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3. Documents affecting personal privacy and third-party information

Council is required under the FOI Act to notify third parties whose information is contained in the requested documents, including individuals, businesses and other government agencies, to seek their views about the potential release of their information in documents requested.

Where an applicant indicates they do not seek access to personal affairs information, this information can be deleted from the requested documents and may remove or reduce the need for third party consultation and increase the amount of other information available within the documents.

Please indicate if personal affairs information is relevant to your needs. (If No, personal information will be deleted from any documents released).

☐ Yes / ☐ No

Where consultation is required, do you consent to being identified as the FOI applicant? ☐ Yes / ☐ No

4. Edited copies and excluding documents or information you don't need

Under section 25 of the FOI Act, we can provide edited copies of documents with exempt or irrelevant information removed. However, we are only required to do this if you indicate you will accept an edited copy of the documents; 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.

- Exempt matter is information that cannot be released under the FOI Act
- Irrelevant material is information that has no relevance to the terms of your request

Please indicate if in the event we consider the requested documents contain exempt or irrelevant information, if you agree to receive an edited copy with the exempt or irrelevant information removed:

☐ Yes / ☐ No

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 reducing the number of documents to assess or removing the requirement to consult with third parties.

Please indicate below by way of Yes/No if any of the following are required:

Draft documents	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Duplicate documents	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Business and commercial information	<input type="checkbox"/> Yes / <input type="checkbox"/> No

5. Form of access

Please indicate how you would like to access a copy of the documents (tick one of the following):

- ☐ I would like a copy of the documents posted to me
- ☐ I would like a copy of the documents emailed to me
- ☐ I would like to inspect the documents at the Council offices

6. Fees and Charges – (effective 1 July 2025)

Where the payment of fees or charges may cause financial hardship, an applicant may apply for a reduction or waiver. If you wish to request consideration for a reduction or waiver, please state the reasons for your request in writing and provide supporting documentation such as a photocopy of your Commonwealth Concession Card, Statutory Declaration, or other documentary evidence.

Unless a fee exemption applies, a \$33.60 application fee is payable when lodging this request.

Further charges may apply under the *Freedom of Information (Access Charges) Regulations 2025* and in accordance with section 22 of the FOI Act before access is provided to the requested documents. If these charges exceed \$70.00, we will notify you and request that you pay a deposit before proceeding with your request. These charges may include:

- **Search & retrieval charges** - \$25.20 per hour or part of an hour
- **Supervision charges** - \$25.20 per hour to be calculated per quarter hour
- **Photocopying charges** - 20 cents – per A4 black and white photocopy
- **Other charges** – reasonable costs incurred by the agency
 - Including photocopying other than A4 black and white, additional supervision charges such as to hear or view sound or visual image, and transcripts.

7. Payment options

Payment of the non-refundable application fee of \$33.60 can be made via the following payment methods:

- EFT bank transfer to Whitehorse City Council –
Commonwealth Bank Australia (CBA)
BSB: 063 146
Account: 10432590

To ensure your payment is allocated correctly, please include **'FOI'** and **'Your Name/ Company Name'** in the payment description and send proof of payment to Council's Banking Officer via email: Bank.Officer@whitehorse.vic.gov.au

Payment can also be made via:

- Cheque or money order attached to this form and sent to City of Whitehorse, Locked Bag 2, Nunawading Vic 3131
- Credit card, cash, cheque or money order over the counter at one of Council's Service Centers:
 - Whitehorse Civic Centre, 379 Whitehorse Road, Nunawading Vic 3131
 - Box Hill, 1022 Whitehorse Road, Box Hill Vic 3128
 - Forest Hill, Shop 275, Forest Hill Chase Shopping Centre, 270 Canterbury Road, Forest Hill Vic 3131

8. Collection, use and disclosure of your personal information

Personal information collected on this form by Whitehorse City Council will only be used to assist in the processing of your request in accordance with the *Freedom of Information Act 1982 (Vic)*.

We may notify and consult with third parties in considering whether an exemption 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.

If 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. We will tell you if we do this.

We may disclose information to the Office of the Victorian Information Commissioner (**OVIC**) or Victorian Civil and Administrative Tribunal (**VCAT**) for the purposes of statutory complaint and/or review processes.

Whitehorse City Council's Privacy Policy and Privacy Statement is available for viewing on our website.

In making this application I understand that in accordance with the Freedom of Information Act 1982 (Vic), Council may refuse access to certain documents or information. This includes documents containing personal information about other people. Contact details of individuals cannot be obtained through Freedom of Information.

I understand that further charges may apply, and I will be notified of further charges if the amount exceeds \$70 and a deposit will be payable to progress the request.

Signature.....Date.....