

Freedom of Information request



APPLICANT DETAILS

Please note that it is a requirement under the *Freedom of Information Act 1982* for your Freedom of Information application to be in writing and for you to provide as much detail about the documents sought as possible. The personal information being requested is for the purposes of communication with you. It is not mandatory for all this information to be provided.

Name			
Organisation			
Address			
Suburb		Postcode	
State			
Telephone		Mobile	
Email			
Application Date			

My preferred method of communication is:

- Post
- Email

DETAILS OF REQUEST

Under the *Freedom of Information Act 1982*, I wish to gain access to the following document(s):

(Sufficient information must be provided to identify the document(s) sought.)
(Terms such as 'all documents' should be avoided as your request may end up being too large for us to process or not specific enough to allow us to identify the document/s.)

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 documents: Yes / No
- duplicate documents: Yes / No
- commercial information relating to third parties: Yes / No
- personal information relating to third parties: Yes / No

Form of access

Please indicate how you would like to access a copy of the document(s) (tick one of the following):

- I would like a copy of the document(s) posted to me
- I would like a copy of the document(s) emailed to me
- I would like to inspect the document(s) at the Council offices

Fees and charges

An **application fee of \$29.60** (as at 1 July 2019) is required for this application in accordance with section 17(2A) of the FOI Act.

- I have attached a cheque to this application

OR

- I would like you to issue a tax invoice

Under section 22 of the *Freedom of Information Act 1982*, access charges may be required. An estimate will be provided and in some circumstances a deposit will be requested.

Privacy Notice

Nillumbik Shire Council is collecting your information for the purpose of processing your Freedom of Information application. The information will only be disclosed to third parties with your consent or if we are required to, or permitted to, by law.

It is a requirement under the *Freedom of Information Act 1982* that a Freedom of Information application be in writing and provide as much detail about the documents sought as possible. If these requirements are not met, we may be unable to process your application.

You may access your personal information held by Council by contacting Council's Privacy Officer on 03 9433 3271 or by email privacy@nillumbik.vic.gov.au

OFFICE USE ONLY (use RC #45202)	
Date received:	Receipt number: