

Freedom of Information (FOI) Application Form



You can make a request for documents from Parks Victoria under the *Freedom of Information Act 1982* by using this form or otherwise submitting a request in writing.

Instructions

Please ensure you have read the advice on the Parks Victoria website FOI page. If you are unable to access the website, please request a copy of the full instructions.

Complete this form and either:

- send with a cheque/money order (payable to Parks Victoria) for \$29.60 to - FOI Officer, Parks Victoria, Level 10, 535 Bourke Street, Melbourne VIC 3000, or
- email the request to foi@parks.vic.gov.au and pay \$29.60 using Visa/Mastercard credit card during normal business hours by calling reception on 8427 2001 or visiting our Bourke Street reception. Please do not email credit card details.

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

Privacy Collection Statement

Your personal information will be managed in accordance with the Parks Victoria privacy policy, available at <https://parkweb.vic.gov.au/privacy>. Parks Victoria will use the personal information you provide to manage this FOI request and associated processes. Should the request be referred to the Office of the Victorian Information Commissioner, we may need to disclose some information to the Commissioners staff and/or the Victorian Civil and Administrative Tribunal. You may gain access to your information by contacting the FOI Officer.

Requestor Details

Full name:

Organisation (if applicable):

Address:

Telephone:

Email:

Preferred method of correspondence: Email Post

Payment of the application fee has been made by:

Credit Card – date paid _____ Cheque/Money order included with this form

I am seeking a financial hardship exemption and I have included evidence of hardship with this form

Description of Documents Requested

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

I am seeking to: Obtain a copy of the documents View the documents at Parks Victoria Head Office
 Other – Please detail:

I agree to the removal of third party personal information from all documents Yes No

I agree to the disclosure of my name and the scope of my request to third parties to facilitate the legislated consultation process (if required) Yes No

I have read the information on submitting a FOI request on the Parks Victoria website.

I understand that an application fee of \$29.60 must be received by Parks Victoria before this request will be processed and that further reasonable charges for copying and other processing costs may be applicable.

I understand that the documents will not be provided until all fees and charges have been received by Parks Victoria.

Signature: _____ Date: _____

Only complete the following sections if applicable to your request

Representative's details

If you are using a representative like an advocate or a lawyer, tell us who they are. (If you are completing this form as someone's representative, tell us who you are.)

Title: _____

First Name(s): _____

Surname: _____

Relationship to requestor (eg: lawyer, family member, friend): _____

Authority to act

Please complete this section if you are using a representative to assist you with your request with us.

I, _____, give permission and authorisation for my representative to act on my behalf and have access to any information concerning this request.

Complainant:

Representative:

Name:

Name:

Signature:

Signature:

Date:

Date:

Further Information

For further information on the FOI Act and processes, please refer to the Office of the Victorian Information Commissioner website – www.ovic.vic.gov.au.

Contact the FOI Officer by phoning the Parks Victoria Information Centre on 13 1963 or emailing foi@parks.vic.gov.au