



## **FREEDOM OF INFORMATION**

### **Request for access to documents**

*Please read Notes (following pages, 3–4) prior to completing*

To: Freedom of Information Officer  
Cardinia Shire Council  
PO Box 7 PAKENHAM VIC 3810  
(Fax: 5941 3784)

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

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#### ***Form of access (tick where appropriate):***

- I request copies of the document(s) to be forwarded by email.
- I request copies of the document(s) to be forwarded by mail (printing costs apply)
- I request an inspection of the original document(s).
- I am prepared to inspect copies of the document(s) where the provision of originals would interfere unreasonably with the operations of Cardinia Shire Council.

#### ***Please answer the following questions, to assist us with processing your application:***

- I require personal affairs information of individuals
- I do not require personal affairs information of individuals
- I consent to my identity being disclosed during mandatory third-party consultation
- I do not consent to my identity being disclosed during mandatory third-party consultation



**Under Section 25 of the Act we can provide you with edited copies of documents, with exempt or irrelevant information removed:**

- I agree to receiving edited copies of documents
- I do not agree to receiving edited copies of documents
- I understand that this request is subject to a **\$32.70 application fee**, that charges may be made in respect of this request and that I will be supplied with a statement of charges if appropriate.

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

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

Postcode: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

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

**Privacy Statement**

Personal information collected by Council is used for municipal purposes as specified in the *Local Government Act 2020* and *Privacy and Data Protection Act 2014*. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose 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 on 1300 787 624 or email: [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au)



## Notes

1. All reasonable steps must be taken to notify you of a decision on your request as soon as practicable, from the date of receipt as specified in the Freedom of Information Act 1982. Council has 30 days to process a decision. However, this date is extended:
  - by 15 days if third party consultation is required
  - if a deposit is required, the decision clock resets to 30 days once payment of deposit is received
  - Council can request an extension of time to process a request
2. "Document" includes, in addition to a document in writing:
  - i. any book, map, plan, graph or drawing
  - ii. any photograph
  - iii. any label marking or other writing which identifies or describes any thing of which it forms part, or to which it is attached by any means whatsoever
  - iv. any disc, tape, sound track or other device in which sounds or other data (not being visual images) are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced there from
  - v. any film, negative, tape or other device in which one or more visual images are embodied so as to be capable (as aforesaid) of being reproduced there from, and
  - vi. anything whatsoever on which is marked any words, figures, letters or symbols which are capable of carrying a definite meaning to persons conversant with them,
  - vii. but does include such library material as is maintained for reference purposes.
3. If you are seeking documents relating to your personal affairs, you should give your full name (and if applicable, former name) and be prepared to provide some proof of identity.
4. Not all documents of Council are available for inspection under the Freedom of Information Act 1982. Certain documents such as those of a personal, financial, confidential or legal nature may be exempt under the provisions of Part IV of the Act.
5. In accordance with the Regulations, a charge may be required to cover access costs. This must be paid before access to a document is given.

You may submit a request asking that a charge be waived or that any charge be reduced for the following reasons:

- payment of the charge would cause you financial hardship
- your intended use of the document is a use of general public interest or benefit

You will be notified of any charges for which you are liable. If it is estimated that total costs will exceed \$50 you will be required to pay a deposit before your request is actively continued.



However, if you are concerned about the charges levied, it is suggested that you discuss the matter with the **Freedom of Information Officer** on telephone **1300 787 624**.

6. Sufficient information must be provided to enable the document(s) to be identified, otherwise you may be requested to clarify your request.