
FREEDOM OF INFORMATION REQUEST FOR ACCESS TO INFORMATION

Right to Access Documents

The Freedom of Information Act 1982 (FOI Act) gives you a general right to access information held by Ability Plus Disability Services. You can request documents we hold, and we will assess your request against the provisions of the FOI Act.

Most requests for information or copies of documents can be dealt with informally and quickly — a phone call or email may be all that is required. You can contact us to informally request access to information held by Ability Plus Disability Services.

If we are unable to fulfil your access request over the phone or email, we may ask you to make an **FOI request** for the information.

Making an FOI request

To be valid, your request must:

- be in writing,
- state that it is a request made under the FOI Act,
- provide enough information about the document(s) you wish to access so that we can identify them,
- provide details of how we can contact you, for example, an email or postal address.

Your Details

Dr Mr Mrs Miss Ms Other

Family Name

Given Name(s)

Company Name (if applicable)

Daytime Phone Number

Mobile Phone Number

Email Address

Postal Address

Postcode

Under the FOI Act you must provide an address for reply. Please tick your preferred method of receiving documents:

By Email

By Post

Details of the person whose information you are requesting.

Please complete the following if you are lodging this request on behalf of another person.

Dr Mr Mrs Miss Ms Other

Family Name Given Name(s)

Date of Birth

Daytime Phone Number Mobile Phone Number

Email Address

Postal Address

Postcode

Documents Requested

I am seeking access to the following documents:

Please describe the documents you want access to as clearly as possible (you do not need to provide the precise name or file number you are requesting, but you must provide enough information for us to be able to identify the documents you are seeking access to):

Consultation with Third Parties

If the documents relevant to your request relate to an affected third party, it may be necessary for Ability Plus Disability Services to consult the individual and/or organisation concerned to obtain their views about the potential release of their information. Where consultation with an affected third party is necessary, do you consent to the disclosure of your identity as the FOI applicant for the purposes of the third-party consultation?

Yes No

Lodging your FOI Request

You may lodge your FOI request by sending it:

By Email to: admin@abilityp.com.au
Attn: Privacy Officer

By Post to: Privacy Officer
Ability Plus Disability Services
PO Box 154
Moorabbin VIC 3189

Privacy Statement

Personal information provided in this form will only be used for the purposes of processing your FOI request. Read more about our privacy policy on our website www.abilityp.com.au

Signature

Applicant signature:

Date:

Please complete section below if you authorise another person to see your documents

I (name of person authorising access):

authorise (name person lodging the request)

to access the document(s) relating to my
personal affairs:

How long do I have to wait?

We are required to acknowledge your request within 14 days of receiving it and to answer your request within 30 days (unless the time frame is extended under the FOI Act). If the time frame is extended, we will notify you.

If you have not heard from us within the above time frames, you can send an email to Privacy Officer admin@abilityp.com.au