

Name

State

Date

Under the *Freedom of Information Act 1982*, I request access to the following document(s):

[illegible]

Note: you are required to be as specific as possible to enable a search to be conducted. Please ensure you have stated the type of document(s) you are seeking (such as 'planning permit', 'report' or 'letters') and avoid phrases like 'all documents' or 'any records'.

Application fee

- ☐ I acknowledge an Application Fee of \$34.50 is a requirement of the application process as outlined in Section 17(2A) of the *Freedom of Information Act 1982*; or
- ☐ I wish to apply for a waiver of the application fee due to hardship. Refer to S17(2B) of the *Freedom of Information Act 1982*.

I acknowledge that additional charges may be applied in accordance with Section 22 of the *Freedom of Information Act 1982* and *Freedom of Information (Access Charges) Regulations 2014* prior to gaining access to any documents under this application.

Note: The fee waiver is only relevant to the application fee. You may still be required to pay for search time and photocopying. Evidence of financial hardship could include a copy of your current low-income concession card issued by Centrelink. Any request for a waiver of the application fee is assessed by Coliban on a case-by-case basis and accepted or declined at our discretion.

FOI application fee payment method

Coliban will provide an invoice to you to enable you to pay the application fee and any other fees required to be paid in relation to the application. Invoices will be provided to you by email unless you request alternative arrangements with us.

Form of access

Documents will be provided in a digital format via email or via a file sharing service depending on the size of the documents released.

Alternatively, upon request we can mail a hard copy of the documents to you. Charges would apply to provide documents to you in hard copy.

Removal of exempt or irrelevant material

A document may be exempt from release if it contains personal details (such as names, phone numbers or addresses) or material that is irrelevant to the request. However, it may be possible to release the document if you consent to receiving it with this information redacted. If you do not consent to have personal information or irrelevant material removed from a document, the whole document may be exempt from release.

- ☐ I consent to the removal of personal details and irrelevant material from the documents, if applicable.

How to submit this form

Mail to: Freedom of Information Officer
Coliban Water
PO BOX 2770
Bendigo VIC 3554

Email: foi@coliban.com.au

Or deliver in person to 30 Bridge St, Bendigo VIC 3550

Privacy collection statement

Coliban is committed to protecting your privacy. The personal information you have provided on this form and on any supporting documentation is collected by Coliban for the purpose of processing your Freedom of Information application. If you do not provide the information requested, we may be unable to process your application.