



# Freedom of Information Policy

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## 1. Freedom of Information

The *Freedom of Information Act* (FOI Act) provides members of the community a legally enforceable right to seek access to information held by the government. Respect Victoria supports this right by:

- Making information about Respect Victoria operations available to the public;
- Making all rules and information about practices readily available to those affected by them;
- Facilitating a right of access to documents held by Respect Victoria, only limiting access to documents by the proper application of exceptions and exemptions provided for under the FOI Act.

## 2. How to make a request

To make a request for documents, you can either write a letter or fill out the Respect Victoria application form, clearly noting the documents you seek.

You should clearly set out the document(s) you seek from Respect Victoria as well as provide sufficient detail to enable us to locate the document(s) you are seeking.

We may also require proof of your identity (a copy of driver’s licence, passport, birth certificate etc.). If you are submitting a request on behalf of someone else, you should provide a signed authority from that person.

You must also pay the FOI Application Fee for us to start processing your request (or apply for us to waive the fee, if paying the fee would cause you undue financial hardship). We accept payment by cheque (made out to the Respect Victoria) or credit card authority.

Your request for documents should be sent by post to:

Freedom of Information Officer  
 Respect Victoria  
 The Annex, Level 1  
 50 Lonsdale Street  
 MELBOURNE VIC 3000

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For further information on how to make a request, call Respect Victoria’s FOI Officer on 9096 8239 or visit the State Government’s Freedom of Information website at [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au)

## 2.1 What happens to a request?

Once we receive your FOI request and the FOI Application Fee, we must respond to you in writing as soon as practicable but not later than **30 days** with an outline of our decision. The 30-day timeframe may be extended in certain circumstances, including where Respect Victoria is required to consult with third parties, or where you agree to an extension of time.

If your application is refused, you may apply to the Victorian Information Commissioner for a review of our decision. You must do so within 28 days of the date the decision was sent to you by us (or the date of the decision letter). The Information Commissioner then has 30 days to conduct the review, unless you agree to an extension in time. For further information visit [www.foicommissioner.vic.gov.au](http://www.foicommissioner.vic.gov.au)

## Version Control

Version	Date	Changes
1.0	4 October 2018	Approved by Board

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