



### 3. Section 33(3): Document affecting personal privacy

The FOI Act prescribes a process of notification and consultation that I must follow in accordance with Section 33(3) before any documents containing personal affairs information may be released. While I would ordinarily have an obligation under the FOI Act to make a decision within 30 days from the date upon which your valid application was received, the process of consultation might result in an extension of 15 days.

However, where an applicant indicates that they do not seek access to personal affairs information as that information is not sought, and they are happy to receive documents with personal affairs information deleted the processing of your application is likely to be expedited and potentially increase the amount of other information that might be available.

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

Yes       No

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

It is 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 the agency to consult with third parties.

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

Draft documents       Yes       No  
Duplicate documents       Yes       No

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.

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

Yes       No

### 5. Form of access

Please indicate if you would like to inspect or receive a copy of the documents:

I would like to inspect the document(s) at the Council Offices  
Or  
 I would like a copy of the document(s) sent to me via email or mail (please circle)

### 6. Fees and Charges – (effective 1 July 2023)

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 and attach documentary evidence such as a photocopy of your Commonwealth Pension or Commonwealth Health Card.

Unless a fee exemption applies, a \$31.80 application fee is payable when lodging this request.

Further charges may apply before access is provided to the requested documents as set out in Section 22 of the *Freedom of Information Act 1982 (Vic)*. If these charges exceed \$50.00, we will notify you and request that you pay a deposit before proceeding with your request. These charges may include:

- **Search & retrieval charges** - \$23.90 per hour or part of an hour;
- **Supervision charges** - \$23.90 per hour to be calculated per quarter hour;
- **Photocopying charges:**
  - A0 = \$3.20 – (per colour or black & white page)
  - A1 = \$1.60 – (per colour or black & white page)
  - A2 = 80 cents – (per colour or black & white page)
  - A3 = 40 cents – (per colour or black & white page)
  - A4 = 20 cents – (per colour or black & white page)

**(Please note that copies of plans may not be able to be provided due to copyright restrictions).**

## 7. Payment options

Payment of your application fee can be made by cheque or money order, online through your banking institution or in person at one of our customer service centres.

Please stipulate **'FOI'** and **'Your Name/ Company Name'** when making the application fee payment. This is required so the payment can be identified and matched to the correct FOI request.

Payment may be made via:

- Cheque or money order attached to this form 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 three Service Centres:
  - 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
- EFT bank transfer – Bank: CBA, BSB: 063 146, Account: 10432590. Send proof of payment details to: Council's Banking Officer via email: [bank.officer@whitehorse.vic.gov.au](mailto:bank.officer@whitehorse.vic.gov.au) or fax: 03 9262 6456. For correct allocation of your payment, **please ensure the term 'FOI' and 'your name/ company name' is included in the description for the bank statement.**

## 8. Collection, use and disclosure of your personal information

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

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.

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.

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***In making this application I understand that in accordance with the Freedom of Information Act 1982 (Vic), Council is able to 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 also understand that further charges may apply and I will be notified of further charges if the amount exceeds \$50 and a deposit will be payable to progress the request.*

**Signature.....Date.....**