

Freedom of Information Application Form - Access to Documents – 2020 / 2021

Name _____

Postal Address _____

Email Address _____

Contract No. (BH) _____

Terms of Request: (Please refer to section on next page)

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

Please clearly describe the document(s) you are requesting access to and stipulate a date range where applicable.

If insufficient space, please attach additional page(s).

Preferred Form of Access: (Tick form of access)

- ☐ Copies of the processed document(s) to be forwarded by post;
- ☐ Copies of the processed documents(s) to be forwarded by email (if size permits); or
- ☐ I seek an Inspection of the document(s)

Deletion of Exempt Matter or Irrelevant Material:

Section 25: Deletion of exempt matter or irrelevant material. Where part of a document is exempt from release or is irrelevant to the request, I agree to receive access to redacted documents where section 25 of the *Freedom of Information Act 1982* applies, in order to receive the part of the document that can be released. ☐ Yes ☐ No

Acknowledgement:

- ☐ I enclose an application fee of **\$29.60**¹(GST Exempt) which is payable for this request.
- ☐ I understand that I will be supplied with a statement of further charges if applicable.

If you consider that you are entitled to have the application fee waived, please submit a request with supporting documentation (such as your current pension card of health care card).

Signature: _____

Date: _____

PRIVACY COLLECTION STATEMENT

The personal information provided on this form is required by Wellington Shire Council to process the Freedom of Information request. The personal information provided will be used solely by Council for that primary purpose or directly related purposes. Your request may be transferred to another agency if the document(s) to which you seek access are not in the possession of our agency but in the possession of another agency or if the subject matter is more closely connected with the functions of another agency.

¹ Fee as at 1 July 2020 - Note: The Treasurer announced that the penalty and fee units which take effect from 1 July 2020, will remain the same as those of the 2019/2020 financial year. There is, therefore, no change to the FOI fees and charges for 2020/2021.

Freedom of Information – Information Sheet

The Freedom of Information Act 1982 was created to promote openness, accountability and transparency in the Victorian public service by giving the public the right to access government information. The object of the Act is to 'extend as far as possible the right of the community to access documents in the possession of the Government of Victoria'.

All members of the public have the right to apply for access to documents held by Victorian government agencies.

Requests for access to documents under the *Freedom of Information Act 1982* must be in writing and provide such information as is reasonably necessary to enable the documents to be identified.

Lodging an Application

Please submit this completed application, together with the Application fee, to:

Freedom of Information Officer
Wellington Shire Council
PO Box 506
SALE VIC 3850
foi@wellington.vic.gov.au

Payment Options You can pay by Cash, Cheque or Credit Card Authority.

Please contact Council's FOI Officer, Marj McInnes on (03) 5142 3112 prior to lodging your application.

Application fee Waiver: (Section 17 (2B)) - An agency can waive or reduce the application fee if it would cause hardship to the applicant. If claiming hardship, please supply a copy of your current Health Care or Pension Concession Card or other documentation).

Terms of Request

You must clearly describe the document(s) you are requesting access to and specify a document date range where applicable. If the terms of your request are not deemed sufficiently clear, under Section 17 of the FOI Act you will be asked to provide clarification.

Access Charges

Access charges are in addition to the application fee and are based on the documents to be released. You will be notified of the additional amount payable. Please refer to the Freedom of Information Schedule of Fees.

Processing Timeframes

The timeframes for processing an FOI Application will vary depending on access charges and appeal rights.

- The timeframe for processing a valid FOI Application is 30 days. The timeframe commences from the date the request is deemed valid. That is, the terms of the request are determined to be sufficiently clear to proceed and the application fee has been paid (or waived).
- If access charges will exceed \$50 then the 30 day timeframe commences upon payment of a deposit towards the charges.
- If you are seeking access to the personal information of an individual within the document(s) requested, and a decision is made to release that information, we are required to notify the affected individual of their right to appeal the decision to VCAT. The individual has 60 days in which to lodge their appeal with VCAT.
- Council determines if an appeal has been lodged with VCAT.
 - If no appeal has been lodged – the document(s) can be released;

- If an appeal has been lodged – no document(s) will be released until the outcome has been determined by VCAT.

Additional Information:

Further information can be obtained by visiting Council's website www.wellington.vic.gov.au , contacting Council's Freedom of Information Officer, or visiting the Office of the Victorian Information Commissioner website <http://foicommissioner.vic.gov.au/>



FREEDOM OF INFORMATION SCHEDULE OF FEES – 2020/2021

Schedule of Fees

There are two costs associated with make a Freedom of Information request:

- The application fee, and
- Access charges

The application fee is a fixed cost which is non-refundable. If you consider you are entitled to have the application fee waived, please submit a request with supporting documentation (such as your current pension card or health care card).

Access charges relate to the costs incurred in granting access to the document that you have requested.

These costs may or may not apply depending on the nature of your request.

The following table outlines the charges which are exempt from GST.

Application Fees

Search & retrieval of documents (inside FOI)	\$22.215 per hour or part of an hour rounded to the nearest 10 cents
Photocopying of documents (Black &White)	20 cents per A4 page
Supervised inspection of documents	\$22.215 per hour to be calculated per ¼ hour or part of a quarter hour, rounded to the nearest 10 cents