

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

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

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.