



Freedom of Information Application Form

NAME: _____

POSTAL ADDRESS: _____

TELEPHONE CONTACT: BH: _____ AH: _____

DETAILS OF DOCUMENTS REQUESTED

Please clearly identify the documents sought. Include dates, times, places, location of incident(s).

FORM OF ACCESS REQUIRED: (Tick one)

(a) A copy of the document(s)

(b) Inspection of the document(s)

(c) Access in another form (specify)

(Please note we do not supply documents in electronic form)

I understand that an application fee of \$28.90 must accompany this request and that further reasonable charges for photocopying and other processing costs may be applicable. FOI fees and charges are not subject to GST.

Signature: _____ Date: _____

Send request and cheque/money order (payable to Parks Victoria) for \$28.90 to:
Freedom of Information Officer
Parks Victoria
Level 10, 535 Bourke Street
MELBOURNE VIC 3000

Freedom of Information

The Victorian *Freedom of Information Act 1982* gives you the right to access information contained in documents about the activities of government agencies.

How to access Parks Victoria documents under FOI

You can make a request yourself, or you can authorise another person (e.g. a solicitor) to make a request on your behalf. This can be done by either writing a letter to the FOI Officer, or downloading the [application form](#), including payment of the \$28.90 application fee and sending both to:

FOI Officer
Parks Victoria
Level 10
535 Bourke Street
MELBOURNE VIC 3000

Your application must clearly describe the documents you are requesting access to.

If the documents are about your personal affairs, you should provide evidence of your identity. For example, a photocopy or electronic copy of your current Drivers Licence. If you are unsure about what ID to provide, contact the relevant agency.

How we Respond

- If your request is not clear or is too general we may ask you to re-submit it so that it clear or describes specific documents or a specific timeframe.
- We will give you a decision about your request as soon as possible, and no later than 30 days after it is received or after it is clarified.
- If we decide not to release some or all of the documents you want, we will give you reasons and tell you how to appeal.
- We may suggest that you send your application to another agency, or transfer your request as appropriate.

Fees and Charges

A \$28.90 application fee must be sent by cheque or money order with the request. This is a fixed cost which is non-refundable. If payment of the fee would cause you financial hardship you can ask for it to be waived by providing evidence such as a photocopy of your current health care card.

Further charges may be payable for time spent searching for documents (\$21.65 per hour or part thereof), and photocopying. You will be advised if these charges are going to be more than \$50 and asked if you want to continue.

Note: Processing of your request cannot begin if any of the required information is not supplied.

Further Information

The Parks Victoria FOI Officer can be contacted on 13 19 63.