

# Request for access to documents

under the *Freedom of Information Act 1982*



## Freedom of Information Application Form

This form is to be used to request access to documents held by the Mornington Peninsula Shire under the *Freedom of Information Act 1982* (FOI Act). Please ensure you read the form carefully and provide sufficient information on the specific documents you are requesting to avoid any delay with the application. Please refer to the website for further information.

### Applicant Contact Information

<b>Name</b>	
<b>Postal Address</b>	
<b>Phone Number (BH)</b>	
<b>Email Address</b>	

### Freedom of Information Authority

If you are acting on behalf of someone else, please provide their details and signature below as proof of authority to provide you with the requested information.

<b>Name</b>	
<b>Postal Address</b>	
<b>Date</b>	
<b>Signature</b>	

### Documents Requested

Clearly outline the documents you wish to gain access to. Your request must be sufficiently clear and detailed including information such as subject matter, the type of documents, where the documents might be located – specific officers, departments, keywords and specific date ranges.

Although you are under no obligation to disclose the reason for your request, it may assist officers to identify relevant documents or identify ways you may access the documents outside of the FOI Act.

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## Document Description

Describe the documents you seek access to here. You may attach additional pages or documents if necessary.

<b>Date From</b>	
<b>Date To</b>	

## Application Fee

The application fee of \$30.60 is a non-refundable, fixed cost required under legislation. Payment can be made as follows:

- [Online via credit card](#)
- Via phone by credit card accepted 8.30am – 5pm Monday to Friday: 1300 850600
- In person at any of the Shire Customer Service Centres

The application fee may be waived or reduced on grounds of hardship. If you seek waiver on the grounds of hardship, you should provide evidence of such hardship (e.g. a copy of a current health care or pension card, income details etc.)

Access charges are payable *in addition* to the application fee.

## Access Charges

- \$22.90 per hour or part thereof for search time
- \$0.20 for each A4 black & white photocopy page (other charges apply for coloured pages/larger print sizes)
- \$5.70 per quarter hour of part thereof for supervised inspection of documents.

If access charges exceed \$50.00, the Shire will seek a deposit before continuing to process the request.

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### Lodging an Application

Via email: [foi@mornpen.vic.gov.au](mailto:foi@mornpen.vic.gov.au)

Via post: the FOI Officer, Mornington Peninsula Shire, Private Bag 1000, Rosebud VIC 3939

In person at either the Rosebud, Mornington, or Hastings Customer Service Centres.

### How would you like to access the documents?

Please provide your preferred option to access the documents. The Shire will try to accommodate your request if the decision is to provide access.

- Electronic copies sent by email
- Hard copy sent by mail (if practicable)
- I would like to inspect the documents at Council

### Exempt irrelevant material and duplicate documents

Where part of a document is exempt or irrelevant to the request, I agree to receive access to redacted documents where section 25 of the FOI Act applies, in order to receive the part of the document that can be released.

- Yes
- No

Where duplicates of the same document are identified, I request access to each duplicated copy of the document.

- Yes
- No

### Additional information

Contact the Shire's FOI Officer at [foi@mornpen.vic.gov.au](mailto:foi@mornpen.vic.gov.au) or on 1300 850 600.

For further information about FOI, visit the [Office of the Victorian Information Commissioner](#).

### Collection and use of your personal information

The Mornington Peninsula Shire is collecting your personal information that you provide on this form in accordance with its Privacy Policy and *the Privacy and Data Protection Act 2014*. The information is being collected for the purpose of processing your FOI application.

You may access personal information you have provided to the Shire by contacting the Shire's FOI Officer [foi@mornpen.vic.gov.au](mailto:foi@mornpen.vic.gov.au). The Shire will only use your personal information for the purpose it was collected and may use it for a secondary, related purpose that could be reasonably expected.