

# Freedom of Information Factsheet

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The [Freedom of Information Act 1982](#) (FOI Act) gives you the right to request documents about your personal affairs or the activities of Melbourne Polytechnic (FOI Request), and request incorrect or misleading information held about you by Melbourne Polytechnic be amended or removed.

## How do I lodge an FOI Request?

Please [contact](#) Melbourne Polytechnic's FOI Officer before making an FOI Request to confirm whether a formal FOI Request for documents is required, or if the documents are accessible in other ways, such as on Melbourne Polytechnic's website or in its annual reports.

The [Office of the Victorian Information Commissioner \(OVIC\) website](#) outlines the steps for making an FOI Request. If your FOI Request relates to your personal affairs, please provide us with photographic identification to enable us to verify your identity.

FOI Requests must be emailed to [foi@melbournepolytechnic.edu.au](mailto:foi@melbournepolytechnic.edu.au) or sent by post to:

Freedom of Information Officer  
Governance Department  
Melbourne Polytechnic  
Locked Bag 5  
Preston VIC 3072

## Application fees and waiver and reduction

From 1 July 2019, the application fee is \$29.60. This fee is subject to increase on 1 July every year.

### Electronic Payments

Please make electronic fee payments to the following account:

BSB 013 405  
Account 309144002

Please insert as a reference

"FOIRequest-[Family Name]" so Melbourne Polytechnic can identify the payment.

### Cheques and Money Orders

Please make cheques or money orders payable to Melbourne Polytechnic.

### Paying in Person

If you would like to pay in person, please [contact us](#).

If payment of the application fee would cause you hardship, you can ask for it to be waived by providing evidence, such as a photocopy of your current health care card.

## Are there other costs associated with an FOI request?

The *Freedom of Information (Access Charges) Regulations 2014* (FOI Regulations) specifies

other charges that may apply to your FOI Request, such as charges for search time or supervision and photocopying charges.

## What happens once we receive a valid FOI Request?

Melbourne Polytechnic will assess your FOI Request in accordance with the FOI Act. We will notify you of the decision in writing. In most cases, we will do this within 30 calendar days after the day on which a valid FOI Request is received, unless an extension is permitted in accordance with the FOI Act.

## What if I want my information amended or removed?

You have the right to request information Melbourne Polytechnic holds about you is amended or removed if it is inaccurate, incomplete, out of date, or where it would give a misleading impression. In the case of a deceased person, this right extends to the deceased person's next of kin. Under the FOI Act, Melbourne Polytechnic must make a decision in relation to correcting information within 30 calendar days of receiving a request to amend or remove your information.

## What if I am not happy with the outcome of a decision?

If you are dissatisfied with how an FOI Request (including a request to amend or remove information) was handled, you may make a complaint to the Office of the Victorian Information Commissioner within 60 days after the date of the action or conduct complained of. Depending on the nature of the decision or the decision-maker, you can also seek a review of the decision, either by the Office of the Victorian Information Commissioner within 28 days after receiving the decision, or by the Victorian Civil and Administrative Tribunal (VCAT) within 60 days of becoming aware of the decision you disagree with. Your decision letter will provide more detail about which review process is applicable in your particular case.

## Where can I find more information?

You can contact Melbourne Polytechnic's FOI Officer on 03 9269 1200. The FOI Act and the FOI Regulations are available at

[www.legislation.vic.gov.au](http://www.legislation.vic.gov.au).

You can access the OVIC website at

<http://www.ovic.vic.gov.au/>.

Information about VCAT is available at

[www.vcat.vic.gov.au](http://www.vcat.vic.gov.au).