need to provide sufficient information to enable the correct document/s to be identified, though Council is obliged to help you with your application.
- If you are seeking documents relating to your personal affairs the Council may request **proof of your identity**.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, the 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.
- 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 recorded document
- transcript of works recorded in shorthand or encoded form
- produce document from computerised information

Where the 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 \$35. A cheque/money order/cash for the appropriate amount **must be forwarded** to the 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 \$35 per hour will apply from the very first hour. A schedule of fees and charges is available from the Council's FOI Officer.

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

Refer to the FOI Act – available from the NSW Government Information Centre, or FOI publications available through public libraries, community centres and government agencies, or ring the FOI Officer at Oberon Council.



OBERON COUNCIL

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TELEPHONE (02) 6329 8100 FAX (02) 6329 8142
e-mail: council@oberon.nsw.gov.au

Freedom of Information Application for Access to Documents

Applicant's details

Surname:

Given Names:

Postal Address:

Postcode:

Telephone numbers
(include STD code) Home () Work ()
Mobile

Application details:

Please describe the documents you want as clearly as you can:

Please provide reason(s) for your application:

Please make arrangements
For me to inspect the documents

Signature:

Please send a copy of the
documents to my above address

/ /

COSTS FOR OBTAINING INFORMATION UNDER FREEDOM OF INFORMATION

| | <u>Application Fee</u> | <u>Processing Charge</u> |
|--|------------------------|--------------------------|
| Access to information by a natural person about their personal affairs. (Application fees includes 20 hours of processing) | \$35.00 | \$35.00/hour |
| All other requests | \$35.00 | \$35.00/hour |

Office use only

FOI Ref No. Received on / / Acknowledgement sent / /

Fee paid \$ Receipt No.