

Request for Freedom of Information



Name *	
Organisation (if applicable):	
Email:	
Telephone:	
Postal address:	

** If you are seeking access to information on behalf of another person, you must provide a written, signed and dated statement of authority from that other person.*

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 (up to the date of your application);
- 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.

Under the *Freedom of Information Act 1982*, I wish to gain access to the following document/s, dated/created between

___/___/___ and ___/___/___.

Details of Request: *(Please attach additional sheet/s if insufficient space)*

Is personal affairs information relevant to your needs? ☐ Yes / ☐ No *If NO, personal information will be deleted from any documents released.*

Consultation

Please note, if your application seeks access to documents which contain personal affairs information

(i.e. names, addresses, phone numbers or other identifying information) Council must consult with every affected person and ask if they object to you receiving their information. Consultation may extend the due date for your request by 15 days.

► HEPBURN SHIRE COUNCIL

ABN: 76 845 763 535
PO Box 21 Daylesford 3460
shire@hepburn.vic.gov.au
hepburn.vic.gov.au

► DAYLESFORD

76 Vincent Street
Daylesford
03 5348 2306
Corner Duke
& Albert Streets
Daylesford
03 5348 1577

► CRESWICK

68 Albert Street
Creswick
03 5345 8399

► CLUNES

The Warehouse
36 Fraser Street
Clunes
03 5345 3359

For the purposes of consultation:Do you consent to Council identifying you as the applicant? ☐ Yes / ☐ NoDo you consent to Council disclosing the purpose of your request? ☐ Yes / ☐ No**Additional information to assist us**

Optional: please provide background or contextual information to assist us in processing your request. This could include your reasons for seeking access to the document(s) and what you intend to do with the document(s). Providing additional information may assist us to identify and locate document(s) relevant to your request. It may also assist us to identify other ways you may access the requested document(s) outside of the FOI Act.

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 document: ☐ Yes / ☐ NoDuplicate documents: ☐ Yes / ☐ NoCommercial information relating to third parties: ☐ Yes / ☐ NoPersonal information relating to third parties: ☐ Yes / ☐ No**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).

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 25 of the FOI Act.

Form of access

Please tell us how you would like to receive a copy of the document(s) we decide to release to you.

☐ a copy sent by email ☐ inspecting the document(s) ☐ a hardcopy or USB sent by post ☐ a hardcopy or USB pick up

Note: We will try to accommodate your request but may have to provide access in another way.

Application fee

The application fee for making a request for access under section 17 of the FOI Act is \$33.60. You can pay the application fee by bank cheque, money order or credit card.

Credit card payment : Please charge my credit card for the amount of **\$33.60** ☐ MasterCard ☐ Visa
Name on Card: _____ Expiry date: _____/_____/_____
Credit Card number: _____ Signature: _____ (if posted)

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 pensioner concession or healthcare card, and a bank statement or statutory declaration outlining why payment would cause hardship. We will assess your fee waiver request and let you know the outcome.

I understand that before I obtain access to document(s) I may be required to pay processing charges as set out on the [Freedom of Information Webpage](#) in respect of this application.

Applicants Signature _____ Date _____

Send your request to: The Freedom of Information Officer: foi@hepburn.vic.gov.au or
Hepburn Shire Council, PO Box 21, Daylesford VIC 3460

Office use only
Account no 'Freedom of Information'
10-1015-1001-41160
Application fee received ☐ Yes ☐ No
Receipt no