SOUTH GIPPSLAND SHIRE COUNCIL

Freedom of Information

South Gippsland Shire Council

Freedom of Information Application Form

This form is used to request access to documents held by South Gippsland Shire Council under the *Freedom of Information Act 1982*. Please ensure you read each section carefully and attach all requested information. If you do not supply all required information, this may delay your application.

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).

Applicant Details

First Name: _____ Surname: _____

Business / Company Name: _____

Address: _____

Town: _____ Postcode: _____

Contact Phone Number: _____

Email Address: _____

Forms of Access (tick one only)

☐ 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 $34.50 is a non-refundable, fixed cost required under legislation. Please tick the box/s that apply to you.

☐ have enclosed payment of $34.50

☐ are suffering financial hardship and request a fee waiver (see below); and

☐ 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.

Application Fee Waiver

Under s 17 (2b) of the Act, you may apply for a fee waiver if payment of the application fee would cause financial hardship. To be eligible for a fee waiver, you must supply evidence – such as:

- low-income concession card issued by Centrelink or evidence of unemployment; or
- healthcare card; or
- bank statement; or
- statutory declaration outlining why payment would cause hardship; or
- other _____

Council will assess your fee waiver request and let you know the outcome.

**Note: The fee waiver request applies only to the application fee. Please be aware if your fee waiver has been approved, further charges such as photocopying costs and search time may be payable for providing any documents to you. Any such charges will be calculated in accordance with the Freedom of Information (Access Charges) Regulations 2014.*

Deletion of exempt matter or irrelevant material

Section 25 of the Act states that a whole document may be exempt from release if a portion of it contains personal details or irrelevant material. However, you can consent to these details being redacted from the document to allow its release.

Note: If you do not consent, the whole document may be withheld.

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

It may be helpful to exclude certain documents or information from your request if it is not 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.

Excluding documents or information you don't need

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

Do you require access to:

Draft documents:	☐ Yes	☐ No
Duplicate documents:	☐ Yes	☐ No
Commercial information relating to third parties:	☐ Yes	☐ No
Personal information relating to third parties:	☐ Yes	☐ No

Consultation

South Gippsland Shire Council has a duty under the Freedom of Information Act 1982, to consult with individuals or businesses whose information is contained within the document(s) requested. The purpose of the consultation is to seek their views on whether the document(s) should be released. Please note if the third party advises they do not consent to the release of their information – it will be redacted. As part of the consultation process do you consent to being identified as the FOI applicant?

☐ Yes, I provide consent to being identified as the FOI applicant.

☐ No, I do not provide consent to being identified as the FOI applicant.

Document Requested

Clearly outline the documents you wish to gain access to. Your request must be sufficiently clear and detailed, including information such as record type, keywords and specific date ranges. If insufficient space please attach additional pages.

Date Form: _____ Date To: _____

Document required

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).

☐ I have attached certified proof identification.

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.

Please return the completed form to South Gippsland Shire Council via one of the options below:

Post: 9 Smith Street (Private Bag 4) Leongatha, VIC, 3953

Phone: 5662 9200

Email: council@southgippsland.vic.gov.au

South Gippsland
Shire Council