

FREEDOM OF INFORMATION REQUEST

Send this form direct to Federation Training, together with the application fee (please note that your request will not be valid until the application fee is paid).

Date:

Surname:

First name(s):

Address:

Postcode:

Telephone Contact No:

Email:

Identification

If you are seeking access to your personal documents please include a photocopy of your passport or driver's licence or other form of photographic identification.

I would like access to the following document(s)

Please describe clearly the documents you are requesting access to (include dates, date of birth, location, subject matter or any other information that would enable the requested documents to be identified). Please specify actual documents rather than information.

See requirements regarding FOI searches: Footnote 1.

Form of Access

I require a copy of the document(s): Yes No
I require access in another form: Yes No

Please specify:

Indicate if you are willing to receive copies of any relevant documents with exempt or irrelevant information removed where that is practicable, or whether you are only willing to accept complete copies of documents

Yes No

See implication for choosing the option only complete copies of documents: Footnote 2.

Submission of Applications

Applications may be lodged by post to:

The Managing Director
Attention: Freedom of Information Officer
Federation Training
PO Box 3279
GMC Morwell Vic 3841

Or in person:

Federation Training
Yallourn Campus Reception
Monash Road
Newborough Vic 3825

Applicant's Signature

Your valid application will be processed as soon as possible (and, in any case, within 45 days) after it is received.

Footnotes

(1) Section 13 of the FOI Act creates a right of access in every person to documents of an agency, such as Federation Training, other than exempt documents. That right of access must be exercised in accordance with the FOI Act. The requirements that must be complied with are set out in section 17 of the FOI Act. One of those requirements is that a request must provide enough information about the documents sought so as to enable an agency to constructively search for those documents. That means the applicant must state with as much precision as he or she can what documents are sought in the request. It is not sufficient to leave an agency guessing what documents are sought. If a request is unclear, ambiguous or otherwise uncertain such that the agency cannot constructively search for documents, that request is invalid.

(2) If you are only willing to accept complete (unedited) copies of documents, this will mean that if a document has even 1 item (such as a name) this is considered to be exempt under the FOI Act, then a decision may be made that the document cannot be released under the provisions of the FOI Act.