

Freedom of Information (FOI) Application Form

Please use BLOCK letters

APPLICANT'S DETAILS	
APPLICANT'S NAME:	HOME PHONE:
EMAIL ADDRESS:	MOBILE PHONE:
POSTAL ADDRESS:	

TO BE SUBMITTED WITH THIS FORM	Attached <i>Please tick</i>
Application fee of \$30.60 (as of 1 July 2022)	<input type="checkbox"/>

Under the Freedom of Information Act (1982) I request access to the following document(s):

(Please be specific – e.g provide dates, identify people or groups. Avoid using “all documents” or “including by not limited to”)

FORM OF ACCESS

Please tick

I wish to inspect the document(s)

I want a photocopy of the original document(s)

Applicant's signature	Date

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Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014*. The personal information requested on this form will only be used to assist in the processing of your FOI request. No personal information will be disclosed to any external person or party without your consent unless required or authorised by law.

Please note that the following payment options are available:

1. In person to Customer Service, located at ; or,
2. by cheque or money order, payable to 'Hindmarsh Shire Council'

This completed form and the application fee should be sent to:

The Freedom of Information Officer
Hindmarsh Shire Council
PO Box 250
NHILL VIC 3418

Freedom of Information process

Before submitting a request under the FOI Act, it is recommended you contact Council to determine if the information you seek can be directly accessed without going through the FOI process.

The Freedom of Information Act 1982 (FOI Act) gives the public a general right of access to many documents in the possession of Council, unless an exemption or exception applies. This may include but are not limited to:

- Internal working documents;
- Documents relating to legal proceedings;
- Documents affecting the personal privacy of others;
- Documents publicly available for a fee/charge under an Act other than the FOI Act;
- Documents created before 1 January 1989 that do not relate to the personal affairs of the applicant;
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For a Freedom of Information request to be considered valid it must:

- Be in writing;
- Provide a clear description of the document which you seek access to;
- Be accompanied by a non-refundable application fee of \$30.10 or evidence that you qualify to have the application waived or reduced on the basis of financial hardship.

Additional charges to access documents may apply. You will be informed if this is the case.

We may also ask for:

- Proof of identity if you are requesting documents containing your personal information; and
- If you acting on behalf of another person, written authorisation from that person.

It is important to provide an accurate and specific description of the document you wish to access. To help you in writing your request, we offer the following advice:

- Ask for specific documents or document types
- Try to identify a relevant timeframes and parties involved (individuals and/or organisations)
- Avoid phrases like "all documents in relation to" and "including but not limited to"
- If the terms of your request are overly broad, you could end up receiving and being charged for, a large volume of document which you did not really require.

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On receipt of a valid FOI application, a decision must be made within thirty (30) days. This timeframe may change if third- party consultation is required or by agreement with you. Any change in the timeframe will result in a notification being sent to you.

Where a decision is made to refuse or defer access, the applicant will be notified in writing of the reasons for denial/deferral. If the applicant is not satisfied with the reasons given for not releasing the information they may (dependent on the status of the request) seek a review by the Office of the Victorian Information Commissioner ('OVIC').

For further information of the FOI Act and procedures please contact Council's FOI Officer on (03) 5391 4444 or email at foi@hindmarsh.vic.gov.au

Alternatively you can also visit the OVIC's website at: www.ovic.vic.gov.au