

Freedom of Information

Access Application to Transport Canberra and City Services

About this form

This form should be used to submit an application for information held by Transport Canberra and City Services (TCCS) under the Freedom of Information Act 2016.

For an application to be valid, it must:

- Contain an email address or postal address in which notices under the FOI Act can be provided to you; and
- Include enough detail about the type of information you are requesting to enable TCCS to identify the relevant government information.

Mandatory fields are marked with a *

If your application is for access to your own personal information you must include evidence of your identity.

Where a request relates to the personal information of a person you are acting on behalf of, you are required to attach evidence of your identity and a signed consent form.

You may wish to include a statement about how the release of information is in the public interest. An opportunity to attach the statement or any other information will be provided at the end of this application.

If your application is incomplete, TCCS will take reasonable steps to assist you and give you reasonable time to amend your application.

Submission

Post

FOI and Subpoenas, Legal and Contracts
Transport Canberra and City Services Directorate
GPO Box 158
CANBERRA ACT 2601

Email

tccs.foi@act.gov.au

Your details:

Title

Name

Address

Phone

Email

Preferred method of contact: ☐ Phone ☐ Email ☐ Post

Requested information**Additional information can be attached*

I am requesting access to the following government information under the *Freedom of Information Act 2016*:

Preferred method to receive information*:

☐ Email ☐ Post

Statement on the public interest (Optional)**Waiver of fees**

- ☐ I hold a valid concession card
- ☐ I am a member of the ACT Legislative Assembly
- ☐ This application is being submitted on behalf of a not-for-profit organisation
- ☐ The information that is the subject of the request is of special benefit to the public
- ☐ The information being requested was previously available to the public but no longer is

Privacy Notice

All personal information you provide will be handled in accordance with the [Information Privacy Act 2014](#) and the TCCS Privacy Policy. In accordance with the [Freedom of Information Act 2016](#), your application may be shared with other ACT Government Directorates where it is believed that they may hold information relevant to your request. You will be notified if another ACT Government Directorate is likely to respond to all or part of your application.

TCCS Disclosure Log

Please be aware that under the [Freedom of Information Act 2016](#) all information released to you will be published online, except where the request relates to your personal information. Your personal information will be removed prior to documents being published online.

Public Interest

In deciding on an application to access government information, an Information Officer must decide if the disclosure is in the public interest. While the Freedom of Information Act 2016 promotes disclosure, there are certain circumstances the disclosure of government information is contrary to the public interest. These circumstances are:

- Any instance where the type of information is listed in schedule 1; or
- Where the Information officer has carried out a public interest test against factors listed in schedule 2, and the information is found on balance to be contrary to the public interest.

Accessibility

Should you require assistance to complete this application or have any suggestions to improve the accessibility of this form, please contact the TCCS Freedom of Information team on (02) 62072987.