

# Freedom of Information Application Form

## Freedom of Information Act 1982

This form is used to request access to documents held by Latrobe City Council ("Council") under the Freedom of Information Act 1982 ("the Act"). Please ensure you read each section carefully and attach all requested information. If you do not supply all required information, this may delay your application. **Please refer to the information guide on our website for more information about making a freedom of information application.**

### 1. Applicant Details (The person making the application)

For Myself

Third Party Authority (Please complete consent section on the last page)

First Name:

Last Name:

Company:

Postal Address:

Post Code:

Home Phone:

Mobile:

Email:

### 2. Application Fee

**A non-refundable statutory application fee of \$33.60 must be paid for your request to be processed.**

Payment can be made in person at one of Council's Service Centre's by cash, card, cheque or money order payable to Latrobe City Council. Alternatively, you may post your payment via cheque or money order payable to Latrobe City Council.

#### Application Fee Waiver

Under section 17(2B) of the Act, you may apply for a fee waiver if payment of the application fee would cause financial hardship. To be considered for a fee waiver, you must supply evidence such as:

- low-income concession card issued by Centrelink; or
- evidence of unemployment; or
- healthcare card; or
- bank statement; or
- statutory declaration outlining why payment would cause hardship; or
- any other document you believe will support your application.

Council will assess your fee waiver request and let you know the outcome. Please note each request must be assessed on the individual circumstances, meaning you may need to provide more than one document in support in order to demonstrate the actual financial hardship required for fee waiver eligibility.

I request a fee waiver and have included evidence of financial hardship.

\*Note: The fee waiver request applies only to the application fee. Please be aware if your fee waiver has been approved, further charges such as photocopying costs, search time and supervision time may be payable for providing any documents to you. Any such charges will be calculated in accordance with the Freedom of Information (Access Charges) Regulations 2025. More information on fees and charges is available in the Freedom of Information Guide located on our website. All fees are applicable as at 1 July 2025.

### 3. Edited copies

The document(s) you requested may contain exempt or irrelevant information.

Under section 25 of the FOI Act, we can in some circumstances 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 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.

**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?**

I agree    I do not agree    to receive access to an edited copy of a document with exempt or irrelevant information removed in accordance with section 25 of the FOI Act.

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

### 4. Documents Requested

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

Please identify, describe or outline the document(s) you are seeking to access.

Your request must provide sufficient information for us to be able to identify and locate all relevant document(s). When writing your request, please 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, an incident or a particular project;
- the date range in which the document(s) may have been created; and
- the type of document(s) you seek (for example, an email, report, CCTV footage).

If you are not sure how to frame your request, please refer to the **Information Guide** for further information about what to include in your application. **Latrobe City Council will endeavour to provide the public with information they are seeking outside of the Freedom of Information Act, including where possible under other pieces of legislation.**

Date From:

Date to:

Requested documents:

If you need more space, please attach additional pages to this form and label it '**Requested documents – continued**'

**5. Form of Access Required** (Tick one only) Please note – access charges may still apply.

I request hard copies of the document(s) to be forwarded by mail\*

(See description on page 2 of the FOI Application Information Guide) \*Photocopy charges apply

I wish to receive an electronic copy of the document(s)

I request an inspection of the original document(s) at Latrobe City Council Headquarters\*

(See description on page 2 of the FOI Application Information Guide) \*Supervision charges apply

I am prepared to inspect copies of the document(s) where the provision of originals would interfere unreasonably with the operations of Latrobe City Council

**6. Proof of Identification (if applicable)**

If the documents you are seeking access to relate to you personally, you may need to provide us with a certified copy of your identification. We may not be able to provide access to the requested document(s) if we cannot verify that you are the person the subject of the document(s).

I have attached certified proof of identification

**Signature**

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

**Privacy Statement**

In accordance with the Privacy and Data Protection Act 2014, all personal information provided by you will only be used for the purpose of processing your Freedom of Information request. We will not use or disclose your personal information for any other purpose without your consent except as allowed by law. Where information is required for statistical reporting purposes, all identifying details will be removed.

**Consent for Freedom of Information Application**

**To be completed if another person is acting on your behalf (proof of ID is required)**

I (person named on the application)

of (address),

give my consent to (name of person making the application on your behalf)

of (address)

to make a Freedom of Information Application on my behalf and I have no objection to my personal information being supplied to them as part of this Application.

Signed (By person named on Application): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Other person with consent): \_\_\_\_\_ Date: \_\_\_\_\_

## How to submit your application

**Checklist** – Please ensure that you have completed the following (Refer to information guide for further information)

Part 1 - Personal/contact information complete	Part 4 - Provided sufficient information for FOI request
Part 2 - Attached Application Fee/Requested Waiver	Part 5 - Selected preferred access option
Part 3 - Read & completed Part 3	Part 6- Attached identification (if required)

**Note:** The statutory application fee of **\$33.60** must be paid in order for the FOI request to be processed unless a fee waiver application is approved. For further information refer to the attached FOI Application Information Guide or visit: [https://www.latrobe.vic.gov.au/Council/Our\\_Organisation/Corporate\\_Documents/Freedom\\_of\\_Information](https://www.latrobe.vic.gov.au/Council/Our_Organisation/Corporate_Documents/Freedom_of_Information)

<b>Mail/Email</b>	<b>Post</b> the completed and signed application together with copy of any evidence/attachments (if applicable) to <b>Compliance Officer</b> , PO Box 264 Morwell VIC 3840.  <b>Email</b> the completed, signed application together with any attachments to <a href="mailto:latrobe@latrobe.vic.gov.au">latrobe@latrobe.vic.gov.au</a>
<b>In Person</b>	141 Commercial Road, Morwell 34-38 Kay Street, Traralgon 1-29 George Street, Moe Philip Parade, Churchill <b>Please check our website for up-to-date opening hours for Service Centre's and Libraries here</b>

### Office use only

Receipt to **RC:FOI**

Date: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Evidence of Hardship attached (if applicable): ☐ Completed all required sections?: ☐