

Freedom of Information Act 1982

Request for access to documents



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 \$32.70 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

I request:

- electronic copies sent to me by email (default)
 paper copies sent to me in the post
 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.

- Yes** I will accept redacted documents
 No I will not accept 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.

Freedom of Information Act 1982

Request for access to documents



Fees and Charges

Application Fee (statutory fee)		\$32.70
Plus:		
Search Time (statutory fee)		\$23.85 /hr
Creating a document from a computer / database (s19)		\$50 /hr
Supervised inspection (statutory fee)		\$23.85 /hr
Photocopies or electronic documents (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

Review Rights

If you are not satisfied with our decision, you can request a review by the Victorian Information Commissioner (OVIC). Requests to review must be lodged within 28 days of receiving our decision.

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