

Request for Access to Information – *Freedom of Information Act 1982 (Vic)*

Freedom of Information Application Form

A. Applicant details

Full name:	
Organisation (if applicable):	
Email address:	
Contact number(s):	
Postal address:	
Preferred contact method:	

B. Details of your representative (if applicable)

Complete this section only if someone is making or managing the request on your behalf.

I authorise the representative identified in this form to act on my behalf in relation to this FOI request and to receive communications relating to the request.

Full name:	
Organisation (if applicable):	
Email address:	
Contact number:	
Relationship to applicant:	
Date:	

C. Documents requested

Please identify, describe or outline the document(s) you are seeking access to including any background or contextual information to your request.

Your request must provide sufficient information for the agency to identify and locate all relevant document(s). When writing your request, be specific about which document(s) you are seeking and include as much information as possible. Think about:

- what the document(s) relate to (for example, a complaint you made, or a particular project);
- the date range in which the document(s) may have been created;
- where the document(s) might be located (for example, in a particular email account, with a specific person, or held by a business or work unit); and
- the type of document(s) you seek (for example, an emails, reports, or correspondence).

Please avoid using wording such as 'all documents' because your request may end up being too large for the agency to process, or it may not be specific enough for the agency to identify the document(s). If you are not sure how to frame your request, contact the relevant agency.

D. Excluding documents or information you don't need

Excluding information that is not relevant to your request may reduce processing time, limit the need for third-party consultation and assist VicGrid in identifying and releasing documents more quickly.

Please indicate whether you require access to:

- draft documents ☐ Yes / ☐ No
- duplicate documents: ☐ Yes / ☐ No
- commercial information relating to third parties ☐ Yes / ☐ No
- personal information relating to third parties ☐ Yes / ☐ No
- documents already publicly available: ☐ Yes / ☐ No

E. Specify a date range

If you are only interested in documents created within a particular period, please specify the relevant date range below. Limiting the date range may assist VicGrid to process your request more efficiently.

From: _____

To: _____

F. Do you need edited copies

Under section 25 of the Freedom of Information Act 1982 (Vic), VicGrid may provide access to an edited copy of a document with exempt or irrelevant information removed where it is practicable to do so. If you do not agree to receive edited copies, VicGrid may refuse access to a document in full, even where some information could otherwise be released.

☐ I agree to receive edited copies of documents.

☐ I do not agree to receive edited copies of documents.

END OF FORM

General Information

1. Processing your request

Under the *Freedom of Information Act 1982* (Vic), every person has the right to request access to documents held by VicGrid, subject to the exemptions and exceptions set out in the FOI Act and the *National Electricity (Victoria) Act 2005*.

Making a valid request

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

1. your request must be in writing;
2. you must provide sufficient information about the documents you are requesting to enable VicGrid to identify and locate relevant documents; and
3. you must pay the application fee, unless a fee waiver is sought for financial hardship and is granted.

Timeframes

If the agency determines your request is not valid, it will notify you within 21 days from the date it received your request and provide you with assistance to help you make the request valid.

VicGrid is generally required to make a decision within 30 days of receiving the valid request. This period may be extended:

- by up to 15 days where consultation with third parties is required; or
- by up to 30 days with your agreement.

2. Application fee and access charges

Please note that an application fee and access charges may apply in accordance with the *Freedom of Information Act 1982* (Vic) and . All fees and charges are exempt from GST.

Note: For the 2026–2027 financial year (effective 1 July 2026), the Victorian fee unit value is \$17.27.

Application fee

The application fee for an FOI request is \$34.50.

The application fee is generally non-refundable unless it is waived. If payment of the application fee would cause financial hardship, you may request that the fee be waived in full or in part. Supporting evidence should be provided with your request.

Access charges

Depending on the nature and scope of your request, VicGrid may impose access charges permitted under the *Freedom of Information (Access Charges) Regulations 2025*. VicGrid will notify you before any access charges are incurred.

If access charges exceed \$70.00, VicGrid will notify you and request that you pay a deposit before proceeding with your request.

Access charges may include:

Service	What This Covers	Rate
Search and retrieval	Locating and pulling together requested records	1.5 fee units per hour
Inspection supervision	Supervised viewing of original documents or media	1.5 fee units per hour) charged per 15 mins
Digital copying (email)	Supply of electronic copies via email or secure file download	\$0 (No copying fee applies)
Black and white photocopies	Standard paper printed copies (A4 size)	\$0.20 per page
Colour or large format copies	Colour pages, A3/A2 printing, or USB drives	Reasonable costs incurred
Transcripts	Converting recorded audio or shorthand into written text	Reasonable costs incurred
Database extraction	Extracting or collating data stored in computer systems	Reasonable costs incurred

3. Lodging the application form and payment of fee

To lodge your freedom of information request, please email the application form to foi@vicgrid.com.au. The VicGrid Freedom of Information Team will share payment details will be provided to you for the application fee amount of \$34.50.

4. Privacy

Personal information provided as part of an FOI request will be used by VicGrid for the purpose of processing and responding to the request. This includes details you provide such as your name, the terms of your request, and the documents falling within the scope of your request that concern the relevant third parties.

VicGrid may disclose information where required or authorised under the *Freedom of Information Act 1982* (Vic), to consult with third parties that might be the subject of your request.

How VicGrid handles your personal information can be viewed on your website: <https://www.vicgrid.com.au/privacy>.

5. Further assistance

If you have questions about how to make your request or need more information about freedom of information, please contact us on foi@vicgrid.com.au.