## Request for documents form: Freedom of Information Act 1982 (Vic)

**Making a valid request**

Under the *FOI Act*, a request must meet three requirements to be valid:

1. your request must be in writing;
2. you must provide sufficient information about the documents you are requesting so we can identify and locate relevant documents; and
3. you must pay the application fee, or if payment of the application fee would cause you hardship you can request to waive the fee in full or in part.

**Timeframes**

Swinburne University of Technology (SUT) has 30 days from the date you make a valid request to provide you with a decision. However, this time may be extended by up to 15 days if we need to consult with third parties whose information may be contained in the requested document(s). It may also extend this time by up to 30 days with your agreement.

**Application Fee**

Swinburne University of Technology charges an application fee of **$30.10**. Please enquire about payment upon submission. The application fee is to be paid prior to document release. If payment of the application fee would cause financial hardship you may be eligible for a fee reduction or fee waiver. It’s important to notify the Freedom of Information (FOI) Officer of your situation.

**How your personal information may be handled**

By submitting this form, you are providing your personal information. Your personal information will be used for the purpose of processing your request. We may be required to consult with third parties in considering whether an exemption under the *FOI Act* applies. This may involve disclosing details such as your name, the terms of your request, and the documents falling within the scope of your request that concern the relevant third parties.

If necessary, your request may be transferred under the *FOI Act* to another agency who is better placed to handle your request. You will be notified if this is the case with your application.

If you have any concerns about how your personal information will be handled please request to speak with the Freedom of Information Officer.

**Freedom of Information Request Form**

Please complete this form and arrange payment of the **$30.10** application fee.

**Post to: Email application to:**

FOI Officer [foi@swinburne.edu.au](mailto:foi@swinburne.edu.au)

Governance & Assurance

Swinburne University of Technology

PO Box 218

HAWTHORN, Victoria, 3122

1. **Contact details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your details** | | | | | | | | |
| Title: |  | | First Name(s): |  | | Surname: |  | |
| Organisation (*if applicable*): | | | |  | | | | |
| Email address: | | | |  | | | | |
| Contact number(s): | | | |  | | | | |
| Postal address: | | | |  | | | | |
| Suburb: | |  | | State/Territory: |  | | Postcode: |  |
| Preferred contact method: | | | |  | | | | |
| Do you need an interpreter? | | | |  | If yes, what language? | |  | |

1. **Proof of identification**

If the documents you are seeking access to relate to you personally, you will need to provide us with a certified copy of your identification. Without proof of identity we may not be able to provide access to the requested document(s) if we cannot verify that you are the person the subject of the document(s).

1. **The documents you are requesting access to**

Please identify, describe or outline the document(s) you are seeking access to.

Your request must provide sufficient information to identify and locate all relevant document(s). When writing your request, be specific about which document(s) you are seeking and include as much information as possible. Be sure to include:

* the nature of the documents
* the date range in which the document(s) may have been created;
* where the document(s) might be located (for example, in a particular email account, with a specific person) and
* the type of document(s) you seek (for example, an email or assignment).

Whenever possible, it is recommended that you please avoid using wording such as ‘all documents’ because your request may end up being too large to process, or it may not be specific enough for us to identify the document(s).

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1. **Edited copies**

The document(s) you seek may contain exempt or irrelevant information. Under the *FOI Act*, Swinburne University of Technology can provide edited copies of document(s) with exempt or irrelevant information removed. However, we are only required to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for us to make edits. If you don’t agree to receive an edited copy, we may decide the entire document is exempt and refuse access to it in full, even if there is some information that could be released to you.

I agree /  I do not agree - to receive access to a copy of a document with exempt or irrelevant information removed in accordance with the *FOI Act*.