

Freedom of Information



This form can be used to request access to documents held by East Gippsland Shire Council (Council) under the Freedom of Information Act 1982 (FOI Act).

Applicant Details

First Name:	Surname:				
Address:				Postcode	
Email:					
Phone:					

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.

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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
Personal information relating to third parties	☐ Yes	☐ No

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

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)

Application Fee

Your request for documents must be accompanied by the prescribed fee of \$34.50.

You can pay the Application Fee:

- In person at one of Council's Service or Outreach Centres by credit card, cheque, money order or cash; or
- Over the phone, by contacting Customer Service on (03) 5153 9500; or
- Cheque or money order (made payable to East Gippsland Shire Council) posted to
- PO Box 1618 Bairnsdale VIC 3875

****Alternatively, you may apply for a fee waiver or reduction if payment of the fee would cause hardship. To be eligible for a fee waiver, you must supply evidence to support your request 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.**

☐ I am requesting a fee waiver or reduction on the grounds of hardship and supporting evidence is attached.
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Privacy statement – collection, use and disclosure of your personal information

Your personal information is being collected for the purpose of processing your request under the FOI Act. We may notify and consult with third parties in considering whether an exemption under sections 29, 31, 31A, 33, 34 or 35 of the FOI Act applies.

This may involve disclosing details such as your name, the terms of your request, and the documents falling within the scope of your request that concern the relevant third parties.

When necessary, we may transfer your request under section 18 of the FOI Act to another Agency or Minister who is better placed to handle your request, and to which you seek access to documents that are not in our possession, or if the subject matter is more closely connected with the functions of another agency. We will advise you if we do this.

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*Note: 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.

**Note: The fee waiver request applies only to the application fee.

Signature: _____

Date: ____/____/____

Submitting your FOI Application

You can submit an FOI Application:

- by email to foi@egipps.vic.gov.au; or
- by post to FOI Officer East Gippsland Shire Council, PO Box 1618, BAIRNSDALEVIC 3875; or
- in person at one of our [Customer Service and Outreach Centres](#); or
- online at <https://www.eastgippsland.vic.gov.au>

If you are unable to make a written request, please contact Council's FOI Officer on (03) 5153 9500 who will be able to assist you.

Contact Council



03 5153 9500



feedback@egipps.vic.gov.au



eastgippsland.vic.gov.au



PO Box 1618, Bairnsdale 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

Office Use Only:

☐ Receipt Type 199 Method of payment: ☐ Cash ☐ Cheque ☐ Eftpos ☐ Credit Card

Amount Paid: \$ _____ Receipt Number: _____ Receipt Date: ____/____/____

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