

Freedom of Information

Application Form

2024/25

Applicant's Name:			
Address			
Contact	Phone:	Mobile:	
	Email:		
Form of Access	<input type="checkbox"/> Inspection	<input type="checkbox"/> Electronic (PDF)	
	<input type="checkbox"/> Photocopies		

Application Fee

- I enclose the application fee of \$32.70
- I wish to have the fee waived as it would cause hardship (please provide evidence)

Can information or documents be excluded if it isn't needed?

Excluding information you don't need may assist with your request being processed more effectively.

- Personal information of other people can be excluded from the documents.
- Duplicate documents can be excluded.
- Draft documents can be excluded.

Can the documents be edited to remove exempt and irrelevant information?

Under section 25 of the FOI Act, to access documents with exempt and irrelevant information edited out you must indicate if you will accept edited copies of the documents. If you don't agree to receive edited copies, council can exempt and refuse access to the documents in full, even if there is some information that could be release to you.

- I agree to receiving edited documents.
- I don't agree to receiving edited documents.

Please specify the document(s) you seek access to

Applicant's signature: _____ **Date:** _____

OFFICE USE ONLY	Date:	File No:	Doc ID:
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Information Sheet – Freedom of Information Application

Who may make a request?

Anyone can make a FOI request for documents held by Swan Hill Rural City Council subject to limited exceptions or exemptions.

What do you mean by document?

The term 'document' covers a broad range of media including maps, films, microfiche, photographs, computer printouts, tape recordings, videotapes and electronic media.

How do I make a request?

A valid request must be in writing, specify the document(s) you wish to access and be accompanied/ followed by an application fee of \$32.70 (2024/25). If you wish to apply to waive the application fee, you should provide evidence of how the payment of the fee may cause you hardship (a copy of your current pension card may suffice).

An application form is provided on the reverse of this Information Sheet to assist you in making a FOI request. Applications must be addressed to Council's Freedom of Information Officer at:

Swan Hill Rural City Council
PO Box 488
Swan Hill Vic 3585

Or

foi@swanhill.vic.gov.au

How can I make payment?

The application fee can be made by cheque, direct credit or by phone.

Direct Credit	By Phone
BSB: 063-529 ACC: 000 00 119 Acc Name: Swan Hill Rural City Council REF: FOI(your surname)	Call (03) 5036 2333 and ask to make a Freedom of Information (FOI) payment by credit card.

How long will it take?

The FOI Act allows for a maximum of 30 days to notify you of a decision in relation to your request unless an additional 15 days is applied where compulsory consultation with third parties is required.

How much will it cost?

As mentioned earlier, an application must be accompanied/ followed by a \$32.70 application fee. However, additional charges may be applied. These charges may include:

Copying – A4	\$0.20 per page
Copying – Other	Reasonable costs in providing copies
Supervised access to documents	1.5 fee units per hour
Search time	1.5 fee units per hour

A deposit will be required where it is anticipated charges will exceed \$50. The deposit required will be;

Anticipated charges less than \$100	\$25.00 deposit
Anticipated charges exceed \$100	50% of the anticipated charges