

# Freedom of Information (FOI) Application Form



Under the *Freedom of Information Act 1982 (Vic)* (FOI Act), you can make a request for documents from the Royal Botanic Gardens Victoria by using this form or otherwise submitting a request in writing. This right of access is subject to exceptions and exemptions necessary to protect essential public and private interests.

## Instructions

Please ensure you have read the FOI advice on the Royal Botanic Gardens Victoria website: [rbg.vic.gov.au/about-us/policies](https://rbg.vic.gov.au/about-us/policies)

Please complete this form and either:

- Email it to [foi@rbg.vic.gov.au](mailto:foi@rbg.vic.gov.au) (preferred)
- Post to the following address:

Freedom of Information (FOI) Officer  
Royal Botanic Gardens Victoria  
Private Bag 2000,  
South Yarra, VIC 3141

For your application to be processed, payment of the application fee of \$31.80 must be received by Royal Botanic Gardens Victoria, unless the fee is waived or reduced due to hardship. On submission of your application form, please contact [foi@rbg.vic.gov.au](mailto:foi@rbg.vic.gov.au) to arrange payment.

Processing of your request cannot begin if the required information is not supplied. Royal Botanic Gardens Victoria will correspond with applicants via email unless requested otherwise.

## Information Collection Statement

Your personal information will be managed in accordance with the Royal Botanic Gardens Victoria [Privacy Policy](#). Royal Botanic Gardens Victoria will use the personal information you provide to manage this FOI request and associated processes.

Royal Botanic Gardens Victoria may be required to consult with third parties in considering whether an exemption under sections 29, 31, 31A, 33, 34 or 35 of 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. Should this consultation be required, we will seek your approval to release your details prior to disclosure. The release of your personal details is not mandatory, but may assist the consulted parties in providing a response.

If necessary, Royal Botanic Gardens Victoria may transfer your request under section 18 of the FOI Act to another agency or Minister who is better placed to handle your request. We will tell you if we do this. 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.

## Contact Details

### Your details

Title: \_\_\_\_\_ First Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation (*if applicable*): \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

Preferred contact method: \_\_\_\_\_

### Details of your representative (*if applicable*)

*If you are using a representative like a parent, guardian, lawyer or any other person who is acting on your behalf, please advise who they are. If you are completing this form as the applicant's representative, advise who you are.*

Title: \_\_\_\_\_ First Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation (*if applicable*): \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

Preferred contact method: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

### Your authority for representative to act (*if applicable*)

*Please complete this section if a representative is assisting you with your request and attach a certified copy of your photo identification with this authority to act.*

I give permission and authorisation for my representative to act on my behalf and have access to any information concerning my request.

#### *Applicant*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### *Representative*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### *Witness*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### *Witness*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Financial Hardship

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

## 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 for Royal Botanic Gardens Victoria 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. Think about:

- what the document(s) relate to (for example, a complaint you made, or a particular project);
- 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, or held by a branch or division); and
- the type of document(s) you seek (for example, an email, report, CCTV footage).

Please avoid using wording such as 'all documents' because your request may end up being too large for us to process, or it may not be specific enough to identify the document(s). If you are not sure how to frame your request, contact [foi@rbg.vic.gov.au](mailto:foi@rbg.vic.gov.au).

## Additional information

Optional: please provide background or contextual information to assist us in processing your request. This could include your reasons for seeking access to the document(s) and what you intend to do with the document(s). Providing additional information may assist us in identifying and locate document(s) relevant to your request. It may also assist us to identify other ways you may access the requested document(s) outside of the FOI Act.

## Excluding documents or information you don't need

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 to consult with third parties. It may also reduce access charges.

Do you require access to:

- draft documents:  
 Yes /  No
- duplicate documents:  
 Yes, I request all duplicate documents and acknowledge that I may be charged for each page.  
 No, I do not request duplicate documents and agree to these being outside the scope of my request.
- commercial information relating to third parties:  
 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.  
 No, I do not require access to commercial information relating to third parties and agree to this being outside the scope of my request.
- personal information, including names and contact details (e.g. of staff members, contractors, members of the public):  
 Yes, I request access to 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.  
 No, I do not request access to personal information and agree to this being outside the scope of my request.

## Proof of identification

If the documents you are seeking access to relate to you personally, you may need to provide Royal Botanic Gardens Victoria with a certified copy of your identification. We may not be able to provide access to the requested document(s) if we cannot verify that you are the subject of the document(s).

I have attached the following form/s of identification:

## Edited copies

The document(s) you seek may contain exempt or irrelevant information. Under section 25 of the FOI Act, Royal Botanic Gardens Victoria 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 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 section 25 of the FOI Act.

## Form of access

Please tell us how you would like to receive a copy of the document(s) we decide to release to you. This might be inspecting the document(s), a hardcopy sent by post, a copy sent by email, the document(s) copied onto a CD or USB to be picked up or sent by post. We will try to accommodate your request where possible, but may have to provide access in another way.

## Further assistance

If you have questions about how to make your request or need more information about freedom of information, you can contact [foi@rbg.vic.gov.au](mailto:foi@rbg.vic.gov.au) or the Office of the Victorian Information Commissioner:

Email: [enquiries@ovic.vic.gov.au](mailto:enquiries@ovic.vic.gov.au)

Telephone: 1300 006 842

Website: [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)

## Submission

By submitting this request to Royal Botanic Gardens Victoria, I acknowledge that I:

- have read the information on submitting a FOI request on the [Royal Botanic Gardens Victoria website](#)
- understand that in order to process my request I may be asked for permission to disclose my personal information 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 \$31.80 must be received by Royal Botanic Gardens Victoria before this request will be processed and that further reasonable charges for copying and other processing costs may be applicable; and,
- understand that the documents will not be provided until all fees and charges have been received by Royal Botanic Gardens Victoria.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_