

Freedom of Information Act 1982 (Vic) – Request for Documents Form

Under the *Freedom of Information Act 1982 (Vic)* (**FOI 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.

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 so Council can 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 Council to waive the fee in full or in part.

After you submit a request

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

Timeframes

Council has 30 days from the date you make a valid request to provide you with a decision. However, Council can extend this time by up to 15 days if required to consult with third parties whose information may be contained in the requested document(s). Council may also extend this time by up to 30 days with your agreement. Council will let you know if the timeframe changes.

Other charges

Council may require you to pay certain charges before access is provided to the requested document(s). For example, Council may charge for providing copies of the document(s) or supervising an inspection of the document(s). If these charges exceed \$50.00, Council will notify you and request payment before proceeding with your request.

How your personal information may be handled

By submitting this form, you are providing your personal information to Council. Your personal information will be used for the purpose of processing your request. Council may consult with third parties in considering whether an

exemption under sections 29, 31, 31A, 33, 34 or 35 of the FOI Act applies. This may involve disclosing details such as your name, the terms of your request, and the documents falling within the scope of your request that concern the relevant third parties.

If necessary, Council may transfer your request under section 18 of the FOI Act to another agency or Minister who is better placed to handle your request. Council will let you know if they do this.

You should contact Council directly and discuss if you have any concerns about how Council may handle your personal information.

Contact Details

Your Details

Title: _____ First Name(s): _____ Surname: _____
 Organisation (if applicable): _____
 Email Address: _____
 Contact Number(s): _____
 Postal Address: _____
 Suburb: _____ State/Territory: _____ Postcode: _____
 Preferred Contact Method: _____

Details of 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.

Title: _____ First Name(s): _____ Surname: _____
 Organisation (if applicable): _____
 Email Address: _____
 Contact Number(s): _____
 Postal Address: _____
 Suburb: _____ State/Territory: _____ Postcode: _____
 Preferred Contact Method: _____
 Relationship to Applicant: _____

Please complete this section if a representative is assisting you with your request and attach a certified copy of your photo identification with this authority to act.

I give permission and authorisation for my representative to act on my behalf and have access to any information concerning my request.

Applicant

Name: _____
 Signature: _____
 Date: _____

Representative

Name: _____
 Signature: _____
 Date: _____

Witness

Witness

Requested Documents

Please identify, describe or outline the document(s) you are seeking access to.

Your request must provide sufficient information for the agency 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. Think about:

- What the document(s) relate to (for example, a complaint you made, or a particular project);
- The date range in which the document(s) may have been created;
- Where the document(s) might be located (for example, in a particular email account, with a specific person, or held by a business or work unit); and
- The type of document(s) you seek (for example, an email, report, CCTV footage).

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

Additional Information to Assist Council (Optional)

Please provide background or contextual information to assist Council 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 Council to identify and locate document(s) relevant to your request. It may also assist Council to identify other ways you may access the requested document(s) outside of the FOI Act.

Excluding Documents or Information not Required

It is helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow Council to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for Council 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

Proof of Identification

If the documents you are seeking access to relate to you personally, you may need to provide Council with a certified copy of your identification. Council may not be able to provide access to the requested document(s) if we cannot verify that you are the person the subject of the document(s).

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. However, Council is only required to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for Council to make edits. If you don't agree to receive an edited copy, Council 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.

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

Form of Access

I request a copy of the document(s) via: Email Post

I request access by supervised inspection of the documents: Yes No

I request access in another form (please specify):

Application Fee

Please refer to the costs table and payment details on page 7.

Alternatively, if paying the application fee would cause you hardship, you may request Council to waive the application fee in full or in part.

If you request a waiver, please provide evidence to show why paying the fee would cause you hardship, such as a concession or healthcare card, bank statement, or statutory declaration outlining why payment would cause hardship. Council will assess your fee waiver request and let you know the outcome.

Submitting your Request

You may make your request to Council by filling out this application form and returning it via email, post, or in person at one of Council's Customer Experience Hubs. If you are unable to make your request via these methods, please contact Council to discuss other options.

Further Assistance

If you have questions about how to make your request or need more information about freedom of information, you can contact Council on the details below.

Telephone: (03) 5220 7111 | Email: enquiries@gplains.vic.gov.au

Payment Details

Please select one of the following payment methods by ticking the appropriate box:

- In person at one of our Customer Hubs
- Cheque / Money Order enclosed
- Call for payment

Costs

TASK	FEES
Application Fee	\$31.80 non-refundable unless fee is waived
Search Charges	\$23.90 per hour (or part thereof)
Supervision Charges	\$23.90 per hour (or part thereof)
Photocopying Charges	\$0.20 per A4 black and white page or reasonable cost of making copies
Providing access in a form other than photocopying	The reasonable costs incurred by Council in providing the copy

* Charges are in accordance with the Freedom of Information (Access Charges) Regulations 2004

Personal information collected on this form shall be used by Council's Freedom of Information Officer to process your request in accordance with the Freedom of Information Act 1982. Council may disclose your information to other internal departments in order to search for requested documents and may disclose to any external party where consultation is required or where required to do so by law. If you do not provide all or part of the personal information required, we may not be able to process your request in an effective and efficient manner and you may not receive all the information that you could be entitled to. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information please contact Golden Plains Freedom of Information Officer on (03) 5220 7111 or enquiries@qplains.vic.gov.au. Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing to enquiries@qplains.vic.gov.au or PO Box 111, Bannockburn 3331.