



Forms of Access: – Tick one only

Council's preferred method of distribution is via email.

I wish to receive a hard copy of the document(s)

I wish to receive an electronic copy of the document(s)

I wish to view the document(s) on site

Application Fee:

The application fee of \$30.60 is a non-refundable, fixed cost required under legislation.

I have enclosed payment of \$30.60; OR

I am suffering financial hardship and request a fee waiver (see below); AND

I have included evidence of financial hardship (must accompany fee waiver requests)

Under s 17 (2b) of the Freedom of Information Act 1982, if payment of the application fee would cause financial hardship, you may apply for the fee to be waived or reduced. To be eligible for consideration of a fee waiver or reduction, you must supply evidence that supports your application. Suitable evidence can include a low income concession card issued by Centrelink or evidence of unemployment.

Note: The fee waiver request applies only to the application fee. Access Charges are outlined below.

Access Charges:

In order for Council to release documents to you once a decision has been made, you will be required to pay access charges. These charges will depend on the type of application and documents sought. It may be necessary to pay a deposit in relation to access charges.

I understand documents will not be released to me until necessary access charges have been received by Council in full.

Deletion of exempt matter or irrelevant material:

Section 25 of Freedom of Information Act 1982 states that a document may be exempt from release if it contains personal details (name/address/contact details) or irrelevant material. 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.

I consent to personal details and/or irrelevant material to be removed if applicable



How to submit

Please fill out this form with as much detail as possible to enable the documents to be identified by an appropriate officer of Council. If you would like assistance in defining your request, please contact the Freedom of Information Officer on 5662 9200. Application fees can be paid via cheque (via post or in person) or credit card (via phone or in person). Please send completed forms to:

Post

FOI Officer
South Gippsland Shire Council
Private Bag 4
LEONGATHA VIC 3953

Via email

You can email your application to foi@southgippsland.vic.gov.au

In person

Main reception of South Gippsland Shire Council, located at 9 Smith Street Leongatha, subject to normal operating hours.

PRIVACY COLLECTION STATEMENT

The personal information collected on this form by the South Gippsland 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. 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.