

# 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

# Freedom of Information Act 1982

## Request for access to 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](mailto:info@moorabool.vic.gov.au)

### Fees and Charges

<b>Application Fee (statutory fee)</b>	<b>\$32.70</b>
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Plus:

<b>Search Time (statutory fee)</b>	<b>\$24.50 /hr</b>
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<b>Creating a document from a computer / database (s19)</b>	<b>\$50 /hr</b>
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<b>Supervised inspection (statutory fee)</b>	<b>\$24.50 /hr</b>
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#### Photocopies or electronic documents (black and white)

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

A2 size	Per plan	\$10.00
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A3 size	Per plan	\$12.00
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### 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](mailto:enquiries@ovic.vic.gov.au)  
Web: [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)