



File No: 23/6359

Reference No: REC23/16933

13 July 2023

Ms Miranda
Right To Know

Emailed to: foi+request-10452-302baa14@righttoknow.org.au

Dear Miranda,

RE: FREEDOM OF INFORMATION REQUEST

I refer to your correspondence received on 11 July 2023 in which you requested:

‘The name of the companies who tendered for the Alma Road - Beechworth - Improvements and Sealing Works.’

You are making a request under the *Freedom of Information Act 1982* (Vic) (**FOI Act**), however at this time your request is not valid under section 17 of the FOI Act because you have not paid the application fee of \$31.80 **AND** it is not clear and specific enough for us to identify the documents you have requested.

This means we cannot start processing your request until you pay the application fee or request a fee waiver **AND** give us more information about your request.

Paying the application fee

To proceed with your request, please pay the application fee of \$31.80 by using one of the following payment options:

By email – include your credit card details when you email a request to us at info@indigoshire.vic.gov.au

By phone - call Customer Service on 1300365 003 to pay by credit card

In person - visit one of our Customer Service Centre to pay over the counter using cash, credit card or EFTPOS

Requesting a fee waiver or reduction

If paying the application fee would cause you hardship, you may ask us to waive or reduce it. To do this, please provide supporting information so we can assess your eligibility for a fee waiver or reduction.

Supporting information may include a copy of a current concession or health care card, a bank statement, or statutory declaration outlining why paying the application fee would cause you hardship. If you are not sure what information to provide, please contact us to discuss further.

Your request requires clarification

For your request to be valid under section 17 of the FOI Act, it must provide enough information about the document you asked for so we can properly identify it.

If the terms of a request are not sufficiently clear, it will not comply with section 17 of the FOI Act and we cannot process it.

At this time, your request is not sufficiently clear because you do not indicate which tender process you seek documents for. Alma Road has multiple contracts applicable, so identifying the relevant document is required. As such, can you please advise the following:

- the year in which the works were undertaken;
- the section of the road you are seeking documents for.

What you need to do


Please pay the application fee of \$31.80 using the payment method outlined above, or, provide evidence of hardship for a fee waiver or reduction by 3 August 2023.

Please also clarify your request so we can process it.

If we do not hear from you by this date, we may close your request without processing it. If we close your request without processing it, you will need to make a new request if you wish to access the document.

If you have any questions, please also contact us on 1300 365 003 or email us at Annabel.harding@indigoshire.vic.gov.au and quote .

Yours sincerely



ANNABEL HARDING
GOVERNANCE COORDINATOR