

Freedom of Information Request

Application Form

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

Before you start

Please read through the below information before you submit your application. Doing so may help you to avoid paying the non-refundable application fee for documents that may:

- already be available online; or
- is available through another process; or
- is not available due to a legislative reason.

Refusal

Not all documents are automatically made available in response to a request. The *Freedom of Information Act 1982* (the Act) sets out several reasons for an agency to refuse access to a document.

Council can refuse access to or parts of documents under Part IV of the Act including:

- law enforcement information
- information protected by legal professional privilege
- information about the personal affairs of another individual
- confidential commercial information (of businesses or Council)
- information provided in confidence
- documents covered by secrecy provisions in other legislation
- if disclosure would conflict with public interest.

Alternative access to documents

To avoid paying the non-refundable application fee, please make sure the documents you are seeking are not available another way.

Did you know:

- Council may have other processes in place to seek access to documents.
- Where there is another process to access documents for a fee, you cannot seek the documents through the FOI Act.

Clear requests

To help us to process your request, it needs to be clear enough for us to know the documents you want. Information that helps us includes:

A date range	Providing a clear range for your search (i.e. months rather than years, days where possible) is key.
A specific location	Maps highlighting specific locations can be helpful for officers when assessing documents. Providing street addresses, building names, or other identifiers will also help with your application.
Types of documents	Requesting 'all documents' is not enough. The FOI Officer needs to know what type of documents. If you need support to identify what documents you need, please contact FOIandPrivacy@monash.vic.gov.au .

Privacy Collection Statement

Monash City Council ("Council") collects personal information via this form to provide you with the service you are seeking and/or to fulfill its statutory responsibilities, and for related purposes which you may reasonably expect. Council will not release or provide your personal information to any other person or body, unless (a) it has been authorised to do so by you, or (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If you do not supply the requested information, we may not be able to provide you with the service and/or fulfill our statutory responsibilities. You may gain access to your personal information by contacting Council's Privacy Officer via telephone on 9518 3555 or email at mail@monash.vic.gov.au. Further details are available at the Privacy page on Council's website (www.monash.vic.gov.au).

Applicant Details

You may be asked to provide evidence of your identity to process your request.

First name:		Surname:	
Email address:		Phone:	
Organisation (if applicable)			
Mailing address:			

Applicant's Representative (if applicable)

If a representative such as a parent, guardian, lawyer or other person is acting on behalf of the applicant please provide details.

I have attached evidence of Authority to Act: ☐

First name:		Surname:	
Email address:		Phone:	
Relationship with the applicant			
Organisation (if applicable)			
Mailing address:			

Documents Requested

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

(A concise request is more likely to produce the relevant documents, and will help to reduce the number of unnecessary documents involved in the search – and the resulting access charges)

Under the *Freedom of Information Act 1982*, I wish to gain access to the following documents:

Application Fee

The application fee for this request is \$34.50. This request must be accompanied by the payment. The application fee may be waived if payment would cause you financial hardship. Submit a copy of the applicant's valid Health Care or Pensioner Concession card with this form as evidence of financial hardship.

Payment Options:

By mail:	Send a cheque attached to your application form to: Monash Council, PO Box 1 Glen Waverley VIC 5150	In person:	Monash Civic Centre 293 Springvale Road Glen Waverley VIC 3150
By phone:	☐ Please tick this box if you wish to pay by credit card over the phone. You will receive a call from (03) 9518 3555 on receipt of a completed application form. <i>Please ensure the phone number you have provided above is correct.</i>		Oakleigh Service Centre 3 Atherton Road Oakleigh VIC 3166

Waive
Application
Fees

☐ Please waive the application fee due to hardship. Copy of valid Health Care or Pension Card enclosed. *Please contact us if you need to provide an alternative form of evidence.*

Access Charges

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*. Access charges are as follows:

Type of Charge	Amount Charged
Search Charges	\$25.90 per hour
Supervision Charges (for inspection of documents)	\$6.50 per quarter hour
Photocopying Charges (for hard copy documents)	20c per black and white A4 page

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 the document(s) should be released or not. As part of the consultation process do you consent to being identified as the FOI applicant?

Tick as appropriate:

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

Form of Access

Tick as appropriate:

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



Access to Personal Information

If you are seeking access to personal affairs information, it means Council may have to consult with several parties which may make the process longer. If you choose not to access personal affairs information, it may mean Council can process your application faster.

Tick as appropriate:

☐

I request access to personal affairs information.

☐

I do not request access to personal affairs information.