



Application

Fee: \$31.80

We may be able to provide the document/s that you are seeking outside the FOI Act. Please contact the Governance Team on 5422 0333 or email governance@mrsc.vic.gov.au to discuss your request **before completing this form.**

Name:

Address:

Phone (work):

Phone (home or mobile):

Email:

Signature:

Date:

I am completing this application on behalf of another person and have attached a signed and dated authorisation form.

Yes

Person's name:

No, I am completing this form for myself

When making your request, please be specific - provide dates, document type/s, identify people or groups. Avoid using statements like 'all documents' or 'including but not limited to'.

Under the *Freedom of Information Act* 1982, I wish to gain access to the following document/s for the date range from to (up to the date of your request)

Form of access requested

I request copies of the document/s be sent to me **OR** I wish to inspect the original document/s

Fee and charges

I acknowledge the application fee is payable once this request is valid and understand that further access charges will be applicable for search time and photocopying.

Where the payment of application fees or charges may cause financial hardship, an applicant may apply for a reduction or waiver. If you wish to request consideration for a reduction or waiver, please state the reason for your request below, e.g. You currently hold a Commonwealth Pension or Commonwealth Health Care Card.

Personal affairs information

Please note, if your request seeks access to documents that contain personal affairs information (names, contact details or other identifying information), Council must consult with every person and seek their views on the release of their personal information. The requirement to consult may extend the due date for your request.

Is personal affairs information relevant to the scope of your request?
(If no, personal affairs information will be redacted from any documents released.) Yes No

If yes, for the purposes of consultation, do you consent to Council identifying you as the applicant? Yes No

Are duplicated documents relevant to your request? (If no, duplicated documents will be excluded from this request.) Yes No

Do you consent to Council disclosing the purpose of your request? Yes No

If yes, please outline the purpose of your request:

We will review your FOI application and contact you to let you know how you may be able to access the documents you are seeking, including whether you need to proceed with your request. If we suggest proceeding with your FOI request we will assist you with making your request valid, including payment of fees.

Privacy collection notice

The collection and handling of personal and health information is in accordance with Council's Privacy Policy which can be downloaded at mrsc.vic.gov/privacy