

Freedom of Information (FOI) Application Form

You can make a request for documents from Phillip Island Nature Parks (Nature Parks) under the *Freedom of Information Act 1982* by using this form (please save before completing it) or otherwise submitting a request in writing.

Instructions

Please ensure you have read the advice on Nature Parks website FOI page - <https://www.penguins.org.au/about/corporate-affairs/ourpolicies/freedom-of-information/>. If you are unable to access the website, please request a copy of the full instructions. Complete this form and either:

- [Preferred] email the request to foi@penguins.org.au and pay \$32.70 using Visa/Mastercard credit card during normal business hours by calling (03) 5951 2800, or
- send with a cheque/money order (payable to Phillip Island Nature Parks) for \$32.70 to - FOI Officer, Phillip Island Nature Parks, PO Box 97, Cowes Victoria 3922

Please do not email credit card details. Processing of your request cannot begin if the required information is not supplied. Nature Parks will correspond with applicants via email unless requested otherwise.

Privacy Collection Statement

Your personal information will be managed in accordance with the Nature Parks privacy policy, available at <https://www.penguins.org.au/about/corporate-affairs/ourpolicies/privacy/>. Nature Parks will use the personal information you provide to manage this FOI request and associated processes. Should we transfer your request to another agency, we will transfer all details of your request to this agency. Should the request be referred to the Office of the Victorian Information Commissioner, we may need to disclose some information to the Commissioner's staff and/or the Victorian Civil and Administrative Tribunal.

Applicant Details

Full name:

Organisation (if applicable):

Address:

Telephone:

Email:

Payment of the application fee has been made by:

Credit Card – date paid:

Cheque / Money order included with this form

I am seeking a financial hardship exemption and I have included evidence of hardship with this form

Description of Documents Requested

Please clearly identify the documents sought. Include dates, times, places, location of incident(s) if applicable.

It may be helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow us to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for us to consult with third parties. It may also reduce access charges (e.g. if an email is sent to 3 employees, you will only receive one copy of the email, rather than a copy from each email account). Please select one option from each row below:

-
- ☐ Yes, I request all duplicate documents and acknowledge that I will be charged for each page, or
- ☐ No, I do not request duplicate documents and agree to these being outside the scope of my request.
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- ☐ Yes, I request access to third party personal information and acknowledge this will require consultations with all individuals and organisations mentioned in the documents and that they may appeal release to VCAT, or
- ☐ No, I do not request access to third party personal information and agree to this being outside the scope of my request.
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- ☐ Yes, I request access to commercial information relating to third parties as part of the scope of my request and acknowledge that this may increase third party objections to the release of documents within the scope of my FOI request, or
- ☐ No, I do not require access to commercial information relating to third parties and agree to this being outside the scope of my request.
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- ☐ Yes, I agree to receive access to an edited copy of documents with exempt or irrelevant information removed in accordance with s25 of the FOI Act, or
- ☐ No, I do not agree to receive access to an edited copy of a document with exempt or irrelevant information removed in accordance with s25 of the FOI Act, and I acknowledge that this means if a document contains irrelevant or exempt material, that access may be denied full, even when there is some information in the document that could be released to me.
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By submitting this request to Nature Parks I acknowledge that I:

- have read the information on submitting a FOI request on Nature Parks website;
- understand that my personal information may be disclosed to third parties in considering whether an exemption under sections 29, 31, 31A, 33, 34 or 35 of the FOI Act applies;
- understand that an application fee of \$30.10 must be received by Nature Parks before this request will be processed and that further reasonable charges for copying and other processing costs may be applicable;
- understand that the documents will not be provided until all fees and charges have been received by Nature Parks; and
- understand that I will be required to provide Government-issued photo identification with my request, if it is likely to contain personally identifiable information.

Signature: _____ Date: _____

Further Information

For further information on the FOI Act and processes, please refer to the Office of the Victorian Information Commissioner website – www.ovic.vic.gov.au.

Contact the FOI Officer by emailing foi@penguins.org.au, or mailing to PO Box 97, Cowes Vic 3922

Only complete the following sections if applicable to your request

Representative’s details

If you are using a representative like an advocate or a lawyer, tell us who they are. (If you are completing this form as someone’s representative, tell us who you are.)

Full Name:
Organisation (if applicable):
Email address:
Relationship to applicant (eg: lawyer, family member, friend):

Authority to act

Please complete this section if you are using a representative to assist you with your request with us.

I, _____, give permission and authorisation for my representative, as detailed above, to act on my behalf and have access to any information concerning this request.

Applicant	Representative
Signature:	Signature:
Date:	Date:

If completing this form digitally, please ensure that it is submitted from the applicants or representatives email address. If being submitted by the representative, please include a copy of the applicant's identification.