



- Proof of identification (eg Photocopy of Driver's licence)
- Application fee of \$31.80
 - Cash, EFTPOS and Credit Card payments can be made at Reception
 - Direct Deposit to the CAH General Account with a Reference of FOI and your last name (BSB – 033222 Account No – 020673)
 - Fees can be waived on the basis of hardship, please provide evidence which you believe supports your claim (eg Copy of your Health Care Card or Pension Card)

Please contact the Freedom of Information Manager on (03) 5232 5253 if you have any questions.

If you are not the patient to whom the request relates please provide your details below:
Name:
Address:
Telephone:
Email:
Relationship to Applicant:
Note: Patient's written consent must be attached.

Description of the documents you require: (Please be specific and include dates)

Please indicate the method you wish to obtain the above information: (Please tick)

☐ Obtain a copy ☐ Please send via Registered Post or ☐ I would like to collect them

☐ Inspect (supervision fees apply) and obtain a copy

☐ Inspect the originals (supervision fees apply)

Reason for request:

List of Current Fees and Charges

Application Fee	\$31.80
Photocopying Charges	\$0.20 per photocopied page
Supervision Charge	\$5.95 per quarter hour, or part there of
Images to disc	\$25

Authorisation:

I understand that:

- Charges may be made under the Freedom of Information Act in respect of this request and that I will be supplied with a statement of charges if appropriate.
- Colac Area Health has 30 days to process valid (complete) requests made under the Freedom of Information Act.

Signature:
(optional when submitting electronically)

Date:

PRINT NAME: