

Freedom of Information Request

Request for access to documents under the *Freedom of Information Act 1982 (Vic*)

Under the Freedom of Information Act 1982 (Vic) (FOI Act), every person has the right to request access to documents held by Victorian public sector agencies and Ministers. This right of access is subject to exceptions and exemptions necessary to protect essential public and private interests.

Making a valid request Under Section 17 of the FOI Act, a request must meet three requirements to be valid:

1. The request must be in writing.
2. Sufficient information must be provided about the documents that are being requesting so the agency or Minister the request is sent to can identify and locate all relevant documents; and
3. The application fee must be paid. If payment of the application fee could cause hardship, a request can be made to GB CMA or Minister to waive the fee in full or in part.

For more information on making a request for documents, visit the Office of the Victorian Information Commissioner's (OVIC) website www.ovic.vic.gov.au.

Request Submission

Once an application has been received, Goulburn Broken CMA (GB CMA) will assess it to ensure it meets the requirements outlined in Section 17 of the FOI Act. If it is determined the request is not valid, a notification will be sent within 21 days from the date the submission was received, provide guidance in making a request valid.

If the request is valid, processing will begin.

Timeframes

Goulburn Broken CMA has 30 days from the date of receiving a valid request to provide a decision. However, time can be extended by up to 15 days if additional time is required to consult with third parties whose information may be contained in the requested document(s). Time may also extend this time by up to 30 days with your agreement if required. Goulburn Broken CMA will provide notification if time frames are required to be extended.

Charges

In addition to the application fee, certain charges for searching and providing access to the documents may be payable.

Charges are calculated in accordance with the Freedom of Information (Access Charges) Regulations 2014 (Vic). If search and/or access charges are expected to exceed $50, GB CMA will provide an estimate of the charges and request a deposit be paid before the request is processed. At this time, GB CMA will seek confirmation of whether the request is to proceed or be amended to reduce anticipated charges.

How your personal information may be handled

By submitting this form, personal information is being handled by the GB CMA. Personal information will be used for the purpose of processing FOI requests only. Consultation may be required 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 name/s, the terms of the request, and documents falling within the scope of the request that concern the relevant third parties. If necessary, GB CMA may transfer the request under Section 18 of the FOI Act to another agency or Minister who is better placed to assist with the request. Notification of third party of another agency involvement will be made as part of the process. Please contact GB CMA directly and discuss if you have any concerns about how the organisation may handle your personal information.

2026/2027 Freedom of Information Request Form

If assistance is required to complete any part of this form, please contact Goulburn Broken CMA on 03 5822 7700 and ask to speak to the FOI Officer. Guidance material can be found on the website of the Office of the Victorian Information Commissioner. www.ovic.vic.gov.au

Applicant Details

Title Full Name

Organisation (if applicable):

Postal Address:

Suburb: State: Postcode:

Telephone: Mobile:

Email:

Preferred Contact:

Details of Representative (if applicable)

If a parent, guardian, lawyer or any other person is acting as a Representative, please complete this section.

Title Full Name

Organisation (if applicable):

Postal Address:

Suburb: State: Postcode:

Telephone: Mobile:

Email:

Authority for Representative to act (if applicable):

Applicant	**Representative**
Name:	Name:
Signature:	Signature:
Date:	Date:
Witness	**Witness**
Name:	Name:
Signature:	Signature:

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Document Request

Please be specific about what information is being sought and include as much information as possible to assist GB CMA in the identification of documents and location relevant to the request. Please include information such as the specific project, date range, type of document.

Edited Copies

Documents being sought may contain exempt or irrelevant information. Under Section 25 of the FOI Act, GB CMA can provide edited copies of document(s) with exempt or irrelevant information removed. Goulburn Broken CMA is only required to do this if an edited document is accepted and if it is practicable for the organisation to do so. If authorisation is not received by the applicant to receive edited document(s), GB CMA may decide the entire document is exempt.

Do you 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?

Yes No

Consultation with Third Parties

Documents may relate to personal or business interests of another person or body. Goulburn Broken CMA may consult with the third party to obtain the release of documentation.

Do you consent to the identity of the applicant being disclosed to third parties in relation to this request?

Yes No

FOI Application Fee and Access Charges

The charges applicable to processing an FOI request are fixed and in accordance with regulations made under the Freedom of Information Act 1982 (Vic). GST is not payable on the application fee under the FOI Act. The application fee and access charges increase each year on 1st July.

Application Fee

- $34.50 excluding GST, effective as at 1st July 2026.

The application fee is non-refundable, and payment is accepted by bank transfer or via credit card.

EFT: Account Name: Goulburn Broken CMA
BSB: 063-527
Account Number: 1031 0133

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PAYMENT METHOD:					
Please charge my credit card:			**Mastercard**	**Visa**	
Card Number					
Expiry Date:		**CCV**:			
Cardholders Name:					
Address:					
		State:		**Postcode**:	
Signature of Cardholder:					

FOI request lodgement

FOI requests to GB CMA can be made in writing by:

Mail / Post
FOI Officer
Goulburn Broken CMA
PO Box 1752
Shepparton VIC 3632

Email
foi@gbcma.vic.gov.au

Please add to subject line:
Attention: FOI Officer

In Person
168 Welsford Street
Shepparton VIC 3630

Office open hours: 9am – 4pm
Tuesdays and Thursdays

Lodgement of this FOI request form is declaring all information supplied is accurate and complete.

Further Information

All queries in relation to FOI or requests can be made to the FOI Officer on 03 5822 7700 or by emailing foi@gbcma.vic.gov.au

Privacy Notice

The personal information on this form is being collected by the Goulburn Broken Catchment Management Authority for the purpose of processing your request for Freedom of Information. Any personal information about you or a third party in your correspondence will be protected under the *Privacy and Data Protection Act 2014*. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, Government Department, or authority staff in regard to the purpose for which it was provided, unless required or authorised by law. Enquiries about access to information about you held by the GB CMA should be directed to the Privacy Officer. Goulburn Broken CMA, PO Box 1752, Shepparton VIC 3632.