



## Freedom of Information Application Form

Under the *Freedom of Information Act 1982* (Vic) (**the Act**), every person has the right to request access to documents held by Victorian public sector agencies and Ministers. This right of access is subject to exceptions and exemptions necessary to protect essential public and private interests.

### **Before you make a request**

We publish certain information and documents on our website and make other information or documents available upon request without the need for you to make a request under the Act.

Before you make a request, visit our website or contact us to see if the information you would like to access:

- is publicly available on our website;
- is available for purchase;
- is available for inspection;
- is available under an informal release scheme; or
- can be provided to you by telephone or email outside of the Act.

Providing information outside of the Act is called proactive release and informal release.

### **Making a valid request**

Under section 17 of the FOI Act, a request must meet three requirements to be valid:

1. your request must be in writing;
2. you must provide sufficient information about the documents you are requesting to enable us to identify and locate relevant documents; and
3. you must pay the application fee, or if payment of the application fee would cause you hardship you can request us to waive the fee in full or in part.

### **After you submit a request**

After you submit a request, we will assess it to ensure it meets the requirements outlined in section 17 of the FOI Act. If we determine that your request is not valid, we will notify you within 21 days from the date we received your request and provide you with assistance to help you make the request valid. If your request is valid, we will begin processing it.

### **Timeframes**

We have 30 days from the day after we receive your valid request to provide you with a decision. However, we can extend this time by up to 15 days if we need to consult with third parties whose information may be contained in the requested documents. We may also extend this time by up to 30 days with your agreement. We will let you know if the timeframe changes.

**Contact Details**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Organisation(if applicable): \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Preferred contact method: \_\_\_\_\_

**Details of your representative (if applicable)**

*If you are using a representative like a parent, guardian, lawyer or any other person who is acting on your behalf, please advise who they are. If you are completing this form as the applicant's representative, advise who you are and provide your written authority to act on their behalf.*

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Organisation(if applicable): \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Preferred contact method: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_

**The documents you are requesting to access to**

Please identify, describe or outline the document(s) you are seeking to access. Your request must provide sufficient information for us to be able to identify and locate all relevant document(s). When writing your request, be specific about which document(s) you are seeking and include as much information as possible.

Please avoid using wording such as 'all documents' because your request may result in it being too large for us to process, or it may not be specific enough for us to identify the document(s). If you are not sure how to frame your request, please contact us.

Under the Freedom of Information Act 1982, I wish to gain access to the following document(s) dated/created between \_\_\_\_\_ and \_\_\_\_\_

*Optional:* please provide background or contextual information to assist us in processing your request. This could include your reasons for seeking access to the document(s) and what you intend to do with the document(s). Providing additional information may assist us to identify and locate document(s) relevant to your request. It may also assist us to identify other ways you may access the requested document(s) outside of the FOI Act.

**Additional information to assist us**

It may be helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow us to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for us to consult with third parties. Do you require access to:

- draft documents  Yes /  No
- duplicate documents:  Yes /  No
- commercial information relating to third parties:  Yes /  No
- personal information relating to third parties:  Yes /  No

**Edited copies**

The document(s) you requested may contain exempt or irrelevant information. Under section 25 of the FOI Act, we can provide edited copies of document(s) with exempt or irrelevant information removed. However, we are only required to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for us to make edits. If you don't agree to receive an edited copy, we may decide the entire document is exempt and refuse access to it in full, even if there is some information that could be released to you.

In the event we consider the document(s) you requested contain exempt or irrelevant information, do you agree to receive an edited copy with the exempt or irrelevant information removed?

I agree /  I do not agree to receive access to an edited copy of a document with exempt or irrelevant information removed in accordance with section 25 of the FOI Act.

Signature: \_\_\_\_\_ Date:    /    /

Application Fee Received Date:    /    /      Receipt No. \_\_\_\_\_

**Privacy Collection Statement**

The personal information requested on this form is being collected by Council for the purpose of processing a Freedom of Information application. The personal information will be used solely by Council for this purpose or directly related purposes or as required by other Laws. During the processing of the application your personal information may be disclosed to the Office of the Victorian Information Commissioner and the Victorian Civil and Administrative Tribunal. In some instances your application may be transferred to another Victorian Government agency for processing. For any further information, please contact the Freedom of Information Officer on 03 5624 2411.