## A close-up of a logo  Description automatically generated

## REQUEST FOR DOCUMENTS FORM

## SECTION 17 – FREEDOM OF INFORMATION ACT 1982 (VIC)

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|  | **Are you making this request on someone’s behalf or as a representative?**  |
|  | Comment Important with solid fill | For example, you are someone’s lawyer or advocate. |
|  | [ ]   | No – Skip to question 3. |
|  | [ ]   | Yes – Continue to question 2. |

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|  | **Who do you represent?** |
|  | Comment Important with solid fill | These are the details of the person you are acting for or representing.  |
|  | Title: | Click or tap here to enter text. |
|  | First Name: | Click or tap here to enter text. |
|  | Last Name: | Click or tap here to enter text. |
|  | Organisation (if applicable): | Click or tap here to enter text. |
|  | Your relationship:  | Click or tap here to enter text. |

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|  | **What is your name?** |
|  | Title: | Click or tap here to enter text. |
|  | First Name: | Click or tap here to enter text. |
|  | Last Name: | Click or tap here to enter text. |
|  | Organisation (if applicable): | Click or tap here to enter text. |

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|  | **How can we contact you?** |
|  | Comment Important with solid fill | Please provide a phone number and either an email or postal address.  |
|  | Phone: | Click or tap here to enter text. |
|  | Email: | Click or tap here to enter text. |
|  | Post: | Click or tap here to enter text. |
|  | **If you request personal information, can you provide proof of identity or authorisation?**  |
|  | Comment Important with solid fill | Your identity may need to be verified before personal information can be released.  |
|  | [ ]   | Yes, I have attached a copy of an identity document like a driver’s licence, or if I am acting on someone’s behalf, I have attached an Authority to Act and a copy of their identity documents.  |
|  | [ ]   | No – Contact me if this is required.  |

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|  | **Are you requesting the application fee to be waived or reduced due to hardship?**  |
|  | Comment Important with solid fill | You must pay an application fee for your request to be valid.  |
|  | [ ]   | No—I want Zoo Victoria to contact me and tell me how and in what amount to pay the application fee. |
|  | [ ]   | Yes, I have attached evidence of hardship, such as a copy of a Centrelink card. |

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|  | **How would you prefer to receive any documents that are located?**  |
|  | Comment Important with solid fill | Your preference will be considered, but access may be provided another way.  |
|  | [ ]   | Send a digital copy of the documents to my listed email address.  |
|  | [ ]   | Send a hard copy of the documents to the postal address I have listed.  |
|  | [ ]   | I want to inspect the documents at the agency’s office.  |
|  | [ ]   | Contact me to discuss other options.  |

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|  | **Can information or documents be excluded if they aren’t needed?** |
|  | Comment Important with solid fill | Excluding information you don’t need may assist with processing your request more efficiently.  |
|  | [ ]   | Other people's personal information can be excluded from the documents.  |
|  | [ ]   | Duplicate documents can be excluded.  |
|  | [ ]   | Draft documents can be excluded. |

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|  | **Can the documents be edited to remove exempt and irrelevant information?**  |
|  | Comment Important with solid fill | Under section 25 of the FOI Act, you must indicate if you will accept edited copies to access documents with exempt and irrelevant information edited out. If you don’t agree to receive edited copies, the agency can exempt and refuse access to the documents in full, even if some information could be released to you.  |
|  | [ ]   | I agree to receive edited documents.  |
|  | [ ]   | I don’t agree with receiving edited documents.  |
|  | **What are the documents you are requesting?**  |
|  | Comment Important with solid fill | Identify or describe the documents you want. You must provide enough information for the agency to identify and locate the documents. You should be specific about the documents you want and include as much information as possible. Contact the agency and ask for help if you are unsure.Try to include information like:* What is the name of the document?
* What do the documents relate to (for example, a complaint you made, an interaction you had with an agency or a decision that an agency made about a project or issue)?
* When were the documents created (for example, is there a specific day or date range)?
* Do you know where the documents might be located (for example, in a particular email account, with a specific person, or held by a business or work unit)?
* What format are the documents in, or what types of documents are you requesting (for example, an email, report, CCTV footage)?
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|  | Click or tap here to enter text. |

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|  | **Is there any additional information you can provide?**  |
|  | Comment Important with solid fill | Providing background or contextual information might assist the agency in processing your request. This could include your reasons for requesting the documents and what you intend to do with them. Providing additional information may assist the agency in identifying and locating documents relevant to your request. |
|  | Click or tap here to enter text. |

Note:

Access charges may also be payable if the document pool is large and searching for material is time-consuming. We will advise you if these charges will be more than $50 and ask you to pay a deposit if you want to continue with your request. Please note that if you ask for copies of your personal documents, the application fee and access charges will not apply.

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|  | Send your form to: foi@zoo.org.au  |