



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 03 5232 9400 or email freedomofinformation@colacotway.vic.gov.au. Council's Privacy Policy is available from our website (click on link): [Council Policies](#) and all Council Customer Service Centres.

1. Are you making the request on someone's behalf or as a representative? ie: you are someone's lawyer or advocate

☐

No – skip to question 3.

☐

Yes – Continue to question 2.

2. Who do you represent? These are the details of the person you are acting for or represent

Title:

First Name:

Last Name:

Organisation: (if applicable)

Your relationship:

3. Your Details

First Name

Last Name

Company/Organisation (if applicable)

Best phone number to contact you on

E-mail

Postal Address

4. If you are requesting personal information, can you provide proof of identity or authorisation? Your identity may need to be verified before personal information can be released to you

☐

Yes, I have attached a copy of an identity document like a driver's licence, or if acting on someone's behalf, I have attached an Authority to Act and a copy of their identity documents.

☐

No, contact me if this I required

5. Are you requesting the application be waived or reduced due to hardship? You must pay an application fee for your request to be valid

☐

No, I want the agency to contact me and let me know how to pay the application fee.

☐

Yes, I have attached evidence of hardship, for example a copy of a Centrelink card.

6. Request Details

Identify or describe the documents you want. You need to provide enough information to identify and locate the documents. You should try to be specific about the documents you want and include as much information as possible. Contact Council and ask for help if you are unsure.

Try to include information like:

- What is the name of the document?
- What do the documents relate to (for example, a complaint you made, an interaction you had with Council, or a decision that Council made about a project or issue)?
- When were the documents created (for example, is there a specific day or date range)?
- Do you know where the documents might be located (for example, in a particular email account, with a specific person, or held by a business or work unit)?

What format are the documents in, or what types of documents are you requesting (for example, an email, report, CCTV footage)?

7. How would you prefer to receive any documents that are located? Your preference will be considered, but access may be provided in another way

Form of Access (tick one only)

- ☐ Send a digital copy of the documents to the email address I have listed.
- ☐ Send a hard copy of the documents to the postal address I have listed.
- ☐ I want to inspect the documents at the Council office.
- ☐ I wish to access the document(s) in another form – if so, please specify:

8. Can information or documents be excluded if it isn't needed? Excluding information you don't need may assist with your request being processed more efficiently.

- ☐ Personal information of other people can be excluded from the documents.
- ☐ Duplicate documents can be excluded.
- ☐ Draft documents can be excluded.

9. Can the documents be edited to remove exempt and irrelevant information? Under section 25 of the FOI Act, to access documents with exempt and irrelevant information edited out you must indicate if you will accept edited copies of the documents. If you don't agree to receive edited copies, the agency can exempt and refuse access to the documents in full, even if there is some information that could be released to you.

- ☐ I agree to receiving edited documents.
- ☐ I do not agree to receiving edited documents.

10. Is there any additional information you can provide? Providing background or contextual information might assist the agency in processing your request. This could include your reasons for requesting the documents and what you intend to do with them. Providing additional information may assist the agency to identify and locate documents relevant to your request.

11. 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 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.

12. Acknowledgement

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

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I enclose the application fee payable in respect to this information.

☐

I have read and understood the *Freedom of Information Act 1982* – Information Sheet.

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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

Signature

Date

Return your completed forms by post: PO Box 283, Colac, 3250, email: freedomofinformation@colacotway.vic.gov.au or call into one of our service centres. Colac Shire Offices, 2-6 Rae St, Colac | GORVIC 100 Great Ocean Rd, Apollo Bay | Colac VIC Crn Queen & Murray Sts, Colac (Mon and Fri)