

**Freedom of Information Request**

## Send to: FOI & Privacy Unit

**Zoos Victoria**

**PO Box 74**

**Parkville Vic 3052**

 **Email: foi@zoo.org.au**

|  |
| --- |
| **Name:** |
| **Organisation (if applicable)** |
| **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 Zoos Victoria).

Please contact us for payment instruction – foi@zoo.org.au.

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 Zoos Victoria should be directed to the Manager Privacy, by the Postal Box or email address provided above.

**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

Non-refundable Application fee - $31.80 (non-refundable unless fee is waived). If you are seeking a waiver of the application fee, please provide evidence that payment would cause you financial hardship, such as a health care card.

# Access Charges

|  |
| --- |
| Search charges – $23.90 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) -$23.90 (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*](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/b12e276826f7c27fca256de50022686b/ce75047bd150728aca2573fc0011d091%21OpenDocument) *2014.*

## If you have any enquiries, please contact us by email shown on the form.

2