**Request for Access to Documents   
under the Freedom of Information Act**

Freedom of Information Act 1982

To: Freedom of Information Officer

City of Greater Dandenong

PO Box 200

DANDENONG VIC 3175

**Privacy Statement /Collection Notice**

Greater Dandenong City Council (Council) is strongly committed to the responsible handling of personal information and is compliant with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. The information requested on this form will be used for the purpose of processing your request to access documents under the *Freedom of Information Act 1982* or a directly related purpose. Your personal information will be stored securely. It will not be provided or disclosed to any third party without your written consent, unless required or authorised by law. If you wish to access or amend your personal information, or you believe your personal information has been breached, please contact Council’s Information Privacy Officer on 8571 5100. A copy of Council’s Privacy and Personal Information Policy is available on Council’s Website [www.greaterdandenong.vic.gov.au](http://www.greaterdandenong.vic.gov.au)

| **Applicant Contact Details** | | | | |
| --- | --- | --- | --- | --- |
| Title: | |  | |
| First name: | | Surname: | |
| Organisation (if applicable) : | | | |
| Address: | | | Postcode: |
| Tel / Mobile: | | | |
| Email: | | | |
| Preferred Contact Method: | Email | Post | |
| Signature: | | | Date: |

If you are using a representative like a parent, guardian, lawyer or any other person who is acting on your behalf, please advise who they are. If you are completing this form as the applicant’s representative, advise who you are:

Please also provide a signed authority to act giving your representative access to any information concerning your request.

| **Details of your representative (if applicable)** | | | | |
| --- | --- | --- | --- | --- |
| Title: | |  | |
| First name: | | Surname: | |
| Organisation (if applicable) : | | | |
| Address: | | | Postcode: |
| Tel / Mobile: | | | |
| Email: | | | |
| Preferred Contact Method: | Email | Post | |
| Relationship to Applicant: | | | |
| Signature: | | | Date: |

| **Documents requested under the *Freedom of Information Act 1982 (the Act)*** |
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Please identify, describe or outline the document(s) you are seeking access to.

Your request must provide sufficient information for Council to identify and locate all relevant document(s). When writing your request, be specific about which document(s) you are seeking and include as much information as possible. Think about:

* what the document(s) relate to (for example, a complaint you made, or a particular project);
* the date range in which the document(s) may have been created;
* where the document(s) might be located (for example, in a particular email account, with a specific person, or held by a business or work unit); and
* the type of document(s) you seek (for example, an email, report, CCTV footage).

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

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

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| **Additional information to assist Council** |
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*Optional*: please provide background or contextual information to assist Council in processing your request. This could include your reasons for seeking access to the document(s) and what you intend to do with the document(s). Providing additional information may assist Council to identify and locate document(s) relevant to your request. It may also assist them to identify other ways you may access the requested document(s) outside of *the Act*.

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| **Excluding documents or information you don’t need** |
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**Section 33: Documents affecting personal privacy**

*The Act* prescribes a process of notification and consultation that must be followed in accordance with Section 33(3) before any documents containing personal affairs information may be released. Personal affairs information refers to any information that identifies any person, discloses their address or location or any information which the above can reasonable be determined. The mandatory consultation must be conducted to notify the person who is subject of that information and seek that person’s views as to whether disclosure of the document should occur. The consultation requirements will also result in an extension of the application due date by an additional 15 days.

However, where an applicant indicates that they do not seek access to personal affairs information, this information would be considered outside the scope of the request and omitted from the documents and consultation with the third parties would not be required.

Please indicate if personal affairs information is requested: (If No, personal information will be deleted from any documents released).

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| Yes | No |

**Draft Documents, Duplicate Documents**

It is helpful to exclude certain documents or information from your request if it isn’t particularly necessary or relevant. This may allow Council to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for Council to consult with third parties.

Please indicate if any of the following documents are required:

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| --- | --- | --- |
| Draft Documents: | Yes | No |
| Duplicate Documents: | Yes | No |

**Edited Copies**

Under section 25 of *the Act*, we can provide edited copies of documents with exempt or irrelevant information removed. However, we are only required to do this if you indicate you will accept an edited copy of the documents; and if it is practicable for us to make edits. If you don’t agree to receive an edited copy, we may decide the entire document is exempt and refuse access to it in full, even if there is some information that could be released to you.

Please indicate if in the event we consider the documents you requested contain exempt or irrelevant information, if you agree to receive an edited copy with the exempt or irrelevant information removed:

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| Yes | No |

| **Form of access** |
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| Please advise how you would like to receive a copy of the document(s) we decide to release to you:  I request copies of the document(s) to be forwarded by mail  I request copies of the document(s) to be forwarded by email  I request an inspection of the document(s)  We will try and accommodate your request, but may have to provide access in another way. |

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| **Fees and Charges** | |
| **Application Fee**  The application fee for making a request for access under section 17 of *the Act* is $31.80.  Alternatively, if paying the application fee would cause you hardship, you may request Council to waive the application fee in full or in part. If you request a waiver, please provide reasoning and evidence to show why paying the fee would cause you hardship, such as a concession or healthcare card, bank statement, or statutory declaration outlining why payment would cause hardship. | |
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| Council will assess your fee waiver request and let you know the outcome.  **Please note that an application is not considered valid until both the form and payment are received by Council.** | |
| **Additional Charges**  Further charges may apply before access is provided to the requested documents as set out in Section 22 of *the Act.* If these charges exceed $50.00, we will notify you and request that you pay a deposit before proceeding with your request. These charges may include:   * **Search & retrieval charges** - $23.90 per hour or part of an hour; * **Supervision charges** - $23.90 per hour to be calculated per quarter hour; * **Photocopying charges:** A4 = 20 cents – (per colour or black & white page) other sizes can be provided if required and charges will be advised. | |

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| **Submitting your request** |
| See below for detailed information on how to pay the application fee of $31.80 and how to return this form.   1. Post a **cheque/money order** with your completed form to the City of Greater Dandenong. 2. **Pay in person** along with your completed form at a City of Greater Dandenong customer service centre. 3. **Pay over the phone** with a **credit card** and return the form via post, email or fax. If you would like to pay over the phone with a credit card, please tick the below box and a Council officer will be in contact once your form is submitted.   I request to be contacted by a Council officer to make payment of $31.80 by credit card. |

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| **Return completed form to the City of Greater Dandenong** | | |
| **Post:**  City of Greater Dandenong PO Box 200 Dandenong VIC 3175 | **In person at a customer service centre**   * **Dandenong:** 225 Lonsdale Street, Dandenong * **Springvale:** 397-405 Springvale Road, Springvale * **Parkmore:** Shop A7, Parkmore Shopping Centre, Cheltenham Road, Keysborough * **Noble Park:** Paddy O’Donoghue Centre, 18-32 Buckley Street, Noble Park (no cash payments) | **Fax:** (03)8571 5196  **Email:** [council@cgd.vic.gov.au](mailto:council@cgd.vic.gov.au) |
| The request for access to Documents under *the Act* application fee is non-refundable. | | |

***Important Information****: In Accordance with the Act, Council is able to refuse access to certain documents or Information, this includes documents containing personal Information about other people. Contact details of Individuals cannot be obtained through Freedom of Information.*