

3. Section 33(3) Documents affecting personal privacy

The FOI Act prescribes a process of notification and consultation that I must follow in accordance with Section 33(3) before any documents containing personal affairs information may be released. While I would ordinarily have an obligation under the FOI Act to make a decision within 30 days from the date upon which your valid application was received, the process of consultation might result in an extension of 15 days.

However, where an applicant indicates that they do not seek access to personal affairs information as that information is not sought, and they are happy to receive documents with personal information deleted the processing of your application is likely to be expedited and potentially increase the amount of other information that might be available.

Please indicate if personal information is relevant to your needs. If No, personal information will be deleted from any documents released.

☐ Yes ☐ No

4. Edited copies and excluded documents or information you do not need

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

Please indicate below, by way of Yes/No, if any of the following documents are required:

Draft documents ☐ Yes ☐ No

Duplicate documents ☐ Yes ☐ No

Under Section 25 of the FOI Act, we can provide edited copies of documents with exempt or irrelevant information removed. However, we are 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 do not 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.

Please indicate if in the event we consider the documents you requested contain exempt or irrelevant information, if you agree to receive an edited copy with the exempt or irrelevant information removed?

☐ Yes ☐ No

5. Form of access

Please indicate if you would like to inspect or receive a copy of the documents:

☐ I would like to inspect the document/s at the Council Offices.

Or

☐ I would like a copy of the document/s sent to me via email or mail (please circle)

6. Fees and Charges (effective 1 July 2025)

Where the payment of 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 reasons for your request and attach documentary evidence such as a photocopy of your Commonwealth Pension or Commonwealth Health Card.

Unless a fee exemption applies, a \$33.60 application fee is payable when lodging this request.

Further charges may apply:

Search and Retrieval: \$25.21 per Hour or part thereof.

Supervision charges: \$25.21 per Hour, calculated per quarter hour.

Photocopy charges: A3 - 40 cents (per colour or black and white page)

A4 - 20 cents (per colour or black and white page)

(Note: Copies of plans may not be provided due to copyright restrictions)

7. Collection, use and disclosure of your personal information

The personal information collected on this form by Council will only be used to assist in the processing of your request in accordance with the FOI Act 1982.

We may notify and consult with third parties in considering whether an exemption under sections 29, 31, 31A, 33, 34 or 35 of the FOI Act applies. This may involve disclosing details such as your name, the terms of your request, and the documents falling within the scope of your request that concern the relevant third parties.

If necessary, we may transfer your request under section 18 of the FOI Act to another agency or Minister who is better placed to manage your request. We will tell you if we do this.

In making this application I understand that –

In accordance with the FOI Act 1982 (Vic), Council can refuse access to certain documents or information. This includes documents containing personal information about other people. Contact details of individuals cannot be obtained through Freedom of Information.

I also understand that further charges may apply, and I will be notified of further charges, if the amount exceeds \$70 and a deposit will be payable to progress the request.

Signature of Applicant: _____

Date: ____/____/____