



Freedom of Information Request Application Form






Please email the completed form to  mail@monash.vic.gov.au
or mail to  Freedom of Information Officer, Monash Council, PO Box 1 Glen Waverley VIC 3150

APPLICANT DETAILS

First name Surname
Email address Phone
Mailing address

APPLICATION FEE

A nonrefundable statutory application fee of \$29.60 must be paid in order for your request to be processed. Payment can be made:

BY MAIL	 Send a cheque attached to your application form to Monash Council, PO Box 1 Glen Waverley, VIC, 3150	IN PERSON	 Monash Civic Centre 293 Springvale Road Glen Waverley 8.15am-5pm, Monday to Friday
BY PHONE	 9518 3555 and make payment by credit card		Oakleigh Service Centre 3 Atherton Road, Oakleigh 8.45am-5pm, Monday to Friday

Please be aware that in addition to the application fee, further charges such as photocopying costs, may be payable for providing any documents to you. Any such charges will be calculated in accordance with the Freedom of Information (Access Charges) Regulations 2014.

DOCUMENTS REQUESTED

The Freedom of Information Act 1982 provides access to documents not information. Please describe the documents that you request access to.

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

Large empty text area for describing the documents requested.

FORM OF ACCESS

Tick as appropriate:

- I request hard copies of the document(s) be forwarded by mail.
- I request soft copies of the document(s) be sent to my email address.
- I request an inspection of the original document(s).

CONSULTATION

Monash Council has a duty under the Freedom of Information Act 1982, to consult with individuals or businesses whose information is contained within the document(s) requested. The purpose of the consultation is to seek their views on whether or not the document(s) should be released. As part of the consultation process do you consent to being identified as the FOI applicant?

- Yes, I provide consent to being identified as the FOI applicant.
- No, I do not provide consent to being identified as the FOI applicant.

YOUR PRIVACY

The Privacy and Data Protection Act 2014 protects the personal information of individuals. Monash Council takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. Council has adopted policies and procedures to protect personal information. These are available on Council's web site at www.monash.vic.gov.au/legal/privacy

Privacy Collection Statement

The personal information you have provided in this form, and any other information you provide in relation to your request, is being collected by the Monash City Council for the primary purpose of processing your FOI application. Where required your information and content of your application will be shared with Council staff/contractors to enable them to search for any documents that are relevant to your request. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. If you wish to gain access to, or alter any personal information you have supplied on this application, please contact Council's Privacy/FOI Officer on 9518 3081.