

**Date: 10/6/2022**

Dear Diana Brooke,

### **Your freedom of information request**

We refer to your correspondence which we received on 27/5/2022.

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 \$30.10 and it is not clear and specific enough for us to identify the document[s] you have requested.

This means we cannot start processing your request until you pay the application fee and give us more information about your request.

### **Paying the application fee**

To proceed with your request, please pay the application fee of \$30.10 by either;

- credit or debit card/cash at one of our service centres (locations can be found on councils' website)
- Providing payment through councils website;  
<https://www.maroondah.vic.gov.au/Customer-service/Forms-and-permits/Forms-and-Permits/Freedom-of-Information-request-form>

### **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[s] you asked for so we can properly identify them.

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 the usage of the word 'might' would capture documents potentially outside of the scope of your request.

Do you consent to the removal of the word 'might' from your request?

Additionally, is there a timeframe specified for your request? This would also narrow the scope of your request and assist us in searching for documents you are requesting. For example, from 1<sup>st</sup> January 2022 to 27<sup>th</sup> May 2022.

Telephone Enquiries: 1300 88 22 33



Do you wish to exclude duplicate documents from your request?  
Do you consent to the release of your name and/or contact details to third parties where consultation is required under the FOI Act?

Please clarify your request so we can process it. Please call us on the number listed above, or contact us by email at: [FOI@Maroondah.vic.gov.au](mailto:FOI@Maroondah.vic.gov.au) within 21 days from the date of this letter to clarify the terms of your request further.

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(s).

If you have any questions about this letter, please contact us by the phone number listed above, or by return email ([FOI@Maroondah.vic.gov.au](mailto:FOI@Maroondah.vic.gov.au)).

Yours sincerely,

Maroondah City Council FOI Team.

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