**Freedom of Information Application**

**FREEDOM OF INFORMATION**

*Application for documents under the* Freedom of Information Act 1982 *(Vic)*

Please send the completed form to foi@gleneira.vic.gov.au or mail it to PO Box 42, Caulfield 3162 VIC.

**Please note:** Council may request further documents for identification purposes. If you are requesting documents on behalf of another individual, please provide written authorisation from that individual.

If you require any assistance with this form, contact Council’s Freedom of Information (FOI) officer at foi@gleneira.vic.gov.au

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| **APPLICANT DETAILS** |
| **Name** |  |
| **Preferred contact number** |  |
| **Email address** |  |
| **Mailing address** *(if seeking documents in hard copy)*  |  |
| **APPLICATION FEE** |
| A fee of $32.70 must accompany your application to ensure it is valid and processed. You can pay the application fee over the phone by credit card by contacting Council’s Customer Service Centre on 9524 3333 or in person at the Customer Service Centre. If you believe that paying the application fee would cause you financial hardship, you can request a waiver of the fee. Your application will not be processed until Council has considered your request to waive the fee.

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| [ ]  | I have paid the application fee of $32.70 for this request (receipt number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  |
| [ ]  | I request a waiver of the application fee and enclose supporting documentation for consideration by Council. |

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| **DOCUMENTS REQUESTED** |
| Please describe the documents you are seeking access to. Your request must provide sufficient information to identify and locate all relevant document(s). When writing your request, specify which document(s) you seek 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 department); and
* the type of document(s) you seek (for example, an email, report, CCTV footage).

Please avoid wording such as ‘all documents’ because your request may be too large to process or specific enough to identify the document(s). The FOI process facilitates access to documents, not ’information’. Your request must be sufficiently clear to enable Council to locate documents.Although you are not obligated to disclose the reason for your request, it may assist officers in identifying relevant documents or identify ways you may access the documents outside of the FOI Act.***Optional*:** Please provide background or contextual information to assist 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 in identifying and locating document(s) relevant to your request. It may also assist in identifying other ways to access the requested document(s) outside of the FOI Act.  |
| **FORM OF ACCESS**  |
| Please tick as appropriate:

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| [ ]  | I request that hard copies of the document(s) are forwarded by mail.  |
| [ ]  | I request that soft copies of the document(s) be sent to my email address.  |
| [ ]  | I request an inspection of the original document(s).  |

Please note: there may be additional charges for providing the documents to you in the form requested (e.g. photocopying charges). The charges are calculated in accordance with the *Freedom of Information (Access Charges) Regulations 2014*. You may be notified of any further charges in accordance with section 22 of the FOI Act.  |
| **EXCLUDING DOCUMENTS** |
| It may be helpful to exclude certain documents or information from your request if they are not necessary or relevant to your request. This may allow faster processing of your request and reduced access charges by reducing the number of documents to assess or removing the requirement to consult with third parties. Please tick as appropriate:[ ]  I do not require copies of draft documents. (Draft documents will be excluded from this request)[ ]  I do not require copies of duplicated documents. [ ]  I do not require commercial information relating to third parties.[ ]  I do not require the personal information of third parties (e.g. names, contact details, signatures).  |
| **PERSONAL INFORMATION**  |
| **Privacy Statement**The personal information requested in this form is required primarily to administer your FOI request and will only be shared with staff who will assist with this process. If you want to know more about privacy at Council, including your right to seek access to your personal information, contact Council’s privacy officer on 9524 3333. Council’s *Privacy Polic*y can be downloaded from <http://www.gleneira.vic.gov.au/Council/Legislation-and-governance/Privacy> You should note that the FOI Act sometimes requires us to consult with third parties where, for example, their personal information is contained in a document you are seeking, and it may be clear from those consultations that you have made an FOI request.Section 25 of the FOI Act states that a document may be exempt from release if it contains personal details (name/address/contact details) or irrelevant material. If your request seeks access to documents that contain personal affairs information (names, contact details, or other identifying information), Council must consult with third parties and seek their views on the release of their personal information. The requirement to consult may extend the due date for your request. However, you can choose to receive documents with this data removed. It should be noted that if you do not agree to have personal details removed from a document, it may be exempt from release. |