

Freedom of Information Act 1982

Request for access to documents



Details of Applicant

Name

Address

Telephone

Email

Details of Request

Under the Freedom of Information Act 1982 I wish to access the following documents:

Payment of the Application Fee

FOI requests are subject to a \$31.80 application fee which must be paid when you lodge this form.

Payment can be made in person at a Customer Service Counter or over the phone by calling 03 5366 7100

If paying the application fee would cause you financial hardship, you can request a waiver by providing evidence of hardship, for example a concession or pension card.

☐ I am requesting a waiver of the application fee due to hardship

Forms of access

Where practicable, Council will provide you with copies of electronic documents sent to your nominated email address.

Tick one of the following options if you **do not** want electronic documents and wish to access the documents in a different form:

☐ I request paper copies to be sent to me in the post

☐ I request to inspect the documents in person

Access to edited documents

Council will endeavour to provide you with full access to documents. However, there may be instances where we need to remove exempt material, for example, personal information about other people. When this is required, we will provide you with access to redacted documents.

Tick the following box if you **do not** wish to receive edited documents, understanding this may mean access will be refused in full:

☐ I **am not** willing to receive edited / redacted documents

Signature

Date

Please return this form to the FOI Officer, Moorabool Shire Council, PO Box 18, Ballan, Victoria, 3342 or by email: info@moorabool.vic.gov.au

Collection Notice: Moorabool Shire Council is collecting the personal information on this form for the purpose of processing your Freedom of Information application. The personal information you provide will only be used for this purpose or a related secondary purpose and will not be disclosed to any other party without your consent, unless in accordance with the provisions of the Privacy and Data Protection Act 2014. Should you wish to access this information, please contact Council on (03) 5366 7100. Failure to provide some or all of this information may result in your application not being processed.

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Fees and Charges

Application Fee (statutory fee)	\$31.80
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Plus:

Search Time (statutory fee)

\$22.95 per hour or part thereof (<i>non-personal information</i>)	1 hour	\$22.95
	2 hours	\$45.90
	3 hours	\$68.85

Supervised inspection (statutory fee)
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\$22.95 per hour to be calculated per quarter hour or part thereof (<i>non-personal information</i>)	Up to 15 minutes	\$5.75
	15 – 30 minutes	\$11.50
	30 – 45 minutes	\$17.25
	45 minutes - 1 hour	\$22.95
	1 hour - 1 ¼ hour	\$28.70

Photocopies (black and white)

A4 copies (statutory fee)	Per page	20c
A3 copies	Per page	50c

Plans

A2 size	Per plan	\$10.00
A3 size	Per plan	\$12.00

Notes:

- *Costs for various Certificates provided by Council are set by the State Government*
- *If the access charges are not paid, the information will not be provided*

Review Rights

If an applicant is not satisfied with the decision, the applicant can appeal against the decision to the Office of the Victorian Information Commissioner. Appeals must be lodged within 28 days of the issue of the response by Council and should be addressed to:

Victorian Information Commissioner
PO Box 24274
Melbourne Victoria 3001
Telephone: 1300 006 842
Email: enquiries@ovic.vic.gov.au
Web: www.ovic.vic.gov.au