

Freedom of Information



- This form can be used to request access to documents held by East Gippsland Shire Council under the Freedom of Information Act 1982 (FOI Act).
- **Application Fee**
 - Your request for documents must be accompanied by the prescribed fee of \$34.50.
 - Under section 17(2)(b) of the FOI Act, you may apply for a fee waiver if payment of the application fee would cause financial hardship. To be eligible for a fee waiver, you must supply evidence such as a pension / low-income or health care concession card issued by Centrelink. We will assess your fee waiver request and let you know the outcome.
 - The fee waiver request applies only to the application fee.

Applicant details:

First Name:	Surname:
Address:	
	Postcode:
Contact number:	
Email address:	

Describe the documents you are requesting access to:

Please identify, describe or outline the document(s) you are seeking access to. Your request must provide sufficient information for us to be able 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
- the date range in which the document(s) may have been created.
- where the document(s) might be located; and
- the type of document(s) you seek.

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

Excluding documents or information you don't need:

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

Do you require access to:

Draft documents:	☐ Yes	☐ No
Duplicate documents	☐ Yes	☐ No
Commercial information relating to third parties	☐ Yes	☐ No

Collection notice:

East Gippsland Shire Council collects information provided by you in this form to assess your eligibility to request documents under the Freedom of Information Act 1982. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

Personal information relating to third parties	☐ Yes	☐ No
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Edited copies:

Under section 25 of the FOI Act, we can provide edited copies of document(s) with exempt or irrelevant information removed. However, we are only able to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for us to make such edits.

In the event we consider the document(s) you requested contain exempt or irrelevant information, do you agree to receive an edited copy with the exempt or irrelevant information removed?	☐ Yes	☐ No
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Form of access (select one option only):

I request copies of the documents to be sent by email	☐
I request to view the document(s) in person (*additional charges may apply)	☐
I request copies of the document(s) to be sent by mail (*additional charges may apply)	☐

I am requesting a fee waiver or reduction on the grounds of hardship and supporting evidence is attached.	☐
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Signature:	
Name:	Date: ____/____/____

Office Use Only:	
Receipt type code: 199	CS initials:
Amount paid:	Receipt number:
CS Stamp:	IM Stamp:

Contact Council

-  **Phone:** 03 5153 9500
-  **Email:** feedback@egipps.vic.gov.au
-  **Website:** eastgippsland.vic.gov.au
-  **Mail:** PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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