

# Application for Access to Documents Pursuant to Freedom of Information Act 1982 (Vic)



## Applicant Details

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

If on behalf of an organisation, name of organisation: \_\_\_\_\_

## Details of Request

Please avoid using wording such as 'all documents' because your request may end up being too large for the agency to process, or it may not be specific enough for the agency to identify the document(s). If you are not sure how to frame your request, please contact Council.

I seek access to the following document(s), dated/created between \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Form of Access

- Copies of the documents to be forwarded by email       An inspection of the documents  
 Copies of the documents to be forwarded by mail

## Consultation

Please note, if your application seeks access to documents which contain personal affairs information (such as names, addresses, phone numbers or other identifying information) Council must consult with every affected person and ask if they object to you receiving their information. Consultation may extend the due date for your request by 15 days.

Is personal affairs information relevant to your needs?      Yes  No

(If NO, personal information will be deleted from any documents released)

For the purposes of consultation:

Do you consent to Council identifying you as the applicant?      Yes  No

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

If YES, please explain the purpose of your request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Fees & Charges**

- The application fee is \$33.60. A completed credit card and cheque payment form must accompany your application.
- You must pay the application fee or if payment of the application fee would cause you hardship you can request Council to waive the fee in full or in part.
- Application fee from 01 July 2025 to 30 June 2026 is \$33.60 Further charges will be applicable for search time and photocopying.
- Other charges apply as prescribed under the Freedom of Information Act 1982 (Vic).
- All charges are GST exempt.
- Applications may also attract charges for supervising inspection of documents.
- If you consider you are entitled to a waiver of charges, please submit a request with copies of supporting documentation.

## **After you submit a request**

After you submit a request, it will be assessed by Council's Freedom of information Officer to ensure it meets the requirements outlined in section 17 of the FOI Act. If the Authorised Officer determines your request is not valid, you will be notified within twenty-one (21) days from the date the application was received at Council. You will be provided with assistance to help you make the request valid. If your request is valid, Council will commence processing the application.

## **Timeframes**

Council has 30 days from the date you make a valid request to provide you with a decision. However, this time may be extended by up to 15 days if necessary to allow for consultation with third parties whose information may be contained in the requested document(s). The timeline may also be extended by up to 30 days, with your agreement. Council will advise you of any timeframe changes.

I understand that before I obtain access to document(s) I may be required to pay processing charges in respect of this application.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## General

- Every person has the right under the Freedom of Information Act 1982 (Vic) to obtain access to documents of an agency other than an exempt document (Council is an agency under the Act).
- To be a valid application, you must provide sufficient information to enable the correct document(s) to be identified. Details can be provided on a separate sheet if necessary.
- If a request does not comply with the requirements of the Act, Council can provide advice and assistance to formulate a complying request.
- If possible, access will be given in the form requested by the applicant. Exceptions exist where the requested form of access may result in infringement of copyright or unreasonably interfere with the operations of Council.
- Your application will be dealt with as soon as practicable, and a response provided in any case, within 30 days after it is received, subject to exceptions as provided for under the Freedom of Information Act 1982 (Vic).
- Further information can be viewed at [ovic.vic.gov.au](http://ovic.vic.gov.au).

## Third Party Authority

Where an application is made by one party on behalf of another person / entity, a duly signed authority must be supplied at the time the application is lodged. Failure to supply an authority may cause delay in finalising the application and the release of information.

## Lodging Your Application

Applications may be lodged:

- By email to [council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)
- In person at Council Offices, 49 Elizabeth Street, Edenhope  
(**except during the current COVID-19 Pandemic lockdown**), or
- By post, addressed to:

Freedom of Information Officer

West Wimmera Shire Council, P O Box 201, EDENHOPE VIC 3318

## Privacy Statement

The personal information requested on this form is being collected by Council for the purpose of processing your Freedom of Information request and will be used for that primary purpose or directly related purposes. The personal information collected may be disclosed in applying relevant provisions of the Freedom of Information Act 1982 (Vic) to the application. It may also be disclosed in transferring the request to other agencies; in consulting with other parties in relation to the application; or if required by law.

If the information is not collected we may be unable to process the request. The applicant understands that the personal information provided is for purpose of processing the Freedom of Information request, and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

# Credit Card and Cheque Payment Form



Return this document by email/mail with FOI Application Form to:  
West Wimmera Shire Council, P O Box 201, Edenhope VIC 3318 or council@westwimmera.vic.gov.au

Department: CEO & Governance  
Payment for: Freedom of Information  
Application for Access to Documents  
Reference: Receipt Type 104 / GL 1120.130.220  
Please send a copy of the receipt to FOI Officer  
Narrative: FOI Application Form Fee  
Applicant Name: \_\_\_\_\_  
Payment type:  Credit Card  Cheque

## OFFICE USE ONLY

GL: 1120.130.220  
RECEIPT TYPE: 104  
(GST Exempt)  
RECEIPT: \_\_\_\_\_  
AMT PAID \$ \_\_\_\_\_  
PAYER: \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

### Credit Card details

Card type:  Visa  Mastercard

Credit card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date: \_\_\_\_\_ / \_\_\_\_\_

I, \_\_\_\_\_, hereby authorise West Wimmera Shire Council to charge the

**(Cardholder's full name - PLEASE PRINT CLEARLY)**

amount of \$ \_\_\_\_\_ plus any applicable credit card surcharge as outlined below to my credit card for the purposes stated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CREDIT CARD SURCHARGE:** Please note that payments to Council made by credit card and debit card may incur a payment surcharge that reflects the cost charged to Council per transaction for the relevant payment method. Payment surcharge amounts may change from time to time to reflect a change in the cost charged to Council per transaction for a payment method.

**PRIVACY STATEMENT:** The personal information requested on this form is being collected by Council for the purpose of charging fees in relation to the above service. The personal information will be used by Council for that primary purpose or directly related purpose. The personal information collected will be disclosed to Council's bank or other financial institution for the purpose of processing payments and will not otherwise be disclosed unless required by law. If the information is not collected an alternative payment method will be required before your service request can be processed.

The applicant understands that the personal information provided is for the purpose of charging fees and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and /or correction should be made to Council's Privacy Officer.