

# Freedom of Information

The following information is provided pursuant to section 7(1)(a)(ii) of the *Freedom of Information Act* 1982 (the FOI Act).

Requests for access to documents in the possession of CFA are dealt with by CFA's Freedom of Information (FOI) Officer and FOI Project Officer.

## Making a Request

A request generally falls into one of two categories:

1. Requests for access to documents of the agency which must contain sufficient information to identify the documents sought.
2. Requests for amendment of personal records, which must identify the record involved sufficiently and specify the amendment sought.

The two main categories of information normally requested under the FOI Act include individuals asking for their personal documents and documents relating to the activities of the agency.

CFA has various record keeping systems. The main ones are described below. They may assist applicants to identify the types of documents to which access is sought. CFA holds files relating to employees and volunteers, operational and policy matters, general administrative responsibilities and correspondence. The FOI Officer can provide assistance in determining the categories of files relevant to a request.

Some documents are destroyed in accordance with the *Public Records Act* 1972. It should also be noted that the FOI Act does not entitle an applicant to have access to a document created before July 1978 unless the document relates to the applicant's personal affairs.

A request for access to a document must be made in writing and should be addressed as follows:

Freedom of Information Officer  
Country Fire Authority  
P.O. Box 701  
Mt Waverley Vic 3149

## Fees and Charges

A request must be accompanied by an application fee of \$20. The application fee may be waived in cases where payment is likely to cause financial hardship to the applicant. An application for waiver of the fee should state grounds such as that the applicant has a low income or is the holder of a Commonwealth Health Care Card. Once documents have been located and processed access charges may also apply. These include charges for searching time (\$20 per hour) and photocopying (20c per page). Some access charges may be waived in certain cases.



## Further Information

Further information regarding the FOI Act may be obtained from:

- the FOI Act and regulations under the FOI Act; and
- [www.foi.vic.gov.au](http://www.foi.vic.gov.au)

The FOI Act and regulations under it may be purchased from:

Information Victoria  
356 Collins Street  
Melbourne Vic 3000  
Tel: 1300 366 356  
Website: [www.information.vic.gov.au](http://www.information.vic.gov.au)

## Freedom of Information Contacts

FOI Officer	FOI Project Officer
Tel: (03) 9262 8517	Tel: (03) 9262 8512

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## Record-keeping systems

### *Accounting records*

CFA's computerised accounting system records accounts receivable, accounts payable, general ledger entries, budget information, an asset register and other accounting function information.

### *Personnel records filing system*

The filing system contains individual personal files for CFA staff and volunteers. Current files are held at CFA Headquarters at 8 Lakeside Drive, Burwood East and at CFA's Area and Region Headquarters across the State. Older files are stored in offsite secondary storage facilities. CFA also maintains computerised personnel records for staff and volunteers.

### *Agency records management filing*

This system contains general files, including FOI files. Current and recent files are held at CFA Headquarters at 8 Lakeside Drive, East Burwood and at CFA's Area and Region Headquarters across the State. Older files are stored in offsite storage facilities.