



Freedom of Information Request

Send to: **FOI & Privacy Unit**
Department of Environment, Land, Water and Planning
PO Box 500
East Melbourne Vic 8002

Email: foi.unit@delwp.vic.gov.au

Name:
Address:
Phone:
Email:
Description of documents sought:

I understand that further reasonable charges for photocopying and other processing costs may be applicable.

Signature: _____ Date: _____

Send the application form with a cheque/money order (payable to DELWP) for \$28.90.

If you wish to lodge your request online and pay by credit card you may do so via www.foi.vic.gov.au

If you wish to pay by BPay or at an Australia Post office, please contact us for a payment form.

FOI fees and charges are not subject to GST.

Privacy Statement

Any personal information about you or a third party in your correspondence will be protected under the provisions of the *Privacy and Data Protection Act 2014*. All personal information provided by you will only be used for the purpose of managing your Freedom of Information request and will only be disclosed to relevant department and ministerial staff. We will not use your personal information for any other purpose, and will not disclose it without your consent except as required by law. Where information is required for statistical reporting purposes, all identifying details will be removed. Enquiries about access to information about you held by the department should be directed to the Manager FOI & Privacy, Department Environment, Land, Water and Planning – PO BOX 500, East Melbourne, Victoria 8002.

Costs

There are two costs associated with making an FOI request:

- application fee
- access charges

The **application fee** is a fixed cost. The only exception is for people suffering hardship who can ask the agency to waive the application fee. Supporting evidence needs to be provided.

Access charges relate to the costs incurred in granting access to the documents that you have requested.

These costs may or may not apply depending on the nature of your request. All fees and charges are exempt from GST.

Application Fee

Application fee - \$28.40 (non-refundable unless fee is waived)

Access Charges

Search charges – \$21.30 per hour or part of an hour (1.5 fee units) Report production - The reasonable costs incurred by the agency in producing the report. Supervision charges (access by way of inspection) -\$21.30 (1.5 fee units) – pro rata to each per quarter hour
Photocopying charges - 20c per black and white A4 page
Providing access in a form other than black and white A4 photocopying - the reasonable costs incurred by the agency in providing the copy. Normally the hourly rate of the officer undertaking the work.
Charge for listening to or viewing a tape - the reasonable costs incurred by the agency in making arrangements to listen to or view. (Supervision charges also apply). Normally the hourly rate of the officer undertaking the work.
Charge for making a written transcript out of a tape - the reasonable costs incurred by the agency in providing the written transcript. Normally the hourly rate of the officer undertaking the work.

These charges are set by the *Freedom of Information (Access Charges) Regulations 2014*.

If you have any enquiries please contact us via:

Ph: (03) 9637 8331

Email: foi.unit@delwp.vic.gov.au