

REQUEST FOR ACCESS TO DOCUMENTS

under the Freedom of Information Act 1982



City of
KINGSTON

For applications received by Council from 1 July 2025 to 30 June 2026

Lodgement and Contact – You may submit this form

In person 1230 Nepean Highway, Cheltenham VIC 3194
By post The FOI Officer, Kingston City Council, PO Box 1000, Mentone, VIC 3194
Via email: info@kingston.vic.gov.au

For enquiries and assistance

Call 1300 653 356 (ask for Freedom of Information Officer)
Web kingston.vic.gov.au/Contact-Us/Freedom-of-Information

Collection and use of your personal information

Information you provide will be used by Council to process your request under section 17 of the Freedom of Information Act 1982 (FOI Act) for access to documents held by Council and for directly related purposes. Council may disclose this information if required by law. Your request may be transferred to another agency if it is more appropriate for them to handle your request. Failure to provide information may mean that Council is unable to process your request. Council is required by the FOI Act to assist you to make a valid request and will contact you in order to do so. You may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer. Our Information Privacy Policy is available at kingston.vic.gov.au/Contact-Us/Privacy.

Applicant details and contact information

You may be asked to provide evidence of your identity to process your request.

Title _____ First Name _____ Surname _____

Organisation (if applicable) _____

Email address _____

Contact telephone _____

Street/PO Box Address _____

Suburb _____ State/Territory _____ Postcode _____

Applicant's representative (if applicable)

If a representative such as a parent, guardian, lawyer or other person is acting on behalf of the applicant please provide details.

Title _____ First Name _____ Surname _____

Relationship to applicant _____

Organisation (if applicable) _____

Email address _____

Contact telephone _____

Street/PO Box Address _____

Suburb _____ State/Territory _____ Postcode _____

Authority to Act (if applicable)

Please complete this section if a representative is assisting you with your request.

Applicant

Representative

I permit and authorise my representative to act on my behalf and have access to all information concerning my request.

Name _____

Name _____

Signature _____

Signature _____

Date _____

Date _____

Witness

Witness

Name _____

Name _____

Signature _____

Signature _____

Documents you are requesting access to

You must provide sufficient information for Council staff to identify and locate all relevant documents. Please be precise in describing the documents you are seeking and include as much information as possible. Information that assists in identifying the documents may include:

- Subject matter (for example, a particular Council service or project, or a complaint you made);
- The type(s) of document(s) you seek (for example, an email, report, or letter).
- Where the document(s) might be located (for example, in a particular email account, with a specific person, or held by a Council department);

Describe the documents you seek access to here. You may attach additional pages or documents if necessary.

Please include the date range in which the document(s) may have been created or received by Council:

Dated from _____ (DD/MM/YYYY) Dated to _____ (DD/MM/YYYY)

Additional Information (optional) - please attach further pages if required.

You may choose to provide background information to assist Council in processing your request. Although you are under no obligation to disclose the reason for your request, it may assist staff to identify the relevant documents or to identify other ways you may access the document(s) outside of the FOI Act.

Payment of application fee

The application fee for this request is \$33.60. This request must be accompanied by the payment. The application fee may be waived if payment would cause you hardship. Submit a copy of the applicant's valid Health Care or Pensioner Concession card with this form as evidence of hardship.

I authorise Kingston City Council to take payment of \$33.60 from the following card.

Card Type Visa Mastercard

Card Number _____ Expiry date _____

Cardholder name: _____ Signature _____

Or – Cheque enclosed

Or – Please waive the application fee due to hardship. Copy of valid Health Care or Pension Card enclosed

Access Charges

You may be required to pay access charges before access is provided. If estimated charges exceed \$50.00 you may be required to pay a deposit. Access charges are:

- Search Time: \$25.20 per hour or part of an hour.
- Inspection of documents: \$25.20 per hour (calculated per quarter hour).
- A4 Black and white photocopies: 20 cents per copy.

Edited Copies

The document(s) you seek may contain exempt or irrelevant information. Under section 25 of the FOI Act, Council can provide edited copies of document(s) with exempt or irrelevant information removed. Council is only required to do this if it is practicable to edit the documents and if you agree to accept an edited copy of the document(s). If you do not agree, Council may refuse access to it in full, even if there is some information that could be released to you.

I agree to access to documents with exempt or irrelevant information removed. _____ Yes No

Duplicates and drafts

Your request may be processed more quickly by excluding duplicate or draft documents or information as this may reduce the number of documents to be assessed.

I want to receive draft documents _____ Yes No

I want to receive duplicate documents _____ Yes No

Information affecting personal privacy and business affairs

Under the FOI Act 1982, Council must contact and seek the view of all individuals whose identity, address or location is contained within the documents sought, or from which the personal affairs information can reasonably be determined. Council must also consult with businesses and government agencies that may have provided information. Additional processing time will be taken to do this.

Please indicate whether you require:

Personal information relating to employees of Kingston City Council _____ Yes No

Personal information relating to contractors of Kingston City Council _____ Yes No

Personal information relating to external parties/ members of the public _____ Yes No

Commercial information _____ Yes No

Parties consulted with often request the identity of the FOI applicant. Council will only disclose this with the applicant's consent.

I agree to my name released to the parties consulted with _____ Yes No

How would you like to access the documents?

Please indicate your preferred option to access the documents. Council will try to accommodate your request if the decision is to provide access.

Electronic copies sent by email

Copies sent by mail

I would like to inspect the documents at Council (applicant/s only)