

Request for access to documents under the *Freedom of Information Act 1982 (Vic)*

This form can be used to make a freedom of information request to the Greater Shepparton City Council (Council).

1. Applicant's Details

Title	
Name	
Company (if applicable)	
Postal Address	
Email	
Telephone	

2. Legal Representative / Consultant's Details

If you are lodging a Freedom of Information (FOI) request on behalf of a client, you must provide evidence to show that your client has authorised you to:

- make an FOI request on their behalf;
- communicate with Council in relation to the FOI request; and
- receive copies of any documents released to the applicant by Council.

Authorisations may be in the form of a letter, signed by the client, confirming the above.

Please provide the details of legal representative / consultant, if applicable:

Title	
Surname	
Given name	
Company / Firm	
Company / Firm Address	
Client authorisation attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Documents Requested by the Applicant

The applicant requests access to the following documents:

Please describe the documents you want access to – being as clear and specific as possible. If you are only seeking access to documents within a particular date range, specifying a date range may enable Council to process your request faster and may reduce the charges payable for processing the request.

Please attach any additional information that would assist Council to process your request.

Your preferred means of accessing the documents identified above is:

- To receive a copy
- To inspect the documents at Council's office

4. Consultation with Third Parties

If the documents identified relate to the personal or business affairs of another person or entity, Council may be required consult with that individual / entity in order to obtain their views concerning the potential release of documents.

Please indicate if you consent to the disclosure of your identity for the purpose of third party consultation.

Yes No

5. FOI Application Fee and Access Charges

The charges applicable for processing an FOI request are fixed in accordance with regulations made under the *Freedom of Information Act 1982 (Vic)*.

Application fee

The application fee for making an FOI request is currently **\$31.80**. Payment is accepted via eftpos, credit card, cheque or money order. You may request that the application fee is reduced or waived if payment would cause you hardship. If you wish to apply for the application fee to be waived, please include evidence of hardship.

- I enclose a cheque / money order for \$31.80, made payable to Greater Shepparton City Council
- OR
- Payment can be made via EFTPOS, Visa or Mastercard **in person at Customer Service**
- OR
- I request that the application fee be waived due to hardship
Please attach a photocopy of a current concession card or other evidence of hardship.

Access Charges

In addition to the application fee, charges for providing access to the documents may be payable in accordance with the *Freedom of Information (Access Charges) Regulations 2014 (Vic)*.

If access charges are payable, Council will provide you with details of those charges.

6. Lodging an FOI request

FOI requests to Council can be made by:

Post	FOI Officer Greater Shepparton City Council Locked Bag 1000 SHEPPARTON VIC 3632
Email	council@shepparton.vic.gov.au Emails should be marked to the attention of the FOI Officer

Your FOI request will not be valid until you pay the application fee of \$31.80 or, if you have applied for a waiver of the fee, Council determines to waive the application fee.

By lodging this FOI request form, you are declaring that the information supplied is accurate and complete.

7. Further information

If you have any questions about making an FOI request, please contact Council's FOI Officer on 03 5832 9700 or by emailing council@shepparton.vic.gov.au

8. Collection Notice

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the *Privacy and Data Protection Act 2014 (Vic)*. Your personal information is collected to communicate with you and process your request. It may be disclosed to Council staff to undertake document searches, third parties for the purpose of consultation and the Office of the Victorian Information Commissioner in the event of a review or complaint. If you do not provide the requested information we may be unable to effectively communicate with you or process your request. To gain access to or update your personal information please contact the FOI Officer on 5832 9700.