

Freedom of Information Request Form

The Victorian Freedom of Information Act 1982 (FOI Act) requires applicants to:

- make the request in writing;
- provide sufficient information about the documents being requested so GOTAFE can identify and locate the relevant documents; and
- pay an application fee, or request the fee to be waived in full or in part if it would cause hardship.

For more information on making a request for documents, visit the Office of the Victorian Information Commissioner's (OVIC) website www.ovic.vic.gov.au.

Forms should be marked 'Confidential' and submitted to:

- GOTAFE Privacy Officer, 152-200 Fryers Street, Shepparton VIC 3630 or
- privacy@gotafe.vic.edu.au

SECTION A: APPLICANTS DETAILS

Surname:			
First name(s):			
Student or staff ID (if applicable):			
Email address:			
Postal Address:			
City:		Postcode:	
Home Phone:		Mobile Phone:	

SECTION B: REQUEST DETAILS

Please provide details of the documents you are requesting access to.

Your request must provide sufficient information to identify and locate the relevant document(s). Be specific about which document(s) you are seeking and include as much information as possible.

Details may include:

- What the document(s) relate to (e.g. a particular project, report etc);
- The date range in which the documents may have been created;
- Where the document(s) may be located (for example business unit or directorate, person(s) etc);
- The type of document you are seeking (e.g. email, report, CCTV footage etc)

SECTION C: PROOF OF IDENTIFICATION

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

SECTION D: REQUEST TYPE

Please indicate whether you would like to inspect the documents and/or obtain a copy of the documents *(please tick all that apply)*:

GOTAFE will try to accommodate your request but may not always be able to.

Copies sent by email or post will be sent to the details provided in Section A above.

<input type="checkbox"/>	I want to inspect the document(s)	<input type="checkbox"/>	I want a hardcopy sent by post
<input type="checkbox"/>	I want a copy sent by email	<input type="checkbox"/>	I want a copy saved to CD and sent by post
<input type="checkbox"/>	I want a copy saved to CD for pickup	<input type="checkbox"/>	I want a copy saved to USB and sent by post
<input type="checkbox"/>	I want a copy saved to USB for pickup	<input type="checkbox"/>	Other <i>(please specify)</i>

SECTION E: APPLICATION FEE

Applications made under the FOI Act will generally incur a fee. These fees will be charged as defined within **the Freedom of Information (Access Charges) Regulations 2014**. The charges will cover time spent searching for documents and the cost of providing access. For further information, please visit <https://ovic.vic.gov.au/state-of-freedom-of-information-in-victoria/costs/>

Payments by cheque or money order should be made out to GOTAFE.

Alternatively, if paying the application fee would cause you hardship, you may request GOTAFE to waive the application fee in full or in part.

If you request a waiver, please provide evidence to show why paying the fee would cause you hardship, such as a concession or healthcare card, bank statement, or statutory declaration outlining why payment would cause hardship. GOTAFE will assess your fee waiver request and let you know the outcome.

SECTION F: USE OF PERSONAL INFORMATION

By submitting this form, you are providing your personal information to GOTAFE. Your personal information will be used for the purpose of processing your request. The agency may 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.

SIGNED

Signed by applicant:		Date:	
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