

Freedom of Information Requests

What is Freedom of Information (FOI)

The *Freedom of Information Act 1982* (FOI Act) allows members of the public a right of access to documents held by the Goulburn Broken Catchment Management (CMA) subject to certain exemptions under the Act.

How to make an FOI Request

Freedom of Information requests are to be made in writing (by mail, email or fax) and must be accompanied by an application fee of **\$30.10** (effective from 1st July 2021). Further charges may be payable (see Fees and Charges below).

The request must clearly describe the document(s) being sought and must include your name, address and contact number.

It is recommended that you make contact with the Goulburn Broken CMA's FOI Officer before submitting any request. The FOI Officer can be contacted on (03) 5822 7700.

Enquiries can be emailed to foi@gbcma.vic.gov.au

How we respond to your request

The FOI Officer has 30 days from the date of receiving a valid request to accept or reject the request.

Fees and Charges*

Sections 17 & 22 of the *Freedom of Information Act 1982* sets out the charges (effective as at 1st July 2020) and may include the following:

- Application Fee - \$30.10 (This fee is non-refundable)
- Access Charges - \$22.50 per hour may apply for search time.
- Photocopying – 20 cents per Black and White A4 page
- Other charges may apply

NB: GST is not payable on any application of access charges under the FOI Act.
The application fee and access charges increase each year on 1st July.

Where to submit an FOI request

FOI requests that are submitted via mail can be sent to:

Freedom of Information Officer

**Goulburn Broken Catchment Management Authority PO Box
1752
SHEPPARTON VIC 3632**

FOI email requests can be sent to: foi@gbcma.vic.gov.au