

# Freedom of information application for access to documents



Name:

Postal address:

Daytime contact number/s:

Mobile:

Email address:

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

*If insufficient space, please attach additional page/s.*

**Access** [Tick appropriate box]:

Copies  Inspection

**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 FOI Act applies, in order to receive the part of the document that can be released.  Yes  No

- I enclose an application fee of \$32.66<sup>1</sup> (GST exempt) which is payable for this request.
- I understand that I will be supplied with a statement of further charges if appropriate.
- If you consider that you are entitled to have the application fee waived, please submit a request with supporting documentation (such as pension card or health care card)

Signature:

Date:

**Please submit completed form to FOI Officer, NGSC, PO Box 580, Stawell VIC 3380**

Office use only

NAR #	Matched	Y / N	Officer name
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Privacy Statement: The personal information collected on this form by the Northern Grampians Shire Council will only be used to assist in the processing of your request in accordance with the Freedom of Information Act 1982. If you do not provide all or part of the personal information required we may not be able to process your request in an effective and efficient manner and you may not receive all the information that you could be entitled to. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law, and you have the right to seek access and correction of your personal information.

<sup>1</sup> Fee as at 1 July 2024 (may be rounded to \$32.70)

Freedom of Information (FOI) legislation is associated with open government and the democratic process. The FOI Act has four main functions:

- To provide a general right of access to documents
- To enable individuals to amend incorrect information about them held by government
- To provide rights of appeal in relation to the previous two functions
- To require agencies to publish certain details about themselves and their functions.

### Application Fee and Access Charges

All requests for access to Council documents under the FOI Act must be in writing and provide such information as is reasonably necessary to enable the documents to be identified.

Payment is accepted by cheque or by cash (only for requests made in person at one of Council's offices in Stawell or St Arnaud). In accordance with Section 17(2B) of the FOI Act, you may request for the application fee to be reduced or waived. If you apply for the application to be reduced or waived please supply evidence that payment would cause you hardship. (eg Health Care or Pension Concession Card or other documentation)

Please note that your request may incur access charges in accordance with the *Freedom of Information (Access Charges) Regulations 2014*. You will be supplied with a statement of any applicable charges as your request progresses.

Access charges, allowable under the FOI Act, are also applicable.

Search and retrieval of documents (inside FOI)	\$24.495 per hour or part of an hour rounded to the nearest 10 cents
Photocopying of documents (B&W)	20 cents per A4 page
Supervised inspection of documents	\$24.495 per hour to be calculated per ¼ hour or part of a quarter hour, rounded to the nearest 10 cents

Some documents may be exempted from access for personal or business affairs reasons. 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 he/she can seek a review from the Victorian Information Commissioner.

For more information about FOI, see the [Office of the Victorian Information Commissioner website](#), or telephone the FOI officer on 03 5358 8700. Before submitting your request, ring the FOI Officer to discuss what you are after, how you want it, fees and charges, timelines, consultation with third parties and exempt documents.



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