

# Freedom of Information Application

Freedom of Information Act 1982

## What you need to do for your application



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Make a payment

Please supply your credit card details or include a cheque for payment of this application



### Submit application

This form and supporting documents must be submitted via email, by mail or in person.

## Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of administering the *Freedom of Information Act 1982*. The personal information may also be disclosed to professional Freedom of Information consultants for the purpose of assisting Council to undertake required actions. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, your application will not be processed. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email [freedomofinformation@colacotway.vic.gov.au](mailto:freedomofinformation@colacotway.vic.gov.au). Council's Privacy Policy is available from our website: [colacotway.vic.gov.au/Council-the-shire/Council-policies](http://colacotway.vic.gov.au/Council-the-shire/Council-policies) and all Council Customer Service Centres

## Your Details

First name

Last name

Company

Best phone number to contact you on

Email

Residential or postal address

## Details of Request

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

# Freedom of Information Request

## Form of Access (tick one only)

- I request copies of the document(s)
- I wish to inspect the document(s)
- I wish to access the document(s) in another form - if so, please specify:


## Important Information

### Applications must include the following:

1. be in writing
2. clearly describe the document(s) you are requesting access to and provide as much detail to allow the agency to reasonably identify the information you are requesting
3. include the \$31.80 application fee
4. be made to the agency that holds the documents you are seeking.

If the documents are about your personal affairs, you should provide evidence of your identity, for example, a photocopy of your current driver's licence. If you are unsure about what ID to provide, please contact the FOI Officer at Council.

This application must be accompanied by a \$31.80 application fee (effective 1 July 2023) in accordance with section 17(2A) of the *Freedom of Information Act 1982* (Vic).

Processing your request cannot begin if any of the required information above and/or payment is not supplied. If you are unsure about what to include with the request, contact the FOI Officer at Council.

### Lodging your Freedom of Information request:

To lodge an FOI request, email your completed form to [freedomofinformation@colacotway.vic.gov.au](mailto:freedomofinformation@colacotway.vic.gov.au) or physically deliver to 2-6 Rae Street COLAC or mail to PO Box 283 COLAC VIC 3250 and make payment of the application fee by credit card payment form, by cheque or in cash over the counter. Please refrain from sending cash via mail.

Further information can be obtained by contacting Council's FOI Officer on 03 5232 9400.

## Acknowledgement

I understand (please read and tick to show you have read and understood the information),

- I enclose the application fee payable in respect to this request
- I have read and understood the *Freedom of Information Act 1982* - Information Sheet
- I understand and acknowledge that further charges may be made in respect to this request in accordance with Section 22 of the *Freedom of Information Act 1982* (Vic) and that I will be supplied with a statement of charges.

## Signature

Name

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Signature

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Date

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