

FREEDOM OF INFORMATION APPLICATION FORM

1. Applicant Contact Details

Title: First Name: Surname:

Email address:

Contact Number:

Postal Address:

Preferred contact method:

Details of your representative (if applicable)

If you are using a representative like a parent, guardian, lawyer, or any other person who is acting on your behalf, please advise who they are. If you are completing this form as the applicant's representative, advise who you are. Please also attach a copy of an authority to act.

Title: First Name: Surname:

Organisation (if applicable):

Email address:

Contact Number:

Postal Address:

Preferred contact method:

Relationship to Applicant:

2. Details of the documents you are requesting access to

Please identify, describe or outline the document(s) you are seeking access to.

Your request must provide sufficient information for us to be able to identify and locate all relevant document(s). When writing your request, be specific about which document(s) you are seeking 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 business or work unit); and
- the type of document(s) you seek (for example, an email, report, CCTV footage).

Please avoid using wording such as 'all documents' because your request may end up being too large for us to process, or it may not be specific enough for us to identify the document(s). If you are not sure how to frame your request, please contact us.

It may be helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow us to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for us to consult with third parties.

Do you require access to:

Draft Documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Duplicate Documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business Information relating to third parties	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commercial Information relating to third parties	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Financial Information relating to third parties	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. Proof of Identification (If Applicable)

If the documents you are seeking access to relate to you personally, you may need to provide us with a certified copy of your identification. We may not be able to provide access to the requested document(s) if we cannot verify that you are the person the subject of the document(s).

4. Edited copies

The document(s) you requested may contain exempt or irrelevant information. Under section 25 of the FOI Act, we can provide edited copies of document(s) with exempt or irrelevant information removed. However, we are only required to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for us to make edits. If you don't agree to receive an edited copy, we may decide the entire document is

exempt and refuse access to it in full, even if there is some information that could be released to you.

I agree/ I do not agree to receive access to a copy of a document with exempt or irrelevant information removed in accordance with section 24 of the FOI Act.

5. Form of Access

Please tell us how you would like to receive a copy of the document(s) we decide to release to you. This might be inspecting the document(s), a hardcopy sent by post, a copy sent by email, the document(s) copied onto a CD or USB to be picked up or sent by post. We will try to accommodate your request but may have to provide access in another way. Please note that where documents are physically provided to you, you may incur a fee.

6. Application Fee

The application fee for making a request for access under section 17 of the FOI Act is \$32.70. You can pay the application fee by cheque, money order, credit card or cash.

I enclose an application fee of \$31.80 which is payable for this request and I understand that I will be supplied with a statement of further charges if appropriate (please tick)

I require an invoice prior to payment.

I will pay by credit card by calling (03) 5593 7100 to make payment.

Alternatively, if paying the application fee would cause you hardship, you may request that we waive the application fee in full or in part. If you request a waiver, please provide evidence to show why paying the fee would cause you hardship, such as a concession or healthcare card, bank statement, or statutory declaration outlining why payment would cause hardship. We will assess your fee waiver request and let you know the outcome.

7. Submitting your request

You can send your request by email, post or it can be dropped directly to the front counter of Corangamite Shire Council at 181 Manifold Street Camperdown. If you are unable to send your request via these methods, please contact us to discuss other options.

Email: FOI@corangamite.vic.gov.au

Post: Corangamite Shire, Attn: FOI Officer, PO Box 84 Camperdown VIC 3260

8. Further Assistance

If you have a question about making a request or want to discuss your request further, please contact us on (03) 5593 7100 or FOI@corangamite.vic.gov.au

9. Privacy Collection Statement

The personal information requested on this form is being collected by Corangamite Shire Council for the purpose of processing Freedom of Information applications, not providing this information may hinder Council's ability to process the application. The personal information will be used solely by Council to process your FOI Application for that primary purpose or directly related purposes. Council may disclose this information to other organisations if required by legislation. Personal information provided is for the use of the FOI Officer and the applicant may apply to Council for access and / or amendment of the information.