



FREEDOM OF INFORMATION PART II STATEMENTS

1. Overview

Respect Victoria (The Family Violence Prevention Agency) makes information regarding our activities publicly available on its website, to reduce the need for members of the public to request access to documents under the *Freedom of Information Act 1982 (Vic)* (FOI Act).

The information statements below are a statutory requirement under the FOI Act. The purpose of the statements is to:

- provide a snapshot of the types of information and documents that Respect Victoria holds
- explain how to access this information and locate publicly available information
- explain how the public can make a request for access under the FOI Act.

For more information about Freedom of Information in Victoria, visit the [Office of the Victorian Information Commissioner's website](#).

2. Information Statements

2.1 Organisational structures and functions

Respect Victoria is an independent statutory authority dedicated to the prevention of family violence and violence against women in Victoria. The Agency was established under the *Prevention of Family Violence Act 2018* and its functions and powers are set out under this legislation. Respect Victoria is responsible to the Minister for Prevention of Family Violence.

Respect Victoria is governed by a skills-based Board, made up of eight directors including a Chairperson. The Board is responsible for overseeing and governing Respect Victoria and ensuring that it complies with its obligations as a public sector agency.

Respect Victoria has two directorates, Communications and Community Change; and Strategy, Policy and Impact, overseen by two executives and a Senior Leadership Team, led by a Chief Executive Officer.

Respect Victoria provides statewide prevention coordination, research, policy advice and evaluation activities and does not provide services directly to the public.

2.2 Categories of documents

Respect Victoria produces a range of documents in the course of its work. The types of documents that Respect Victoria holds include:

- Human resources files
- Financial and compliance records
- Procurement materials

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- Briefings
- Correspondence
- Meeting records
- Research reports
- Policy submissions and positions
- Media communications
- Campaigns materials
- Board papers
- Corporate policies and guidelines.

The above examples are a snapshot of information available, not a complete list.

To find further information on a specific topic, visit the [Respect Victoria website](#).

2.3 Freedom of Information arrangements

Under the FOI Act, all members of the public have the right to request documents held and produced by Victorian Government departments and agencies, subject to certain exceptions and exemptions.

How to make an FOI request to Respect Victoria

To make a valid request for access to documents held by Respect Victoria, the request must:

- be in writing
- describe the documents you are seeking access to as clearly and specifically as possible (it can be useful to include a date or date range when the document/s may have been created, and to specify the category of document/s – as listed above)
- be accompanied by an application fee* or evidence that paying the application fee would cause you hardship (for example, a scanned copy of a Centrelink Health Care Card or Pensioner Concession Card)
- include the following for requests for **personal documents**: your full name, address, email address, date of birth, and certified proof of identity.

A request for access to information can be made via post to the following address:

Freedom of Information Officer
Respect Victoria
GPO Box 5487
Melbourne VIC 3001

Or via email at: contact@respectvictoria.vic.gov.au

* You can find the current FOI application fees on the [Office of the Victorian Information Commissioner's website](#).

Requests received outside of this process will not be considered a formal FOI request for information.

How FOI requests are processed by Respect Victoria

Once Respect Victoria has received an FOI request, it assesses the request to confirm it is valid under the FOI Act. In reaching a decision, Respect Victoria will consider relevant exemptions that may apply under the legislation.

Respect Victoria will seek to process your request within the timelines outlined under the FOI Act. The process will include Respect Victoria consulting and coordinating with the Freedom of Information Unit of the Department of Families, Fairness and Housing (DFFH) as our portfolio Department.

In accordance with the FOI Act, the processing timeframe will depend on whether or not Respect Victoria needs more time to consult with third parties whose information may be contained in the

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documents requested; or upon the size and complexity of the request that may mean it cannot be processed within the standard 30 days. The timeframe may also be extended if you provide your consent.

We may contact you to seek to clarify the scope or specific details of the information you request to assist to identify the record. Once Respect Victoria processes your request, it will give you a decision. The decision will:

- tell you whether Respect Victoria has decided to release all, some, or none of the documents that you requested
- which exemptions (if any) apply to the information or documents
- tell you what you can do next.

There may be costs associated with searching, photocopying, or retrieving documents for an FOI request. Respect Victoria will inform you of any access charges that may apply to your request and consult with you on this.

Further information about how to make an application, fees and processing timeframes for requests, and how to make a complaint or seek a review of an FOI decision, is available on the [Office of Victorian Information Commissioner's website](#).

2.4 Publications

Respect Victoria produces a wide range of publications that are available to the public free of charge on its website.

The following categories of publications are available on Respect Victoria's website:

- [Preventing violence](#): resources on prevention and the role we all play in it.
- [Campaigns](#): resources from Respect Victoria's campaigns.
- [Our work](#): Respect Victoria's research reports; policy submissions and position statements; monitoring, evaluation and learning resources and toolkits; the Prevention of Family Violence Data Platform, reporting on the progress of prevention and information about Respect Ballarat.
- [Corporate publications](#): Respect Victoria's Strategic Plan, Annual Reports, and other corporate documents.
- [News](#): news and articles on prevention. Members of the public can also subscribe to Respect Victoria's mailing list from this page of the website.

2.5 Rules, policies and procedures

Respect Victoria is not responsible for enforcing any Acts or administering any schemes that may directly affect the public. Therefore, Respect Victoria does not hold any documents containing interpretations or particulars of Acts or schemes or any manuals, rules or procedures or statements of policy relating to Acts or schemes.

There are rules, policies and procedures in place to govern Respect Victoria's daily operations. Key documents are available on the [Corporate policies](#) page of the Respect Victoria website.

2.6 Governance

Respect Victoria is governed by a Board, and two Committees: a Finance, Audit & Risk Committee; and Executive People, Performance & Governance Committee. The Committees are accountable to and provide advice to the Board. Meetings of the Board and Committees are not open to the public.

3. Policy Review

These Statements will be reviewed annually, as required under Part II of the [Freedom of Information Act 1982 \(Vic\)](#).

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