

Version No. 055**Freedom of Information Act 1982****Act No. 9859/1982**

Version incorporating amendments as at 1 July 2004

TABLE OF PROVISIONS

<i>Section</i>	<i>Page</i>
PART I—PRELIMINARY	1
1. Short title and commencement	1
2. <i>Repealed</i>	1
3. Object of Act	2
4. Act binds the Crown	2
5. Definitions	3
6. Act not to apply to courts etc.	10
PART II—PUBLICATION OF CERTAIN DOCUMENTS AND INFORMATION	11
7. Publication of information concerning functions etc. of agencies	11
8. Certain documents to be available for inspection and purchase	15
9. Unpublished documents not to prejudice public	17
10. Cabinet register	18
11. Statement of certain documents in possession of agencies to be published	18
12. Notices to require specification of documents in statements	21
PART III—ACCESS TO DOCUMENTS	23
13. Right of access	23
14. Part not to apply to certain documents	23
15. Documents in the Public Record Office	24
16. Access to documents apart from Act	25
17. Requests for access	26
18. Transfer of requests	27
19. Requests involving use of computers etc.	28
20. Access to documents to be given on request	28
21. Time within which formal requests to be decided	29
22. Charges for access to documents	29
23. Forms of access	33
24. Deferment of access	35

<i>Section</i>	<i>Page</i>
24A. Repeated requests	36
25. Deletion of exempt matter	37
25A. Requests may be refused in certain cases	37
26. Decision to be made by authorized person	40
27. Reasons etc. to be given	41
PART IIIA—<i>Repealed</i>	43
27A–27G. <i>Repealed</i>	43
PART IV—EXEMPT DOCUMENTS	44
28. Cabinet documents	44
29. Documents containing matter communicated by any other State	45
29A. Documents affecting national security, defence or international relations	46
30. Internal working documents	47
31. Law enforcement documents	48
32. Documents affecting legal proceedings	50
33. Document affecting personal privacy	50
34. Documents relating to trade secrets etc.	53
35. Documents containing material obtained in confidence	55
36. Disclosure contrary to public interest	56
37. Certain documents arising out of companies and securities legislation	57
38. Documents to which secrecy provisions of enactments apply	58
38A. Council documents	58
PART V—AMENDMENT OF PERSONAL RECORDS	60
39. Person may request amendment of record	60
40. Form of request for amendment of record	60
41. Agency or Minister may amend record	60
42. Notation on record	61
43. Time within which agency or Minister must notify claimant	61
44. When section 26 to apply	61
45. When section 27 to apply	61
46. Where request refused	62
47. Notice to be added to the record	62
48. Notice may be given to persons who received the information prior to commencement of section	63
49. How corrections or amendments are made	63
PART VI—REVIEW OF DECISIONS	64
50. Applications for review	64
51. Internal review	65
51A. Conciliation by Health Services Commissioner	67
52. Time for applying for review	67

<i>Section</i>	<i>Page</i>
53. Reviews where decisions delayed	68
53AA. Procedure where Tribunal determines that there do not exist reasonable grounds for claim under section 29A	70
53A. Notification of reviews regarding documents affecting personal privacy	71
54. Parties	72
55. Onus	73
55A. <i>Repealed</i>	73
56. Inspection of exempt documents by Tribunal	73
57. Intervention by Ombudsman	75
58. <i>Repealed</i>	75
59. Tribunal may reduce or waive charges	75
60. <i>Repealed</i>	76
61. Disciplinary action	76
61A. <i>Repealed</i>	76
PART VII—MISCELLANEOUS	77
62. Protection against actions for defamation or breach of confidence	77
63. Protection in respect of offences	78
64. Report to Parliament by agencies and Ministers	78
65. <i>Repealed</i>	81
65AA. Report by council	81
65AB. Report to Parliament by Minister	81
66. Regulations	82
67. Retrospective operation of law	83
68. Transitional	83
=====	
ENDNOTES	87
1. General Information	87
2. Table of Amendments	88
3. Explanatory Details	91

Version No. 055

Freedom of Information Act 1982

Act No. 9859/1982

Version incorporating amendments as at 1 July 2004

An Act to give the Members of the Public Rights of Access to Official Documents of the Government of Victoria and of its Agencies and for other purposes.

BE IT ENACTED by the Queen's Most Excellent Majesty by and with the advice and consent of the Legislative Council and the Legislative Assembly of Victoria in this present Parliament assembled and by the authority of the same as follows (that is to say):

PART I—PRELIMINARY

1. Short title and commencement

- (1) This Act shall be cited as the **Freedom of Information Act 1982**.
- (2) Except for Part II, this Act shall come into operation on a day six months from the day on which it receives the Royal Assent.
- (3) Part II shall come into operation on a day twelve months from the date of commencement provided for in sub-section (2).

* * * * *

S. 2
repealed by
No. 58/1993
s. 15.

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

3. Object of Act

- (1) The object of this Act is to extend as far as possible the right of the community to access to information in the possession of the Government of Victoria and other bodies constituted under the law of Victoria for certain public purposes by—
- (a) making available to the public information about the operations of agencies and, in particular, ensuring that rules and practices affecting members of the public in their dealings with agencies are readily available to persons affected by those rules and practices; and
 - (b) creating a general right of access to information in documentary form in the possession of Ministers and agencies limited only by exceptions and exemptions necessary for the protection of essential public interests and the private and business affairs of persons in respect of whom information is collected and held by agencies.
- (2) It is the intention of the Parliament that the provisions of this Act shall be interpreted so as to further the object set out in sub-section (1) and that any discretions conferred by this Act shall be exercised as far as possible so as to facilitate and promote, promptly and at the lowest reasonable cost, the disclosure of information.

4. Act binds the Crown

This Act binds the Crown not only in right of Victoria but also, so far as the legislative power of Parliament permits, the Crown in all its other capacities.

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

s. 5

5. Definitions

(1) In this Act, except insofar as the context or subject-matter otherwise indicates or requires—

"agency" means a department council or a prescribed authority;

S. 5(1) def. of "agency" amended by No. 58/1993 s. 16(a).

"applicant" means a person who has made a request in accordance with section 17 or has applied under section 12(1) for a statement published by a principal officer to be altered;

"closed meeting" in relation to a council, means a meeting closed to the public under section 89(2) of the **Local Government Act 1989**;

S. 5(1) def. of "closed meeting" inserted by No. 58/1993 s. 16(b).

"council" has the same meaning as in section 3(1) of the **Local Government Act 1989**;

S. 5(1) def. of "council" inserted by No. 58/1993 s. 16(b).

"department" means a department within the meaning of the **Public Sector Management and Employment Act 1998** or an office specified in section 16(1) of that Act;

S. 5(1) def. of "department" substituted by Nos 10046 s. 32(a), 58/1993 s. 4, 46/1998 s. 7(Sch. 1).

"document" includes, in addition to a document in writing—

- (a) any book map plan graph or drawing;
- (b) any photograph;
- (c) any label marking or other writing which identifies or describes any thing of which it forms part, or to which it is attached by any means whatsoever;

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

s. 5

S. 5(1) def. of
"enactment"
amended by
No. 12/1989
s. 4(1)(Sch. 2
item 46.1).

- (d) any disc tape sound track or other device in which sounds or other data (not being visual images) are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced therefrom;
- (e) any film negative tape or other device in which one or more visual images are embodied so as to be capable (as aforesaid) of being reproduced therefrom; and
- (f) anything whatsoever on which is marked any words figures letters or symbols which are capable of carrying a definite meaning to persons conversant with them—

but does not include such library material as is maintained for reference purposes;

"document of an agency" or "document of the agency" means a document in the possession of an agency, or in the possession of the agency concerned, as the case requires, whether created in the agency or received in the agency;

"enactment" means an Act or an instrument (including rules, regulations, local laws or by-laws) made under an Act;

"exempt document" means—

- (a) a document which, by virtue of a provision of Part IV, is an exempt document; or

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

s. 5

- (b) an official document of a Minister that contains some matter that does not relate to the affairs of an agency or of a department;

"exempt matter" means matter the inclusion of which in a document causes the document to be an exempt document;

"health information" has the same meaning as in the Health Records Act 2001;

S. 5(1) def. of "health information" inserted by No. 2/2001 s. 101(1)(a).

"Health Services Commissioner" means Health Services Commissioner appointed under the **Health Services (Conciliation and Review) Act 1987** and includes the Acting Health Services Commissioner under that Act;

S. 5(1) def. of "Health Services Commissioner" inserted by No. 2/2001 s. 101(1)(a).

"officer"—

S. 5(1) def. of "officer" amended by Nos 58/1993 s. 16(c)(i)–(iii), 46/1998 s. 7(Sch. 1).

- (a) in relation to an agency, other than a council, includes a member of the agency, a member of the staff of the agency, and any person employed by or for the agency, whether that person is one to whom the provisions of the **Public Sector Management and Employment Act 1998** apply or not; and
- (b) in relation to a council, includes a member of the council, a member of the staff of the council and any person employed by or for the council;

"official document of a Minister" or **"official document of the Minister"** means a document in the possession of a Minister, or in the possession of the Minister concerned,

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

s. 5

as the case requires, that relates to the affairs of an agency, and, for the purposes of this interpretation, a Minister shall be deemed to be in possession of a document that has passed from his possession if he is entitled to access to the document and the document is not a document of an agency;

"Ombudsman" means the Ombudsman appointed under the **Ombudsman Act 1973**;

"prescribed authority" means—

S. 5(1) def. of "prescribed authority" amended by Nos 12/1989 s. 4(1)(Sch. 2 item 46.2), 58/1993 s. 16(d)(i)(ii).

- (a) a body corporate established for a public purpose by, or in accordance with, the provisions of an Act, or a body unincorporate created by the Governor in Council or by a Minister, other than—
 - (i) an incorporated company or association;
 - (ii) a body that, under sub-section (2), is not to be taken to be a prescribed authority for the purposes of this Act;
 - (iii) a Royal Commission; or

* * * * *

- (v) a school council;
- (b) any other body, whether incorporated or unincorporated, declared by the regulations to be a prescribed authority for the purposes of this Act, being—
 - (i) an incorporated company or association or unincorporated body which is supported directly or indirectly by government funds or other assistance or over which

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

s. 5

the State is in a position to exercise control; or

- (ii) a body established by or under an Act of Parliament;
- (c) subject to sub-section (3), the person holding, or performing the duties of, an office established by an Act; or
- (d) the person holding, or performing the duties of, an appointment declared by the regulations to be an appointment the holder of which is a prescribed authority for the purposes of this Act, being an appointment made by the Governor in Council, or by a Minister, otherwise than under an Act;

"principal officer" means—

- (a) in relation to a department, the person employed as or performing the duties of the Department Head within the meaning of the **Public Sector Management and Employment Act 1998**; and
- (aa) in relation to a council, the person holding, or performing the duties of, the office of chief administrative officer of the council (by whatever name called); and
- (b) in relation to a prescribed authority—
 - (i) if the regulations declare an office to be the principal office in respect of the authority—the person holding, or performing the duties of, that office; or

S. 5(1) def. of "principal officer" amended by Nos 10046 s. 32(b), 58/1993 s. 16(e), 46/1998 s. 7(Sch. 1), 12/1999 s. 4(Sch. 2 item 5.1).

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

s. 5

- (ii) in any other case—the person who constitutes that authority or, if the authority is constituted by two or more persons, the person who is entitled to preside at any meeting of the authority at which he is present;

"record" means a document containing information relating to the personal affairs of a person and includes a document containing information relating to the personal affairs of a deceased person;

"request" means a request made in accordance with section 17;

"responsible Minister" means—

- (a) in relation to a department—the Minister administering the relevant department;
- (b) in relation to a prescribed authority referred to in paragraph (a) of the interpretation of "prescribed authority"—the Minister administering the Act by which, or in accordance with the provisions of which, the prescribed authority is established;
- (c) in relation to a prescribed authority referred to in paragraph (c) of that interpretation—the Minister administering the Act by which the office is established; or
- (d) in relation to any other prescribed authority—the Minister declared by the regulations to be the responsible Minister in respect of that authority—or another Minister acting for and on behalf of that Minister;

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

s. 5

"Tribunal" means Victorian Civil and Administrative Tribunal established by the **Victorian Civil and Administrative Tribunal Act 1998**.

S. 5(1) def. of "Tribunal" inserted by No. 10155 s. 67(1)(a), substituted by No. 52/1998 s. 311(Sch. 1 item 32.1).

- (2) An unincorporated body, being a board, council, committee, sub-committee or other body established by, or in accordance with the provisions of, an Act for the purpose of assisting, or performing functions connected with, a prescribed authority shall not be taken to be a prescribed authority for the purposes of this Act, but shall be deemed to be comprised within that prescribed authority.
- (3) A person shall not be taken to be a prescribed authority by virtue of his holding, or performing the duties of—
 - (a) a prescribed office;
 - (b) an office the duties of which he performs as duties of his employment as an officer of a department or as an officer of or under a prescribed authority;
 - (c) an office or member of a body; or
 - (d) an office established by an enactment for the purposes of a prescribed authority.
- (4) For the purposes of this Act, the Police Force of Victoria shall be deemed to be a prescribed authority.

Freedom of Information Act 1982
Act No. 9859/1982

Part I—Preliminary

s. 6

6. Act not to apply to courts etc.

For the purposes of this Act—

- (a) in relation to its or his judicial functions, a court or the holder of a judicial office or other office pertaining to a court in his capacity as the holder of that office, is not to be taken to be a prescribed authority or to be included in a department; and
- (b) in relation to those matters which relate to the judicial functions of the court, a registry or other office of a court, and the staff of such a registry or other office in their capacity as members of that staff, shall not be taken to be part of a department.

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 7

**PART II—PUBLICATION OF CERTAIN DOCUMENTS
AND INFORMATION**

**7. Publication of information concerning functions etc.
of agencies**

(1) The responsible Minister of an agency, other than a council, shall—

S. 7(1)
amended by
No. 58/1993
s. 17(1).

(a) cause to be published as soon as practicable after the commencement of this Part in a form approved by the Minister administering this Act¹—

S. 7(1)(a)
amended by
No. 58/1993
s. 5(1)(a)(b).

- (i) a statement setting out particulars of the organization and functions of the agency, indicating, as far as practicable, the decision-making powers and other powers affecting members of the public that are involved in those functions and particulars of any arrangement that exists for consultation with, or representation by, bodies and persons outside the government administration in relation to the formulation of policy in, or the administration of, the agency;
- (ii) a statement of the categories of documents that are maintained in the possession of the agency;
- (iii) a statement of the material that has been prepared by the agency under this Part for publication or for inspection by members of the public, and the places at which a person may inspect or obtain that material;

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 7

- (iv) a statement listing the literature available by way of subscription services or free mailing lists;
 - (v) a statement of the procedure to be followed by a person when a request for access to a document is made to the agency;
 - (vi) a statement designating by name the officer or officers responsible within each agency for the initial receipt of, and action upon, requests for access to a document;
 - (vii) a statement listing all boards, councils, committees and other bodies constituted by two or more persons, that are a part of, or that have been established for the purpose of advising, the agency, and whose meetings are open to the public, or the minutes of whose meetings are available for public inspection; and
 - (viii) if the agency maintains a library or reading room that is available for public use—a statement of that fact including details of the address and hours of opening of the library or reading room; and
- (b) during the year commencing on 1 January next following the publication, in respect of an agency, of the statements under paragraph (a) that are the statements first published under that paragraph, and during each succeeding year, cause to be published statements bringing up to date the information contained in the previous statements².

S. 7(1)(b)
substituted by
No. 58/1993
s. 5(2).

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 7

- | | |
|--|---|
| <p>(1A) Sub-section (1) applies to an agency that is a council as if the reference to the responsible Minister of an agency were a reference to the council.</p> | <p>S. 7(1A)
inserted by
No. 58/1993
s. 17(2).</p> |
| <p>(2) The approved forms under sub-section (1) shall be appropriate for the purposes of assisting members of the public to exercise effectively their rights under this Act³.</p> | <p>S. 7(2)
amended by
No. 58/1993
s. 5(3).</p> |
| <p>(3) Nothing in this section requires the publication of information that is of such a nature that its inclusion in a document of an agency would cause that document to be an exempt document.</p> | |
| <p>(4) The information to be published in accordance with this section by an agency, that is a department or prescribed agency, must be published by including it⁴—</p> <p style="margin-left: 20px;">(a) in the annual report of the agency to the responsible Minister of the agency; or</p> <p style="margin-left: 20px;">(b) if there is no such annual report—in the annual report of the department, or a department administered, or part of which is administered, by the responsible Minister of the agency.</p> | <p>S. 7(4)
substituted by
No. 58/1993
s. 5(4),
amended by
No. 58/1993
s. 17(3).</p> |
| <p>(4A) Sub-section (1) applies to an agency that becomes an agency on or after the commencement of section 5 of the Freedom of Information (Amendment) Act 1993 as if references in that sub-section to the commencement of this Part were references to the day on which that agency became an agency.</p> | <p>S. 7(4A)
inserted by
No. 58/1993
s. 5(4).</p> |
| <p>(4AA) The information to be published in accordance with this section by an agency that is a council must be published—</p> <p style="margin-left: 20px;">(a) by including it in the annual report of the council under the Local Government Act 1989; or</p> | <p>S. 7(4AA)
inserted by
No. 58/1993
s. 17(4).</p> |

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

- (b) separately, as soon as practicable after the commencement of section 17 of the **Freedom of Information (Amendment) Act 1993** and at intervals of not less than 12 months.
- (5) Subject to sub-section (6) of this section, section 15 shall not be read so as to require the responsible Minister of an agency to include in a statement of the categories of documents prepared under sub-section (1)(a)(ii) information relating to any document in the custody of the Public Record Office of Victoria.
- (6) The statement of the categories of documents that are maintained in the possession of the Public Record Office of Victoria prepared under sub-section (1)(a)(ii) by the Minister administering the **Public Records Act 1973** shall include a statement of the categories of all documents that are maintained in the custody of the Public Record Office of Victoria, including those documents to which section 15 applies.
- (7) The prescribed form of publication of the statement of the categories of documents prepared under sub-section (1)(a)(ii) may be such as to allow for categories of documents that are maintained in common by more than one agency to be listed in a single statement prepared under sub-section (1)(a)(ii) by the Minister administering the **Public Records Act 1973**.
- (8) For the purposes of this section, "statement of the categories of documents prepared under sub-section (1)(a)(ii)" includes statements prepared under sub-section (1)(b).

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 8

8. Certain documents to be available for inspection and purchase

- (1) This section applies, in respect of an agency, to documents that are provided by the agency for the use or guidance of, or are used or may be used by, the agency or its officers—
 - (a) in making decisions or recommendations, or in providing advice to persons outside the agency, with respect to rights, privileges or benefits, or to obligations, penalties or other detriments, to or for which persons are or may be entitled, eligible or subject, being—
 - (i) documents containing interpretations or particulars of Acts or schemes administered by the agency, not being particulars contained in another Act; or
 - (ii) manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the agency, or similar documents containing rules, policies, guidelines, practices or precedents; and
 - (b) in enforcing Acts or schemes administered by the agency where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the Acts or schemes.
- (2) The principal officer of an agency shall—
 - (a) as from a date as soon as practicable after the commencement of this Part—
 - (i) cause copies of all documents to which this section applies in respect of the agency to be made available for

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

inspection and for purchase by members of the public; and

- (ii) cause to be published in the prescribed form a statement (which may take the form of an index) specifying the documents that are, at the time of preparation of the statement, so available and the place or places where copies may be inspected and may be purchased; and
 - (b) within twelve months after the publication of the first statement under paragraph (a) and thereafter at intervals of twelve months, cause to be published in a prescribed form statements bringing up to date the information contained in the previous statement or statements.
- (3) This section does not require a document of the kind referred to in sub-section (1) containing exempt matter to be made available in accordance with sub-section (2), but, if such a document is not so made available, the principal officer of the agency shall, if practicable, cause to be prepared a corresponding document, altered only to the extent necessary to exclude the exempt matter, and cause the document so prepared to be dealt with in accordance with sub-section (2).
 - (4) A document from which exempt matter has been excluded in accordance with sub-section (3) shall indicate, to the extent practicable without exempt matter being disclosed, the nature of the matter excluded.
 - (5) Notwithstanding the opinion of the principal officer that a document of the kind referred to in sub-section (1) is an exempt document, if the fact of the existence of that document can be published in accordance with sub-section (2)(a)(ii) without

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 9

exempt matter being disclosed, the principal officer of the agency shall cause that fact to be published.

- (6) An agency that comes into existence after the commencement of this Part shall comply—
- (a) with the provisions of sub-section (2)(a) as soon as practicable after the day on which the agency comes into existence and not later than twelve months after that day; and
 - (b) with the provisions of sub-section (2)(b) as if the reference to "first publication" in that paragraph were a reference to first publication in compliance with this sub-section.

9. Unpublished documents not to prejudice public

Where under section 8 any agency is required to make available a document containing rule, policy, guideline or practice relating to a function of the agency and the agency fails—

- (a) to make the document available; or
- (b) to include the document in a statement required to be published under section 8—

before the time at which the person did or omitted to do any act or thing relevant to the performance of that function in relation to him (whether or not the time allowed for publication of a statement in respect of the document had expired) that person shall not be subject to any detriment by reason only of the application of that rule, policy, guideline or practice, where with knowledge of that rule, policy, guideline or practice he could have avoided the detriment lawfully.

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 10

10. Cabinet register

- (1) The Premier shall cause to be published on a continuing basis a register containing—
 - (a) details of the terms of all decisions made by the Cabinet after the date of commencement of this Act;
 - (b) the reference number assigned to each such decision; and
 - (c) the date on which the decision was made.
- (2) The information referred to in sub-section (1) shall be entered on the register at the discretion of the Premier.

11. Statement of certain documents in possession of agencies to be published

- (1) This section applies, in respect of an agency other than a council, to any document that is—
 - (a) a report, or a statement containing the advice or recommendations, of a prescribed body or organization established within the agency;
 - (b) a report, or a statement containing the advice or recommendations, of a body or organization established outside the agency by or under an Act, or by the Governor in Council or a Minister, for the purpose of submitting a report or reports, providing advice or making recommendations to the agency or to the responsible Minister of that agency;
 - (c) a report, or a statement containing the advice or recommendations, of an inter-departmental committee whose membership includes an officer of the agency;

S. 11(1)
amended by
No. 58/1993
s. 18(a).

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 11

-
- (d) a report, or a statement containing the advice or recommendations, of a committee established within the agency to submit a report, provide advice or make recommendations to the responsible Minister of that agency or to another officer of the agency who is not a member of the committee;
 - (e) a report (including a report concerning the results of studies, surveys or tests) prepared for the agency by a scientific or technical expert, whether employed within the agency or not, including a report expressing the opinion of such an expert on scientific or technical matters;
 - (f) a report prepared for the agency by a consultant who was paid for preparing the report;
 - (g) a report prepared within the agency and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed government policy, programme or project;
 - (h) a report on the performance or efficiency of the agency, or of an office, division or branch of the agency, whether the report is of a general nature or concerns a particular policy, programme or project administered by the agency;
 - (i) a report containing final plans or proposals for the re-organisation of the functions of the agency, the establishment of a new policy, programme or project to be administered by the agency, or the alteration of an existing policy, programme or project administered by the agency, whether or not the plans or
-

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 11

- proposals are subject to approval by an officer of the agency, another agency, the responsible Minister of the agency or the Cabinet;
- (j) a statement prepared within the agency and containing instructions submitted to the Parliamentary Counsel for the drafting of a Bill;
 - (k) a submission prepared within the agency (other than by the responsible Minister of the agency) for presentation to the Cabinet;
 - (l) a report of a test carried out within the agency on a product for the purpose of government equipment purchasing;
 - (m) an environmental impact statement prepared within the agency; and
 - (n) a valuation report prepared for the agency by a valuer, whether or not the valuer is an officer of the agency.
- (2) The principal officer of an agency shall—
- (a) cause to be published in the prescribed form as soon as practicable after the commencement of this Part a statement (which may take the form of an index) specifying the documents to which this section applies which have been created since the date of commencement of Part I of this Act and are in the possession of the agency;
 - (b) within twelve months after first publication of the statement required under paragraph (a) and thereafter at intervals of twelve months, cause to be published in a prescribed form statements bringing up to date the information contained in the previous statement or statements.

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 12

- (3) This section does not require a document of the kind referred to in sub-section (1) containing exempt matter to be referred to in a statement published in accordance with sub-section (2)(a), if the fact of the existence of the document cannot be referred to in the statement without exempt matter being disclosed.
- (4) An agency that comes into existence after the commencement of this Part shall comply—
 - (a) with the provisions of sub-section (2)(a) as soon as practicable after the day on which the agency comes into existence and not later than twelve months after that day; and
 - (b) with the provisions of sub-section (2)(b) as if the reference to "first publication" in that paragraph were a reference to first publication in compliance with this sub-section.

12. Notices to require specification of documents in statements

- (1) A person may serve upon the principal officer of an agency, other than a council a notice in writing stating that, in the opinion of the person, a statement published by the principal officer under sections 8(2)(a) or (b) or 11(2)(a) or (b) does not specify a document as described in section 8(1) or 11(1) that was required to be specified in the statement.
- (2) The principal officer shall—
 - (a) make a decision within 21 days of receiving a notice as to whether to specify in the next statement to be published under section 8(2)(b) or section 11(2)(b), as the case may be, the document referred to in the notice; and

S. 12(1)
amended by
No. 58/1993
s. 18(b).

Freedom of Information Act 1982
Act No. 9859/1982

Part II—Publication of Certain Documents and Information

s. 12

-
- (b) cause the person to be given notice in writing of his decision.
- (3) Where the decision is adverse to the person's claim, the notice shall—
- (a) state the findings on any material questions of fact, referring to the material on which those findings were based, and the reasons for the decision; and
 - (b) inform the person of—
 - (i) his right to apply for a review of the decision;
 - (ii) the authority to which the application for review should be made; and
 - (iii) the time within which the application for review must be made.
-

PART III—ACCESS TO DOCUMENTS

13. Right of access

Subject to this Act, every person has a legally enforceable right to obtain access in accordance with this Act to—

- (a) a document of an agency, other than an exempt document; or
- (b) an official document of a Minister, other than an exempt document.

14. Part not to apply to certain documents

- (1) A person is not entitled to obtain access under this Part to—
 - (a) a document which contains information that is open to public access, as part of a public register or otherwise, in accordance with another enactment, where that access is subject to a fee or other charge;
 - (b) a document which contains information that is available for purchase by the public in accordance with arrangements made by an agency; or
 - (c) a document that is available for public inspection in the Public Record Office of Victoria;
 - (d) a document which is stored for preservation or safe custody in the Public Record Office of Victoria being a document which is a duplicate of a document of an agency.
- (2) A document, other than a document of an agency, that has been placed in the custody of the State Library of Victoria or the Public Record Office of Victoria by a person (including a Minister or former Minister) shall be available to the public in

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 15

accordance with this Act, subject to any restrictions or conditions imposed by the person at the time the document was placed in the custody of the State Library or the Public Record Office, as the case may be.

- (3) Sub-section (2) shall apply to a document, other than a document of an agency, which was placed in the custody of the State Library of Victoria or the Public Record Office of Victoria before the date of commencement of this section as if that document had been so placed in the custody of the institution concerned after the date of commencement of this section.

15. Documents in the Public Record Office

- (1) For the purpose of this Act, a document, other than a document of the kind referred to in section 14(1)(c), that has been placed in the custody of the Public Record Office of Victoria by an agency shall be deemed to be in the possession of that agency or, if that agency no longer exists, the agency to the functions of which the document is most closely related.
- (2) Notwithstanding sub-section (1), records of a Royal Commission that are in the custody of the Public Record Office shall, for the purpose of this Act, be deemed to be in the possession of the department administered by the Attorney-General.
- (3) Section 9, section 10 and sections 23(a) and 23(c) of the **Public Records Act 1973** shall not be read so as to prevent a person from obtaining access to a document in the custody of the Public Record Office of Victoria to which that person may obtain access in accordance with this Act.

S. 15(2)
amended by
No. 38/1999
s. 6(a).

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 16

-
- (4) Nothing in this Act affects the provisions of access to documents by the Public Record Office in accordance with the **Public Records Act 1973**.
 - (5) Sub-section (1) shall apply to a document which was placed in the custody of the Public Record Office of Victoria before the date of commencement of this section as if the document had been so placed after the date of commencement of this section.
 - (6) For the purposes of this Act, a document that has been placed by an agency (including the Public Record Office) in a place of deposit appointed in accordance with section 14 of the **Public Records Act 1973** shall be deemed to be in the possession of that agency or, if that agency no longer exists, the agency to the functions of which the document is most closely related if that agency concerned is entitled to access to the document.
 - (7) Sub-section (6) shall apply to a document which was placed in a place of deposit before the commencement of this section as if the document had been so placed after the date of commencement of this section.

16. Access to documents apart from Act

- (1) Ministers and agencies shall administer this Act with a view to making the maximum amount of government information promptly and inexpensively available to the public.
- (2) Nothing in this Act is intended to prevent or discourage Ministers and agencies from publishing or giving access to documents (including exempt documents), otherwise than as required by this Act, where they can properly do so or are required by law to do so.

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 17

S. 17(2A)
inserted by
No. 58/1993
s. 6,
amended by
No. 10/2004
s. 15(Sch. 1
item 9).

S. 17(2B)
inserted by
No. 58/1993
s. 6.

17. Requests for access

- (1) A person who wishes to obtain access to a document of an agency or an official document of a Minister shall make a request in writing to the agency or Minister as the case requires for access to the document.
- (2) A request shall provide such information concerning the document as is reasonably necessary to enable a responsible officer of the agency, or the Minister, as the case may be, to identify the document.
- (2A) A request must be accompanied by a fee of 2 fee units.
- (2B) An application fee may be waived or reduced, whether or not the fee has been paid, if the payment of the fee would cause hardship to the applicant.
- (3) It is the duty of an agency or Minister, as the case may be, to assist a person who wishes to make a request, or has made a request that does not comply with this section or has not been directed to the appropriate agency or Minister, to make a request in a manner that complies with this section or to direct a request to the appropriate agency or Minister.
- (4) Where a request in writing is made to an agency or Minister for access to a document, the agency or Minister, as the case may be, shall not refuse to comply with the request on the ground that the request does not comply with sub-section (2), without first giving the applicant a reasonable opportunity of consultation with the agency with a

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 18

view to the making of a request in a form that does comply with that sub-section.

18. Transfer of requests

- (1) A request for access to a document may be made to any agency which has a copy of the document.
- (2) Where—
 - (a) a request is made to an agency for access to a document; and
 - (b)
 - (i) the document is not in the possession of that agency but is in the possession of another agency; or
 - (ii) the subject-matter of the document is more closely connected with the functions of another agency than with those of the agency to which the request is made—

the agency to which the request is made may promptly transfer the request to the other agency and inform the person making the request accordingly and, if it is necessary to do so in order to enable the other agency to deal with the request, send the document to the other agency.

- (3) Where a request is transferred to an agency in accordance with this section, it shall be deemed to be a request made to that agency and received at the time at which the transfer was made or fourteen days after the date of the original request, whichever is the shorter period.
- (4) Where a request is made to the Public Record Office of Victoria for access to a document of a kind referred to in section 15(1), the Public Record Office may promptly transfer the request to the agency deemed, by virtue of that sub-section, to be the agency in possession of the document.

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 19

- (5) In this section where appropriate "**agency**" includes a Minister.

19. Requests involving use of computers etc.

- (1) Where—

- (a) a request is duly made to an agency;
- (b) it appears from the request that the desire of the applicant is for information that is not available in discrete form in documents of the agency; and
- (c) the agency could produce a written document containing the information in discrete form by—
 - (i) the use of a computer or other equipment that is ordinarily available to the agency for retrieving or collating stored information; or
 - (ii) the making of a transcript from a sound recording held in the agency—

the agency shall deal with the request as if it were a request for access to a written document so produced and containing that information and, for that purpose, this Act applies as if the agency had such a document in its possession.

- (2) In this section where appropriate "**agency**" includes a Minister.

20. Access to documents to be given on request

- (1) Subject to this Act, where—

- (a) a request is duly made by a person to an agency or Minister for access to a document of the agency or an official document of the Minister; and

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 21

- (b) any charge that, under the regulations, is required to be paid before access is granted has been paid—

the person shall be given access to the document in accordance with this Act.

- (2) An agency or Minister is not required by this Act to give access to a document at a time when the document is an exempt document.

21. Time within which formal requests to be decided

An agency or Minister shall take all reasonable steps to enable an applicant to be notified of a decision on a request as soon as practicable but in any case not later than 45 days after the day on which the request is received by or on behalf of the agency or Minister.

22. Charges for access to documents

- (1) Any charge (not being an application fee) that is, in accordance with the regulations, required to be paid by an applicant before access to a document is given, shall be calculated by an agency in accordance with the following principles or, where those principles require, shall be waived—

S. 22(1)
amended by
No. 58/1993
s. 7(1).

- (a) a charge shall only cover the time that would be spent by the agency in conducting a routine search for the document to which access is requested, and shall not cover additional time, if any, spent by the agency in searching for a document that was lost or misplaced;
- (b) the charge in relation to time made under paragraph (a) shall be fixed on an hourly rate basis;

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 22

S. 22(1)(h)
substituted by
No. 58/1993
s. 7(2).

- (c) a charge may be made for the identifiable cost incurred in supervising the inspection by the applicant of the material to which access is granted;
- (d) a charge may be made for the reasonable costs incurred by an agency in supplying copies of documents, in making arrangements for viewing documents, in providing a written transcript of the words recorded or contained in documents, or in providing a written document in accordance with section 19;
- (e) a charge shall not be made for the time spent by an agency in examining a document to determine whether it contains exempt matter, or in deleting exempt matter from a document;
- (f) a charge shall not be made for producing for inspection a document referred to in sections 8(1) or 11(1), whether or not that document has been specified in a statement published in accordance with sections 8(2) or 11(2) respectively;
- (g) a charge shall be waived if the request is a routine request for access to a document;
- (h) a charge, other than a charge for the reasonable costs incurred by an agency in making copies of documents, in making a written transcript of the words recorded or contained in documents or in making a written document in accordance with section 19, shall not be made if—
 - (i) the applicant's intended use of the document is a use of general public interest or benefit; or

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 22

- (ii) the applicant is a member of the Legislative Council or of the Legislative Assembly of Victoria; or
 - (iii) the request is for access to a document containing information relating to the personal affairs of the applicant; and
 - (i) a charge under paragraph (d) shall be waived if the applicant is impecunious and the request is for access to a document containing information relating to the personal affairs of the applicant.
- * * * * *
- (1A) Without limiting any other power to make regulations conferred by this Act, a power conferred by this Act to make regulations for or in relation to the making of charges for access to documents may, in the case of a document referred to in section 23(1)(e)—
 - (a) prescribe different amounts according to the form in which access is given;
 - (b) prescribe amounts by reference to the usual fee of a person for a consultation of a comparable duration.
 - (2) Subject to sub-sections (3), (4) and (5), payment of a charge shall not be required before the time at which the agency has notified the applicant of the decision to grant access to a document.
 - (3) If in the opinion of an agency a charge may exceed \$25 or such greater amount as is prescribed by regulation the agency shall notify the applicant of its opinion and inquire whether the applicant wishes to proceed with the request.

S. 22(1)(i)
substituted by
No. 58/1993
s. 7(2).

S. 22(1)(j)
repealed by
No. 58/1993
s. 7(2).

S. 22(1A)
inserted by
No. 2/2001
s. 101(1)(b).

S. 22(2)
amended by
No. 58/1993
s. 7(3).

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 22

S. 22(4)
amended by
No. 58/1993
s. 7(4).

Victorian Legislation and Parliamentary Documents

- (4) In a notice given to an applicant under sub-section (3), an agency must inform the applicant that the applicant will be required to pay a deposit of a prescribed amount or at a prescribed rate on account of the charge.
- (5) Where an agency has required an applicant to pay a deposit on account of a charge, the applicant's request shall, for the purposes of section 21 be deemed to have been received by the agency on the day on which the applicant has paid the deposit.
- (6) Where an agency has required an applicant to pay a deposit on account of a charge, the agency shall, if requested to do so by the applicant, discuss with the applicant practicable alternatives for altering the request or reducing the anticipated charge, including reduction of the charge if the applicant shall waive, either conditionally or unconditionally, the need for compliance by the agency with the time limits specified in section 21.
- (7) A notice under sub-section (3) from an agency to an applicant shall—
 - (a) state the name and designation of the person who calculated the charge; and
 - (b) inform the applicant of—
 - (i) his right to apply for a review of the charge;
 - (ii) the authority to which the application for review should be made; and
 - (iii) the time within which the application for review must be made.

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 23

- (8) Subject to this section, the charges set by the regulations shall be uniform for all agencies and there shall be no variation of charges as between different applicants in respect of like services.
- (9) In this section where appropriate "**agency**" includes a Minister.

23. Forms of access

- (1) Access to a document may be given to a person in one or more of the following forms—
- (a) a reasonable opportunity to inspect the document;
 - (b) provision by the agency or Minister of a copy of the document;
 - (c) in the case of a document that is an article or thing from which sounds or visual images are capable of being reproduced, the making of arrangements for the person to hear or view those sounds or visual images; or
 - (d) in the case of a document by which words are recorded in a manner in which they are capable of being reproduced in the form of sound or in which words are contained in the form of shorthand writing or in codified form, provision by the agency or Minister of a written transcript of the words recorded or contained in the document; or
 - (e) in the case of a document containing health information relating to the person, by a way referred to in section 28(1), (2) or (3) of the **Health Records Act 2001** in the manner provided in section 29(1) of that Act.
- (2) Subject to this section and to sections 19 and 25, where the applicant has requested access in a particular form, access shall be given in that form.

S. 23(1)(d)
 amended by
 No. 2/2001
 s. 101(1)(c).

S. 23(1)(e)
 inserted by
 No. 2/2001
 s. 101(1)(c).

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 23

S. 23(3)(c)
amended by
No. 58/1993
s. 19(1).

S. 23(6)
amended by
No. 38/1999
s. 6(a).

- (3) If the form of access requested by the applicant—
- (a) would interfere unreasonably with the operations of the agency, or the performance by the Minister of his functions, as the case may be;
 - (b) would be detrimental to the preservation of the document or having regard to the physical nature of the document, would not be appropriate; or
 - (c) would involve an infringement of copyright subsisting in a person other than the State, or, in the case of an application to a council, other than the council—

access in that form may be refused and access given in another form.

- (4) If an applicant is given access to a document in a form that is different from the form of access requested by the applicant, the applicant shall not be required to pay a charge that is greater than the charge that would have been payable if access had been given in the form requested by the applicant.
- (5) Access under sub-section (1)(a) in respect of a document to which section 15(1) applies shall be given by affording the applicant a reasonable opportunity to inspect the document on the premises of the Public Record Office of Victoria.
- (6) In respect of a document which is more than twenty years old or which is in the custody of the Public Record Office of Victoria, the Keeper of Public Records may determine that the granting of access in any one or more but not all of the forms referred to in sub-section (1) would be detrimental to the preservation of the document or, having regard to the physical nature of the document, would not be appropriate.

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 24

- (7) Where the Keeper of Public Records has made a determination in accordance with sub-section (6), access shall not be granted in the form or forms specified in the determination but may be given in any of the remaining forms provided under sub-section (1).

24. Deferment of access

- (1) An agency which, or a Minister who, receives a request may defer the provision of access to the document concerned if the document has been prepared—

(a) for presentation to the Parliament;

(aa) for presentation to a council;

S. 24(1)(aa)
 inserted by
 No. 58/1993
 s. 19(2)(a).

(b) for release to the Press; or

(c) solely for inclusion, in the same or in an amended form, in a document to be prepared for a purpose specified in paragraph (a), (aa) or (b)—

S. 24(1)(c)
 amended by
 No. 58/1993
 s. 19(2)(b).

and the document is yet to be presented or released, or included in a document to be presented or released, as the case may be.

- (2) Where the provision of access to a document is deferred in accordance with sub-section (1), the agency or Minister shall, in informing the applicant of the reasons for the decision, indicate, as far as practicable, the period for which the deferment will operate.

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 24A

s. 24A
inserted by
No. 58/1993
s. 8.

Victorian Legislation and Parliamentary Documents

24A. Repeated requests

- (1) An agency or Minister dealing with a request under Part III for access to documents or under Part V for the correction or amendment of information may refuse to grant access to documents or to amend a record in accordance with the request, without having caused the processing of the request to have been undertaken or at any later time, if the agency or Minister is satisfied that—
 - (a) the request is made by, or on behalf of, a person who, on at least one previous occasion, has made a request to the agency or Minister, or to a predecessor of the agency or Minister, for access to the same documents or the same information; and
 - (b) the request was refused and the Tribunal, on reviewing the decision to refuse the request, confirmed the decision; and
 - (c) there are not reasonable grounds for making the request again.
- (2) An agency or Minister must give notice of a refusal under sub-section (1) and must inform the applicant of—
 - (a) the right to apply for review of the decision; and
 - (b) the authority to which the application for review should be made; and
 - (c) the time within which the application for review must be made.

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 25

25. Deletion of exempt matter

Where—

- (a) a decision is made not to grant a request for access to a document on the ground that it is an exempt document;
- (b) it is practicable for the agency or Minister to grant access to a copy of the document with such deletions as to make the copy not an exempt document; and
- (c) it appears from the request, or the applicant subsequently indicates, that the applicant would wish to have access to such a copy—

the agency or Minister shall grant access to such a copy of the document.

25A. Requests may be refused in certain cases

S. 25A
 inserted by
 No. 58/1993
 s. 9.

- (1) The agency or Minister dealing with a request may refuse to grant access to documents in accordance with the request, without having caused the processing of the request to have been undertaken, if the agency or Minister is satisfied that the work involved in processing the request—
 - (a) in the case of an agency—would substantially and unreasonably divert the resources of the agency from its other operations; or
 - (b) in the case of a Minister—would substantially and unreasonably interfere with the performance of the Minister's functions.
- (2) Subject to sub-section (3) but without limiting the matters to which the agency or Minister may have regard in deciding whether to refuse under sub-section (1) to grant access to the documents to which the request relates, the agency or Minister is to have regard to the resources that would have to be used—

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

-
- (a) in identifying, locating or collating the documents within the filing system of the agency, or the office of the Minister; or
 - (b) in deciding whether to grant, refuse or defer access to documents to which the request relates, or to grant access to edited copies of such documents, including resources that would have to be used—
 - (i) in examining the documents; or
 - (ii) in consulting with any person or body in relation to the request; or
 - (c) in making a copy, or an edited copy, of the documents; or
 - (d) in notifying any interim or final decision on the request.
- (3) The agency or Minister is not to have regard to any maximum amount, specified in regulations, payable as a charge for processing a request of that kind.
 - (4) In deciding whether to refuse, under sub-section (1), to grant access to documents, an agency or Minister must not have regard to—
 - (a) any reasons that the person who requests access gives for requesting access; or
 - (b) the agency's or Minister's belief as to what are his or her reasons for requesting access.
 - (5) An agency or Minister may refuse to grant access to the documents in accordance with the request without having identified any or all of the documents to which the request relates and without specifying, in respect of each document, the provision or provisions of this Act under which that document is claimed to be an exempt document if—
-

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 25A

-
- (a) it is apparent from the nature of the documents as described in the request that all of the documents to which the request is expressed to relate are exempt documents; and
- (b) either—
- (i) it is apparent from the nature of the documents as so described that no obligation would arise under section 25 in relation to any of those documents to grant access to an edited copy of the document; or
 - (ii) it is apparent, from the request or as a result of consultation by the agency or Minister with the person making the request, that the person would not wish to have access to an edited copy of the document.
- (6) An agency or Minister must not refuse to grant access to a document under sub-section (1) unless the agency or Minister has—
- (a) given the applicant a written notice—
 - (i) stating an intention to refuse access; and
 - (ii) identifying an officer of the agency or a member of staff of the Minister with whom the applicant may consult with a view to making the request in a form that would remove the ground for refusal; and
 - (b) given the applicant a reasonable opportunity so to consult; and
-

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 26

S. 25A(7)
amended by
No. 38/1999
s. 6(b).

(c) as far as is reasonably practicable, provided the applicant with any information that would assist the making of the request in such a form.

- (7) For the purposes of section 21, the period commencing on the day an applicant is given a notice under sub-section (6)(a) and ending on the day the applicant confirms or alters the request following the consultation referred to in sub-section (6) is to be disregarded in the computation of the 45 day period referred to in section 21.
- (8) If a complaint is made to the Ombudsman about a decision to refuse access to a document under this section, the Ombudsman must deal with the complaint within 28 days.
- (9) If the applicant is not satisfied with a decision of the Minister or the agency about which a complaint has been made to the Ombudsman, the applicant may, after the expiration of 28 days after making the complaint, apply to the Tribunal for review of the decision.
- (10) If an applicant applies to the Tribunal for review of a decision of the Minister or agency about which a complaint has been made to the Ombudsman, the Ombudsman must provide a written report to the Tribunal.

26. Decision to be made by authorized person

- (1) A decision in respect of a request made to an agency may be made, on behalf of the agency, by the responsible Minister or the principal officer of the agency or, by an officer of the agency acting within the scope of authority exercisable by him in accordance with arrangements approved by the responsible Minister or the principal officer of the agency.

S. 26(1)
amended by
No. 58/1993
s. 10(a)(b).

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 27

- (2) Where a request is made to an agency for a document, and no arrangements in respect of documents of that type have been made and published under the regulations, a decision on that request shall, for the purpose of enabling an application for review to be made to the Tribunal, be deemed to have been made by the principal officer of the agency.

S. 26(2)
amended by
No. 10155
s. 67(1)(b).

27. Reasons etc. to be given

- (1) Where, in relation to a request for access to a document of an agency or an official document of a Minister, a decision is made under this Part that the applicant is not entitled to access to the document in accordance with the request or that provision of access to the document be deferred or that no such document exists, the agency or Minister shall cause the applicant to be given notice in writing of the decision, and the notice shall⁵—
- (a) state the findings on any material questions of fact, referring to the material on which those findings were based, and the reasons for the decision;
 - (b) where the decision relates to an agency, state the name and designation of the person giving the decision⁶;
 - (c) where access is given to a document in accordance with section 25 state that the document is a copy of a document from which exempt matter has been deleted;
 - (d) inform the applicant of—
 - (i) his right to apply for a review of the decision;
 - (ii) the authority to which the application for review should be made; and

S. 27(1)
amended by
No. 84/1990
s. 3(a).

S. 27(1)(b)
amended by
No. 84/1990
s. 3(b).

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 27

S. 27(1)(d)(iii)
amended by
No. 2/2001
s. 101(1)(d)(i).

S. 27(1)(da)
inserted by
No. 2/2001
s. 101(1)(d)(ii).

S. 27(1)(db)
inserted by
No. 2/2001
s. 101(d)(ii).

(iii) the time within which the application for review must be made;

(da) where the decision relates to a refusal to grant access to a document containing health information on the ground referred to in section 36 of the **Health Records Act 2001**, inform the applicant of the time within which—

(i) a written notice may be given under section 38(1) of the **Health Records Act 2001** nominating a health service provider for the purposes of Division 3 of Part 5 of that Act;

(ii) an application for a review of the decision may be made under section 51(1) of this Act;

(iii) an application for conciliation may be made under section 51A(1) of this Act;

(db) where the decision relates to a refusal to grant access to a document containing health information on a ground other than the ground referred to in section 36 of the **Health Records Act 2001**, inform the applicant of the time within which—

(i) an application for a review of the decision may be made under section 51(1) of this Act;

(ii) if applicable, an application for conciliation may be made under section 51A(1) of this Act;

Freedom of Information Act 1982
Act No. 9859/1982

Part III—Access to Documents

s. 27

- (e) where the decision does not relate to a request for access to a document that if it existed would be, an exempt document under section 28, 29A or 31 but the decision is to the effect that the document does not exist or cannot, after a thorough and diligent search, be located, inform the applicant of his right to complain to the Ombudsman⁷.
- (2) In a notice under sub-section (1), an agency or Minister—
- (a) is not required to include any matter that is of such a nature that its inclusion in a document of an agency would cause that document to be an exempt document;
- (b) if the decision relates to a request for access to a document that is an exempt document under section 28, 29A or 31 or that, if it existed, would be an exempt document under section 28, 29A or 31, may state the decision in terms which neither confirm nor deny the existence of any document⁸.

S. 27(1)(e) amended by Nos 84/1990 s. 3(c), 58/1993 s. 11(a), 7/2003 s. 44(1).

S. 27(2)(b) substituted by No. 84/1990 s. 3(d), amended by Nos 58/1993 s. 11(b), 7/2003 s. 44(2).

* * * * *

Pt 3A (Heading and ss 27A–27G) inserted by No. 38/1999 s. 3, repealed by No. 57/1999 s. 4.

PART IV—EXEMPT DOCUMENTS

28. Cabinet documents

- (1) A document is an exempt document if it is—
 - (a) the official record of any deliberation or decision of the Cabinet;
 - (b) a document that has been prepared by a Minister or on his or her behalf or by an agency for the purpose of submission for consideration by the Cabinet;
 - (ba) a document prepared for the purpose of briefing a Minister in relation to issues to be considered by the Cabinet;
 - (c) a document that is a copy or draft of, or contains extracts from, a document referred to in paragraph (a), (b) or (ba); or
 - (d) a document the disclosure of which would involve the disclosure of any deliberation or decision of the Cabinet, other than a document by which a decision of the Cabinet was officially published.
- (2) Sub-section (1) shall cease to apply to a document brought into existence after the day of commencement of this section when a period of ten years has elapsed since the last day of the year in which the document came into existence.
- (3) Sub-section (1) does not apply to a document referred to in a paragraph of that sub-section to the extent that the document contains purely statistical, technical or scientific material unless the disclosure of the document would involve the disclosure of any deliberation or decision of the Cabinet.

S. 28(1)(b)
substituted by
Nos 58/1993
s. 12(1),
57/1999 s. 5.

S. 28(1)(ba)
inserted by
No. 58/1993
s. 12(1).

S. 28(1)(c)
substituted by
No. 58/1993
s. 12(1).

S. 28(3)
substituted by
No. 58/1993
s. 12(2).

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 29

-
- | | |
|---|--|
| <p>(4) For the purposes of this Act, a certificate signed by the Secretary to the Department of Premier and Cabinet certifying that a document as described in a request would, if it existed, be one of a kind referred to in a specified paragraph of sub-section (1), establishes that, if such a document exists, it is an exempt document.</p> | <p>S. 28(4)
substituted by
No. 58/1993
s. 12(2).</p> |
| <p>(5) The Ombudsman may not conduct an investigation in respect of a certificate under sub-section (4) or a question whether a document is of a kind referred to in sub-section (1) or a decision to sign such a certificate.</p> | <p>S. 28(5)
substituted by
No. 58/1993
s. 12(2).</p> |
| <p>(6) Nothing in Part V applies to a document to which a certificate under sub-section (4) applies.</p> | <p>S. 28(6)
inserted by
No. 58/1993
s. 12(2).</p> |
| <p>(7) In this section—</p> <p style="margin-left: 20px;">(a) "Cabinet" includes a committee or sub-committee of Cabinet;</p> <p style="margin-left: 20px;">(b) a reference to a document includes a reference to a document whether created before or after the commencement of section 12 of the Freedom of Information (Amendment) Act 1993.</p> | <p>S. 28(7)
inserted by
No. 58/1993
s. 12(2).</p> |

29. Documents containing matter communicated by any other State

A document is an exempt document if disclosure under this Act would be contrary to the public interest and disclosure—

- (a) would prejudice relations between the State and the Commonwealth or any other State or Territory; or

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 29A

S. 29A
inserted by
No. 7/2003
s. 42.

- (b) would divulge any information or matter communicated in confidence by or on behalf of the government of another country or of the Commonwealth or of any other State or Territory to the government of the State or Territory or a person receiving a communication on behalf of that government.

29A. Documents affecting national security, defence or international relations

- (1) A document is an exempt document if disclosure of the document under this Act would, or could reasonably be expected to, cause damage to—
- (a) the security of the Commonwealth or any State or Territory; or
 - (b) the defence of the Commonwealth; or
 - (c) the international relations of the Commonwealth.
- (2) For the purposes of this Act, a certificate signed by a Department Head or the Chief Commissioner of Police, certifying that a document as described in a request would, if it existed, be one of a kind referred to in a specified paragraph of sub-section (1), establishes that, if such a document exists, it is an exempt document.
- (3) The Ombudsman may not conduct an investigation in respect of a certificate under sub-section (2) or a question whether a document is of a kind referred to in sub-section (1) or a decision to sign such a certificate.
- (4) In this section a reference to a document includes a reference to a document whether created before or after the commencement of section 42 of the **Terrorism (Community Protection) Act 2003**.

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 30

30. Internal working documents

- (1) Subject to this section, a document is an exempt document if it is a document the disclosure of which under this Act—
 - (a) would disclose matter in the nature of opinion, advice or recommendation prepared by an officer or Minister, or consultation or deliberation that has taken place between officers, Ministers, or an officer and a Minister, in the course of, or for the purpose of, the deliberative processes involved in the functions of an agency or Minister or of the government; and
 - (b) would be contrary to the public interest.
- (1A) Sub-section (1) applies in relation to a council as if for "Minister" there were substituted "member of the council".
- (2) In the case of a document of the kind referred to in section 8(1), the matter referred to in sub-section (1)(a) of this section does not include matter that is provided for the use or guidance of, or is used or may be used for, the purpose of making decisions or recommendations, or enforcing enactments or schemes, referred to in section 8(1).
- (3) This section does not apply to a document by reason only of purely factual material contained in the document.
- (4) This section does not apply to the record of a final decision, order or ruling given in the exercise of an adjudicative function, and any reason which explains that decision, order or ruling.

S. 30(1A)
 inserted by
 No. 58/1993
 s. 20.

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

- (5) Where a decision is made under Part III that an applicant is not entitled to access to a document by reason of the application of this section, the notice under section 27 shall state the public interest considerations on which the decision is based.
- (6) Sub-section (1) shall cease to apply to a document brought into existence after the day of commencement of this section when a period of ten years has elapsed since the last day of the year in which the document came into existence.

31. Law enforcement documents

- (1) Subject to this section, a document is an exempt document if its disclosure under this Act would, or would be reasonably likely to—
 - (a) prejudice the investigation of a breach or possible breach of the law or prejudice the enforcement or proper administration of the law in a particular instance;
 - (b) prejudice the fair trial of a person or the impartial adjudication of a particular case;
 - (c) disclose, or enable a person to ascertain, the identity of a confidential source of information in relation to the enforcement or administration of the law;
 - (d) disclose methods or procedures for preventing, detecting, investigating, or dealing with matters arising out of, breaches or evasions of the law the disclosure of which would, or would be reasonably likely to, prejudice the effectiveness of those methods or procedures; or
 - (e) endanger the lives or physical safety of persons engaged in or in connection with law enforcement or persons who have provided

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 31

-
- confidential information in relation to the enforcement or administration of the law.
- (2) This section does not apply to any document that is—
- (a) a document revealing that the scope of a law enforcement investigation has exceeded the limits imposed by law;
 - (b) a document revealing the use of illegal methods or procedures for preventing, detecting, investigating, or dealing with matters arising out of, breaches or evasions of the law;
 - (c) a document containing any general outline of the structure of any programme adopted by an agency for investigating breaches of, or enforcing or administering, the law;
 - (d) a report on the degree of success achieved in any programme adopted by an agency for investigating breaches of, or enforcing or administering, the law;
 - (e) a report prepared in the course of routine law enforcement inspections or investigations by an agency which has the function of enforcing and regulating compliance with a particular law other than the criminal law;
 - (f) a report on a law enforcement investigation, where the substance of the report has been disclosed to the person who, or the body which, was the subject of the investigation—
- if it is in the public interest that access to the document should be granted under this Act.
- (3) Notwithstanding anything to the contrary in this section, a document is an exempt document if it is a document created by the Bureau of Criminal Intelligence.
-

32. Documents affecting legal proceedings

- (1) A document is an exempt document if it is of such a nature that it would be privileged from production in legal proceedings on the ground of legal professional privilege.
- (2) A document of the kind referred to in section 8(1) is not an exempt document by virtue of sub-section (1) of this section by reason only of the inclusion in the document of a matter that is used or to be used for the purpose of the making of decisions or recommendations referred to in section 8(1).

33. Document affecting personal privacy

- (1) A document is an exempt document if its disclosure under this Act would involve the unreasonable disclosure of information relating to the personal affairs of any person (including a deceased person).
- (2) Subject to sub-section (4), the provisions of sub-section (1) do not have effect in relation to a request by a person for access to a document by reason only of the inclusion in the document of matter relating to that person.
- (2A) An agency or Minister, in deciding whether the disclosure of a document under this Act would involve the unreasonable disclosure of information relating to the personal affairs of any person, must take into account, in addition to any other matters, whether the disclosure of the information would, or would be reasonably likely to, endanger the life or physical safety of any person.
- (3) Where a request by a person other than a person referred to in sub-section (2) is made to an agency or Minister for access to a document containing information relating to the personal affairs of any

S. 33(2A)
inserted by
No. 57/1999
s. 6(1).

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 33

person (including a deceased person) and the agency or Minister decides to grant access to the document, the agency or Minister (as the case may be) shall if practicable notify the person who is the subject of that information (or in the case of a deceased person, that person's next-of-kin) of the decision and of the right of appeal against the decision provided by section 50(2)(e) to the person or, in the case of a deceased person, to the person's next-of-kin.

(4) If—

- (a) a request is made to an agency or Minister for access to a document of the agency, or an official document of the Minister, that contains health information concerning the person making the request; and
- (b) the principal officer or the Minister, as the case may be, believes on reasonable grounds that the provision of the health information would pose a serious threat to the life or health of the person—

the principal officer or Minister must not give access to the document so far as it contains that information and—

- (c) the procedure set out in Division 3 of Part 5 of the **Health Records Act 2001** applies as if the refusal of access were a refusal under section 26 of that Act; and
 - (d) the document is an exempt document.
- (5) Where but for this sub-section the principal officer of an agency to which the provisions of sub-section (4) may apply would not be a registered medical practitioner within the meaning of the **Medical Practice Act 1994**, the agency shall appoint a registered medical practitioner within the meaning of the **Medical Practice Act 1994** to

S. 33(4)
 amended by
 No. 23/1994
 s. 118(Sch. 1
 item 22.1),
 substituted by
 No. 2/2001
 s. 101(2).

S. 33(5)
 amended by
 Nos 10087
 s. 3(1)(Sch. 1
 item 91),
 23/1994
 s. 118(Sch. 1
 item 22.2).

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 33

S. 33(7)
amended by
No. 10150
s. 3(1).

S. 33(8)
inserted by
No. 10163
s. 34 (as
amended by
No. 86/1987
s. 4(6)),
amended by
No. 10262 s. 4,
substituted by
No. 38/1999
s. 4(1).

S. 33(9)
inserted by
No. 38/1999
s. 4(2),
substituted by
No. 57/1999
s. 6(2).

be the principal officer of the agency for the purposes of sub-section (4).

- (6) Nothing in this Act shall be taken to require an agency or Minister to give information as to the existence or non-existence of a document of a kind referred to in sub-section (1) where information as to the existence or non-existence of that document, if included in a document of an agency, would cause the last-mentioned document to be an exempt document by virtue of this section.
- (7) Nothing in this section shall be construed so as to affect the procedures for access to adoption records contained in the **Adoption Act 1984**.
- (8) Nothing in this section shall be construed so as to affect the procedures for access to information kept in a register maintained under Division 1 of Part 7 of the **Infertility Treatment Act 1995**.
- (9) In this section—
"information relating to the personal affairs of any person" includes information—
- (a) that identifies any person or discloses their address or location; or
 - (b) from which any person's identity, address or location can reasonably be determined.

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 34

34. Documents relating to trade secrets etc.

- (1) A document is an exempt document if its disclosure under this Act would disclose information acquired by an agency or a Minister from a business, commercial or financial undertaking and the information relates to—
- (a) trade secrets; or
 - (b) other matters of a business, commercial or financial nature and the disclosure of the information would be likely to expose the undertaking unreasonably to disadvantage.
- (2) In deciding whether disclosure of information would expose an undertaking unreasonably to disadvantage, for the purposes of paragraph (b) of sub-section (1), an agency or Minister may take account of any of the following considerations—
- (a) whether the information is generally available to competitors of the undertaking;
 - (b) whether the information would be exempt matter if it were generated by an agency or a Minister;
 - (c) whether the information could be disclosed without causing substantial harm to the competitive position of the undertaking; and
 - (d) whether there are any considerations in the public interest in favour of disclosure which outweigh considerations of competitive disadvantage to the undertaking, for instance, the public interest in evaluating aspects of government regulation of corporate practices or environmental controls—
- and of any other consideration or considerations which in the opinion of the agency or Minister is or are relevant.

S. 34(1)
 substituted by
 No. 57/1999
 s. 7(1).

S. 34(2)
 amended by
 No. 57/1999
 s. 7(2).

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 34

S. 34(3)
amended by
No. 57/1999
s. 7(3).

(3) Prior to making a determination under sub-section (1) as to whether the disclosure of information would expose an undertaking unreasonably to disadvantage an agency or Minister shall notify the undertaking which has supplied the relevant document or documents that the agency or Minister has received a request for access to the document and shall—

- (a) seek the undertaking's view as to whether disclosure should occur; and
- (b) notify the undertaking where the agency after consultation has decided to disclose the document and in such a case notify the undertaking of the right to make an application for review of the decision provided by section 50(2)(e).

S. 34(3)(b)
amended by
No. 10155
s. 67(1)(c).

(4) A document is an exempt document if—

- (a) it contains—
 - (i) a trade secret of an agency; or
 - (ii) in the case of an agency engaged in trade or commerce—information of a business, commercial or financial nature—

that would if disclosed under this Act be likely to expose the agency unreasonably to disadvantage;

- (b) it contains the results of scientific or technical research undertaken by an officer of an agency, and—
 - (i) the research could lead to a patentable invention;
 - (ii) the disclosure of the results of an incomplete state under this Act would be reasonably likely to expose a business, commercial or financial

S. 34(4)(a)
amended by
No. 57/1999
s. 7(4).

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 35

undertaking unreasonably to disadvantage; or

(iii) the disclosure of the results before the completion of the research would be reasonably likely to expose the agency or the officer of the agency unreasonably to disadvantage; or

(c) it is an examination paper, a paper submitted by a student in the course of an examination, an examiner's report or similar document and the use or uses for which the document was prepared have not been completed.

35. Documents containing material obtained in confidence

- (1) A document is an exempt document if its disclosure under this Act would divulge any information or matter communicated in confidence by or on behalf of a person or a government to an agency or a Minister, and—
- (a) the information would be exempt matter if it were generated by an agency or a Minister; or
 - (b) the disclosure of the information under this Act would be contrary to the public interest by reason that the disclosure would be reasonably likely to impair the ability of an agency or a Minister to obtain similar information in the future.
- (2) This section does not apply to information—
- (a) acquired by an agency or a Minister from a business, commercial or financial undertaking; and
 - (b) that relates to trade secrets or other matters of a business, commercial or financial nature.

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 36

S. 36
amended by
No. 58/1993
s. 21(1)(a).

S. 36(1)(a)
amended by
No. 58/1993
s. 21(1)(b).

S. 36(1)(b)
amended by
No. 58/1993
s. 21(1)(c).

S. 36(2)
inserted by
No. 58/1993
s. 21(2).

Victorian Legislation and Parliamentary Documents

36. Disclosure contrary to public interest

(1) A document is an exempt document if—

- (a) in the case of documents of a department or prescribed authority its premature disclosure under this Act would be contrary to the public interest by reason that the disclosure would be reasonably likely to have a substantial adverse effect on the economy of Victoria, including but not limited to, revealing consideration of a contemplated movement in bank interest rates or in sales tax, the imposition of credit controls, the sale or acquisition of land or property by the Crown, urban re-zoning, the formulation of land use and planning controls and the formulation of State imposts; or
- (b) in the case of documents of a department or prescribed authority its disclosure under this Act would be contrary to the public interest by reason that it would disclose instructions issued to, or provided for the use or guidance of, officers of an agency on the procedures to be followed or the criteria to be applied in negotiation, including financial, commercial and labour negotiation, in the execution of contracts, in the defence, prosecution and settlement of cases, and in similar activities relating to the financial property or personnel management and assessment interests of the Crown or of an agency.

(2) A document is an exempt document if—

- (a) in the case of a document of a council, its premature disclosure under this Act would be contrary to the public interest by reason that the disclosure would be reasonably

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 37

likely to have a substantial adverse effect on the economy of the municipal district, including but not limited to, revealing consideration of a contemplated movement in rates, fees, charges, interest charges or other levies, the sale or acquisition of land or property by the council, urban re-zoning, the formulation of land use and planning controls and the formation of imposts; or

- (b) in the case of a document of a council, its disclosure under this Act would be contrary to the public interest by reason that it would disclose instructions issued to, or provided for the use of guidance of, officers of a council on the procedures to be followed or the criteria to be applied in negotiation, including financial, commercial and labour negotiation, in the execution of contracts, in the defence, prosecution and settlement of cases, and in similar activities relating to the financial property or personnel management and assessment interests of the council.

37. Certain documents arising out of companies and securities legislation

- (1) A document is an exempt document if it is, or is a copy of or of a part of, or contains an extract from—
- (a) a document for the purposes of the Ministerial Council for Companies and Securities prepared by, or received by an agency or Minister from the Commonwealth, another State or an authority of the Commonwealth or another State;

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 38

S. 37(1)(c)
amended by
No. 44/2001
s. 3(Sch.
item 50).

- (b) a document the disclosure of which would disclose the deliberations or decisions of the Ministerial Council for Companies and Securities, other than a document by which a decision of that council was officially published; or
- (c) a document furnished to the National Companies and Securities Commission or the Australian Securities and Investments Commission by the Commonwealth or another State or an authority of the Commonwealth or another State and relating solely to the functions of the Commission in relation to the law of the Commonwealth or another State or the laws of two or more States.

- (2) This section has effect as if the Northern Territory were a State.

38. Documents to which secrecy provisions of enactments apply

A document is an exempt document if there is in force an enactment applying specifically to information of a kind contained in the document and prohibiting persons referred to in the enactment from disclosing information of that kind, whether the prohibition is absolute or is subject to exceptions or qualifications.

S. 38A
inserted by
No. 58/1993
s. 22.

38A. Council documents

- (1) A document is an exempt document if it is—
 - (a) the official record of any deliberation or decision of a closed meeting or part of a closed meeting other than the official record under section 89(3) of the **Local Government Act 1989** in the minutes of a meeting of the reason for closing a meeting to the public);

Freedom of Information Act 1982
Act No. 9859/1982

Part IV—Exempt Documents

s. 38A

-
- (b) a document which, in the opinion of the principal officer of a council, has been prepared for, or will be used for, consideration of any matter by the council at a meeting, that in the opinion of the principal officer, is likely to be a closed meeting of the council;
- (c) a document that is a copy of, or of a part of, or contains an extract from, a document referred to in paragraph (a) or (b);
- (d) a document the disclosure of which would involve the disclosure of any deliberation or decision of a closed meeting (other than the official record under section 89(3) of the **Local Government Act 1989** in the minutes of a meeting of the reason for closing a meeting to the public) or of a meeting that is likely to be a closed meeting;
- (e) a document that is ancillary to, associated with or accompanying a document referred to in paragraph (a), (b), (c) or (d).
- (2) Sub-section (1) does not apply to a document by reason of the fact that it was submitted to a closed meeting of a council for its consideration or is proposed to be so submitted if it was not brought into existence for the purpose of submission for consideration by a closed meeting.
-

Freedom of Information Act 1982
Act No. 9859/1982

Part V—Amendment of Personal Records

PART V—AMENDMENT OF PERSONAL RECORDS

39. Person may request amendment of record

Where a document containing information relating to the personal affairs of a person (including a deceased person) is released to the person who is the subject of that information (or in the case of a deceased person, that person's next-of-kin) that person shall be entitled to request the correction or amendment of any part of that information where it is inaccurate, incomplete, out of date, or where it would give a misleading impression.

40. Form of request for amendment of record

A request under section 39—

- (a) shall be in writing;
- (b) shall specify an address to which a notice under section 43 may be sent to the person making the request; and
- (c) shall give particulars of the matters in respect of which the claimant believes the record of information kept by the agency or Minister is incomplete, incorrect, out of date or misleading and shall specify the amendments that the claimant wishes to be made.

41. Agency or Minister may amend record

Where an agency to which or Minister to whom a request is made under section 39 decides to amend the record of information to which the request relates, the agency or Minister may, in its or his discretion, make the amendment either by altering the record or by adding an appropriate notation to the record.

Freedom of Information Act 1982
Act No. 9859/1982

Part V—Amendment of Personal Records

s. 42

42. Notation on record

Where an agency or Minister amends a record by adding a notation to the record, the notation shall—

- (a) specify the respects in which the information is incomplete, incorrect, out of date or misleading; and
- (b) in a case where the information is claimed to be out of date—set out such information as is required to bring the information up to date.

43. Time within which agency or Minister must notify claimant

Where a request is made to an agency or Minister under section 39, the agency or Minister shall take all reasonable steps to enable the claimant to be notified of a decision on the request as soon as practicable but in any case not later than 30 days after the day on which the request is received by or on behalf of the agency or Minister.

44. When section 26 to apply

Section 26 applies in relation to a decision in respect of a request made under section 39.

45. When section 27 to apply

Section 27 applies in relation to a decision made under this Part refusing to amend a record in like manner as it applies in relation to a decision made under Part III refusing to grant access to a document in accordance with a request made in accordance with section 17 and the reference in section 51 to section 27 shall be read so as to include a reference to this section.

Freedom of Information Act 1982
Act No. 9859/1982

Part V—Amendment of Personal Records

s. 46

46. Where request refused

Where—

- (a) an agency or Minister refuses to amend a record pursuant to a request under section 39;
- (b) the person who made the request applies to the Tribunal for a review of the decision; and
- (c) the Tribunal affirms the decision—

the person who made the request may, by notice in writing, require the agency or Minister to add to the record a notation—

- (d) specifying the respects in which the information is claimed by him to be incomplete, incorrect, out of date or misleading; and
- (e) in a case where the information is claimed by him to be out of date—setting out such information as is claimed to be required to bring up to date or complete the information.

47. Notice to be added to the record

Where a notice is given to an agency or Minister under section 46—

- (a) the agency or Minister shall ensure that a notation as required by the notice is added to the record; and
- (b) if any information in the part of the record to which the notation relates is disclosed to a person (including another agency or Minister) by the agency or Minister, the agency or Minister shall ensure that there is also furnished to that person, with the

S. 46(b)
 amended by
 No. 10155
 s. 67(1)(d)(i).

S. 46(c)
 amended by
 No. 10155
 s. 67(1)(d)(ii).

Freedom of Information Act 1982
Act No. 9859/1982

Part V—Amendment of Personal Records

s. 48

document containing the information, a statement—

- (i) stating that the person to whom the information relates claims that the information is incomplete, incorrect, out of date or misleading, as the case may be; and
- (ii) giving particulars of the notation—

and may, if the agency or Minister considers it appropriate to do so, include in the statement the reasons of the agency or Minister for not amending the part of the record from which the information is taken.

48. Notice may be given to persons who received the information prior to commencement of section

Nothing in this Part is intended to prevent or discourage agencies or Ministers from giving particulars of a notation added to a record in accordance with section 47(a) to a person (including any agency or Minister) to whom information contained in the record to which the notation relates was furnished before the commencement of this section.

49. How corrections or amendments are made

Where a request for correction or amendment under section 39 has been acceded to by an agency, the correction or amendment may take the form of a notation of the original document but no correction or amendment shall be made which has the effect of deleting or expunging the information which has been corrected or amended or of destroying the document except with the concurrence of the Keeper of Public Records.

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 50

PART VI—REVIEW OF DECISIONS

50. Applications for review

S. 50(1)
repealed by
No. 10155
s. 67(1)(e)(i).

* * * * *

S. 50(2)
amended by
Nos 10155
s. 67(1)(e)(ii),
2/2001
s. 101(1)(e).

(2) Subject to sections 51 and 51A, an applicant may apply to the Tribunal for review of—

- (a) a decision refusing to grant access to a document in accordance with a request;
- (b) a decision deferring the provision of access to a document;
- (c) a decision as to the amount of a charge that is required to be paid before access to a document is granted, whether or not the charge has already been paid by the applicant, provided that the Ombudsman has certified that the matter is one of sufficient importance for the Tribunal to consider;
- (d) a decision under section 12(2)(a) not to specify a document in a statement; or
- (e) a decision to disclose a document under section 33(3), or to disclose a document contrary to the applicant's view as obtained under section 34(3), or not to amend a record pursuant to a request under section 39.

S. 50(2)(c)
amended by
No. 10155
s. 67(1)(e)
(iii)(iv).

* * * * *

S. 50(3)
repealed by
No. 10155
s. 67(1)(e)(v).

S. 50(4)
amended by
Nos 10155
s. 67(1)(e)
(vi)(vii), 7/2003
s. 44(3).

(4) On the hearing of an application for review the Tribunal shall have, in addition to any other power, the same powers as an agency or a Minister in respect of a request, including power

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 51

to decide that access should be granted to an exempt document (not being a document referred to in section 28, section 29A, section 31(3), or in section 33) where the Tribunal is of opinion that the public interest requires that access to the document should be granted under this Act.

- (5) Where a certificate has been given in respect of a document under section 28(4), the powers of the Tribunal do not extend to reviewing the decision to give the certificate and shall be limited to determining whether a document has been properly classified as an exempt document within the meaning of section 28.

S. 50(5)
 amended by
 No. 10155
 s. 67(1)(e)(vii).

- (5A) Where a certificate has been given in respect of a document under section 29A(2), the powers of the Tribunal do not extend to reviewing the decision to give the certificate and shall be limited to determining the question whether there exist reasonable grounds for the claim that the document is an exempt document under section 29A.

S. 50(5A)
 inserted by
 No. 7/2003
 s. 44(4).

- (6) The Tribunal may refuse to review a decision of an agency or Minister to refuse the request of a person for access to a document if the Tribunal is satisfied that it has previously reviewed a decision of the agency or Minister to refuse access to the same document or the same information.

S. 50(6)
 inserted by
 No. 58/1993
 s. 13.

51. Internal review

- (1) Where a decision has been made, in relation to a request to an agency, otherwise than by the responsible Minister or principal officer of the agency (not being a decision on a review under this section), the applicant may, within 28 days (or, in the case of a decision refusing to grant access to a document containing health information on the ground referred to in section 36 of the **Health Records Act 2001**,

S. 51(1)
 amended by
 No. 2/2001
 s. 101(1)(f).

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 51

S. 51(2)
amended by
Nos 10155
s. 67(1)(f),
2/2001
s. 101(1)(g).

S. 51(4)
amended by
No. 10155
s. 67(1)(f).

within 70 days) after the day on which notice of the decision was given to the applicant in accordance with section 27, apply to the principal officer of the agency for a review of the decision.

- (2) Subject to section 51A, a person is not entitled to apply to the Tribunal for review of a decision in relation to which sub-section (1) applies unless—
 - (a) he has made an application under sub-section (1) in relation to the decision; and
 - (b) he has been informed of the result of the review or a period of fourteen days has elapsed since the day on which he made that application.
- (3) Where an application for a review of a decision is made to the principal officer in accordance with sub-section (1), the principal officer shall forthwith arrange for himself or a person (not being the person who made the decision) authorized by him to conduct such reviews to review the decision and to make a fresh decision on the original application.
- (4) Notwithstanding sub-section (2), a person is not entitled to apply to the Tribunal for review of a decision in relation to which sub-section (1) applies where he has made or caused to be made an application for review of a decision to the Visitor of a University unless the Visitor has declined to conduct such review or a period of 30 days has elapsed since the day on which that application for review was made.

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 51A

51A. Conciliation by Health Services Commissioner

S. 51A
inserted by
No. 2/2001
s. 102.

- (1) Subject to sub-section (2), if a decision referred to in section 50(2) has been made in relation to a document containing health information relating to the applicant, the applicant, instead of making an application under section 51(1) in relation to the decision, may apply to the Health Services Commissioner for conciliation under Division 3 of Part 6 of the **Health Records Act 2001** and that Division (except section 63) applies to the conciliation as if it were a conciliation of a complaint made under that Act.
- (2) Sub-section (1) does not apply to an exempt document (other than an exempt document referred to in section 32, 33 or 38).
- (3) An application under sub-section (1) must be made within—
 - (a) in the case of a decision referred to in section 27(1)(da), 70 days; or
 - (b) in any other case, 28 days—

after the day on which notice in writing of the decision is given to the applicant in accordance with section 27.
- (4) If the Health Services Commissioner has attempted unsuccessfully to conciliate a request, he or she must give notice in writing to the applicant and the principal officer of the agency or the Minister to whom the request was made.

52. Time for applying for review

An application to the Tribunal under section 50(2) shall be made within 60 days from the day on which notice in writing of a decision on request or a review under section 51 or notice under section 51A(4) is furnished to the applicant.

S. 52
amended by
Nos 10155
s. 67(1)(g),
52/1998
s. 311(Sch. 1
item 32.2),
2/2001
s. 101(1)(h).

S. 53(1)
amended by
No. 10155
s. 67(1)(h)(i)(ii).

53. Reviews where decisions delayed

- (1) Subject to this section, where—
- (a) a request has been made to an agency or Minister;
 - (b) the time period provided in section 21 or section 43 as the case may be has elapsed; and
 - (c) notice of a decision on the request has not been received by the applicant—

the principal officer of the agency or the Minister shall, for the purpose of enabling an application to be made to the Tribunal under section 50, be deemed to have made, on the last day of the relevant time period, a decision refusing to grant access to the document.

- (2) Where a complaint is made to the Ombudsman under the **Ombudsman Act 1973** concerning failure to make and notify to the applicant a decision on a request (whether the complaint was made before or after the expiration of the period referred to in sub-section (1)), an application to the Tribunal under section 50 of this Act by virtue of this section shall not be made before the Ombudsman has informed the applicant of the result of the complaint in accordance with section 24 of the **Ombudsman Act 1973**.
- (3) Where such a complaint is made before the expiration of the period referred to in sub-section (1), the Ombudsman after having investigated the complaint, may, if he is of the opinion that there has been unreasonable delay by an agency in connexion with the request, grant to the applicant a certificate certifying that he is of that opinion, and, if the Ombudsman does so, the principal officer of the agency or the Minister, as the case requires, shall, for the purposes of enabling

S. 53(2)
amended by
No. 10155
s. 67(1)(h)(i).

S. 53(3)
amended by
No. 10155
s. 67(1)(h)(i).

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 53

application to be made to the Tribunal under section 50, be deemed to have made, on the date on which the certificate is granted, a decision refusing to grant access to the document.

- (4) The time allowed for application by section 52 shall be suspended from the date on which a complaint is made to the Ombudsman until the date on which the Ombudsman informs the applicant of the outcome of his complaint. **S. 53(4) amended by No. 10155 s. 67(1)(h)(ii).**
- (5) Where, after an application has been made to the Tribunal by virtue of this section but before the Tribunal has finally heard the application, a decision, other than a decision to grant, without deferment, access to the document in accordance with the request, is given, the Tribunal may, at the request of the applicant, treat the application as extending to an application for review of that decision in accordance with this Part. **S. 53(5) amended by No. 10155 s. 67(1)(h)(i)–(iii).**
- (6) Before further hearing an application made by virtue of this section, the Tribunal, may on the application of the agency or Minister concerned, make an order allowing further time to the agency or Minister to deal with the request. **S. 53(6) amended by No. 10155 s. 67(1)(h)(i)(ii).**
- (7) The Tribunal may make an order under subsection (6) subject to such conditions as the Tribunal thinks fit, including a condition that if a decision is made during the further time to grant access to a document any charge that, under the regulations, is required to be paid before access is granted shall be reduced or waived. **S. 53(7) amended by No. 10155 s. 67(1)(h)(f).**
- (8) In this section a reference to a request includes a reference to a notice served upon a principal officer under section 12(1).

S. 53AA
inserted by
No. 7/2003
s. 43.

53AA. Procedure where Tribunal determines that there do not exist reasonable grounds for claim under section 29A

- (1) If, after hearing a proceeding referred to in clause 29C(1) of Schedule 1 to the **Victorian Civil and Administrative Tribunal Act 1998**, the Tribunal determines in relation to a document in respect of which a certificate under section 29A(2) is in force that there do not exist reasonable grounds for the claim that the document is an exempt document under section 29A, the Tribunal must notify the responsible Minister in writing of that determination.
- (2) The responsible Minister must, within 28 days after being notified under sub-section (1), make a decision to revoke, or not to revoke, the certificate.
- (3) If the responsible Minister makes a decision under sub-section (2) to revoke a certificate—
 - (a) any claim made in the certificate is to be taken, for the purposes of this Act, to have been withdrawn; and
 - (b) the Minister must immediately inform the applicant of the existence or non-existence of the document to which the certificate related.
- (4) If the Minister makes a decision under sub-section (2) not to revoke a certificate, he or she must—
 - (a) cause written notice of the decision to be given to the applicant immediately; and
 - (b) cause a copy of the notice to be laid before each House of the Parliament within 5 sitting days of that House after the notice is given.

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 53A

- (5) A notice under sub-section (4) must state the Minister's findings on any material question of fact, the material on which those findings are based, the reasons for the decision and attach a copy of the Tribunal's notification to the responsible Minister of its determination.
- (6) The Minister is not required to include in a notice under sub-section (4) matter that is of such a nature that its inclusion in a document of an agency would cause that document to be an exempt document under section 28, 29A, 31(3) or 33.
- (7) The Minister is not required to include in a notice under sub-section (4) information as to the existence or non-existence of a document or the existence or non-existence of a state of fact if that information would, if included in a document of an agency, cause that document to be an exempt document under section 28, 29A, 31(3) or 33.
- (8) Nothing in this section is to be taken to imply that a certificate under section 29A(2) cannot be revoked otherwise than in accordance with this section.

53A. Notification of reviews regarding documents affecting personal privacy

S. 53A
 inserted by
 No. 57/1999
 s. 8.

- (1) If—
 - (a) an agency or Minister makes a decision refusing to grant access to a document; and
 - (b) a reason for the decision is that the document is an exempt document under section 33(1) because its disclosure would involve the unreasonable disclosure of information relating to the personal affairs of a person; and

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 54

(c) an application is made to the Tribunal under section 50(2)(a) for review of the decision—

the agency or Minister, as soon as practicable after being notified of the application, must, if practicable, give written notice in accordance with sub-section (2) to the person to whom the information relates.

(2) A notice under sub-section (1) must—

(a) inform the person to whom it is directed of their right to intervene in the review; and

(b) request the person to inform the Tribunal, within 21 days after the day on which the notice was given, whether or not the person intends to intervene.

(3) If—

(a) the person does not intervene in the review; and

(b) the Tribunal orders that access be granted to the document—

the Tribunal must, if practicable, give notice of the order to the person.

(4) An order referred to in sub-section (3)(b) does not take effect until 28 days after the day on which it is made.

54. Parties

For the purposes of this Part and of the application of the **Victorian Civil and Administrative Tribunal Act 1998** in respect of proceedings under this Part—

(a) a decision given by a person on behalf of an agency shall be deemed to have been given by the agency; and

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 55

- (b) in the case of proceedings by virtue of section 53, the agency or Minister to which or to whom the request was made shall be a party to the proceedings.

55. Onus

- (1) In proceedings under this Part by virtue of section 12, the principal officer upon whom the notice was served has the onus of establishing that the document concerned is not a document as described in section 8(1) or section 11(1).
- (2) In proceedings under this Part, the agency or Minister to which or to whom the request was made has the onus of establishing that a decision given in respect of the request was justified or that the Tribunal should give a decision adverse to the applicant.

S. 55(2) amended by No. 10155 s. 67(1)(j).

* * * * *

S. 55A inserted by No. 10155 s. 67(1)(k), repealed by No. 52/1998 s. 311(Sch. 1 item 32.4).

56. Inspection of exempt documents by Tribunal

* * * * *

- (2) Subject to sub-section (3) and to any order made by the Tribunal under section 51(2) of the **Victorian Civil and Administrative Tribunal Act 1998**, the Tribunal shall do all things necessary to ensure that any document produced to the Tribunal in proceedings under this Act that is claimed to be an exempt document, or the

S. 56(1) amended by No. 10155 s. 67(1)(l)(i)(ii), repealed by No. 52/1998 s. 311(Sch. 1 item 32.5).

S. 56(2) amended by Nos 10155 s. 67(1)(l)(i)(iii), 52/1998 s. 311(Sch. 1 item 32.6(a)(i)(ii)).

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 56

Victorian Legislation and Parliamentary Documents

contents of that document, is not disclosed to any person other than a member of the Tribunal as constituted for the proceedings, or a member of the staff of the Tribunal in the course of the performance of his duties as a member of that staff, and to ensure the return of the document to the defendant at the conclusion of the proceedings.

S. 56(3)
amended by
Nos 10155
s. 67(1)(l)(i)
(iii)–(v),
52/1998
s. 311(Sch. 1
item 32.6(b)(i)
(ii)).

- (3) The Tribunal may make such orders as it thinks necessary having regard to the nature of the proceedings, including where the applicant is represented by a qualified legal practitioner, an order that the contents of a document produced to the Tribunal that is claimed to be an exempt document be disclosed to that legal practitioner but in making such an order the Tribunal shall be guided by the principle that the contents of such a document should not normally be disclosed except in accordance with an order of the Tribunal under section 51(2) of the **Victorian Civil and Administrative Tribunal Act 1998**.

* * * * *

S. 56(4)
amended by
No. 10155
s. 67(1)(l)(i),
repealed by
No. 10155
s. 67(1)(l)(vi).

- (5) Where an application under section 50(2) relates to a document or part thereof in relation to which disclosure has been refused on the grounds specified in section 28, section 29A, or section 31, the Tribunal may, if it regards it as appropriate to do so, announce its findings in terms which neither confirm nor deny the existence of the document in question.

* * * * *

S. 56(5)
amended by
Nos 10155
s. 67(1)(l)(i),
7/2003
s. 44(5).

S. 56(6)
repealed by
No. 52/1998
s. 311(Sch. 1
item 32.5).

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 57

57. Intervention by Ombudsman

- (1) The Ombudsman may intervene with or without legal representation before the Tribunal if he forms the opinion that his intervention is warranted.

- (2) In forming an opinion to intervene, the Ombudsman should have regard to—
 - (a) the importance of the principle involved in the matter;
 - (b) the precedential value of the case;
 - (c) the financial means of the applicant;
 - (d) the applicant's prospects of success; and
 - (e) the reasonableness of the agency's action in withholding the document.

- (3) The power of the Ombudsman to intervene under sub-section (1) shall not extend to applications brought under section 34.

S. 57(1) amended by Nos 10155 s. 67(1)(m), 35/1996 s. 453(Sch. 1 item 34).

* * * * *

S 58 amended by No. 10155 s. 67(1)(n) (i)–(iii), repealed by No. 52/1998 s. 311(Sch. 1 item 32.7).

59. Tribunal may reduce or waive charges

- (1) In a review under this Part, the Tribunal may order that any charge payable under this Act or the regulations in respect of access to a document be reduced or waived.

- (2) The Tribunal cannot make an order under sub-section (1) if it confirms the decision the subject of the review.

S. 59 amended by No. 10155 s. 67(1)(o)(i)(ii), substituted by No. 52/1998 s. 311(Sch. 1 item 32.8).

Freedom of Information Act 1982
Act No. 9859/1982

Part VI—Review of Decisions

s. 61

S. 60
amended by
No. 10155
s. 67(1)(p),
repealed by
No. 52/1998
s. 311(Sch. 1
item 32.9).

S. 61
amended by
Nos 10155
s. 67(1)(q),
38/1999
s. 6(c).

S. 61(a)
amended by
No. 58/1993
s. 23(1)(a)(b).

S. 61(aa)
inserted by
No. 58/1993
s. 23(1)(c).

S. 61A
inserted by
No. 10155
s. 67(1)(r),
repealed by
No. 52/1998
s. 311(Sch. 1
item 32.9).

Victorian Legislation and Parliamentary Documents

* * * * *

61. Disciplinary action

Where the Tribunal, at the completion of proceedings under this Act, is of opinion that there is evidence that a person, being an officer of an agency, has been guilty of a breach of duty or of misconduct in the administration of this Act and that the evidence is, in all the circumstances, of sufficient force to justify it in doing so, the Tribunal shall bring the evidence to the notice of—

- (a) if the person is the principal officer of a department or prescribed authority—the responsible Minister of that department or prescribed authority; or
- (aa) if a person is the principal officer of a council—to the council;
- (b) if the person is an officer of an agency but not the principal officer of that agency—the principal officer of that agency.

* * * * *

PART VII—MISCELLANEOUS

62. Protection against actions for defamation or breach of confidence

- (1) Where access has been given to a document and—
- (a) the access was required or permitted by this Act to be given; or
 - (b) the access was authorized by a Minister, or by an officer having authority, in accordance with section 26 or 51, to make decisions in respect of requests, in the bona fide belief that the access was required by this Act to be given—

no action for defamation or breach of confidence lies against the Crown, an agency, a Minister or an officer by reason of the authorizing or giving of the access, and no action for defamation or breach of confidence in respect of any publication involved in, or resulting from, the giving of the access lies against the author of the document or any other person by reason of that author or other person having supplied the document to an agency or Minister.

- (1A) Sub-section (1) applies in relation to a document of a council as if for "Minister" (except where lastly occurring) there were substituted "council, a member of a council".

S. 62(1A)
inserted by
No. 58/1993
s. 23(2).

- (2) The giving of access to a document (including an exempt document) in consequence of a request shall not be taken for the purpose of the law relating to defamation or breach of confidence to constitute an authorization or approval of the publication of the document or its contents by the person to whom access is given.

63. Protection in respect of offences

Where access has been given to a document and—

- (a) the access was required or permitted by this Act to be given; or
- (b) the access was authorized by a Minister or a council, or by an officer having authority, in accordance with section 26 or 51, to make decisions in respect of requests in the bona fide belief that the access was required by this Act to be given—

neither the person authorizing the access nor any other person concerned in the giving of the access is guilty of a criminal offence by reason only of the authorizing or giving of the access.

64. Report to Parliament by agencies and Ministers

- (1) The Minister administering this Act shall, as soon as practicable after the end of each year prepare a report on the operation of this Act during that year and cause a copy of the report to be laid before each House of the Parliament.
- (2) Each responsible Minister shall, in relation to the agencies within his portfolio and in relation to his official documents, furnish to the Minister administering this Act such information as he requires for the purposes of the preparation of any report under this section and shall comply with any prescribed requirements concerning the furnishing of that information and the keeping of records for the purposes of this section.
- (3) Without limiting the generality of sub-section (1) or the kinds of the information which an agency or a Minister might be required, in pursuance of sub-section (2), to furnish to the Minister administering this Act, a report of the Minister administering this Act under sub-section (1) shall include in respect of the year to which the report

Freedom of Information Act 1982
Act No. 9859/1982

Part VII—Miscellaneous

s. 64

relates particulars of the operations of each agency and Minister under this Act including, in relation to each agency and Minister—

- (a) the number of requests made to each agency and to each Minister;
- (b) the number of decisions that an applicant was not entitled to access to a document pursuant to a request, the provisions of this Act under which these decisions were made and the number of times each provision was invoked;
- (c) the name and designation of each officer with authority to make a decision in relation to a request, and the number of decisions made by each officer that an applicant was not entitled to access to a document pursuant to a request;
- (d) the number of applications under section 51(1) for review of a decision, and in respect of each application for review—
 - (i) the name of the officer who made the decision under review;
 - (ii) the name and designation of the officer who conducted the review and the decision of that officer; and
 - (iii) if the officer conducting the review confirmed, in whole or in a part, a decision that an applicant is not entitled to access to a document in accordance with a request, the provision of this Act under which that decision was made;
- (e) the number of applications to the Tribunal under section 50(2) and in respect of each application—

S. 64(3)(e)
substituted by
No. 10155
s. 67(1)(s).

Freedom of Information Act 1982
Act No. 9859/1982

Part VII—Miscellaneous

s. 64

S. 64(3)(i)
amended by
No. 38/1999
s. 6(d).

S. 64(3)(ia)
inserted by
No. 97/1993
s. 44(a).

- (i) the decision of the Tribunal;
- (ii) the details of any other order made by the Tribunal; and
- (iii) if the decision in respect of which the application was made was a decision that an applicant is not entitled to access to a document in accordance with a request, the provision of this Act under which the first-mentioned decision was made;
- (f) the number of notices served upon the principal officer of the agency under section 12(1) and the number of decisions by the principal officer which were adverse to the person's claim;
- (g) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
- (h) the amount of charges collected by the agency or Minister;
- (i) particulars of any reading room or other facility provided by the agency or Minister for use by applicants or members of the public, and the publications, documents or other information regularly on display in that reading room or other facility;
- (ia) particulars of any difficulties encountered in the administration of this Act in relation to matters of staffing and costs;
- (j) any other facts which indicate an effort by the agency or Minister to administer and implement the spirit and intention of this Act.

Freedom of Information Act 1982
Act No. 9859/1982

Part VII—Miscellaneous

s. 65AA

* * * * *

S. 65
repealed by
No. 97/1993
s. 44(b).

65AA. Report by council

S. 65AA
inserted by
No. 58/1993
s. 24 (as
amended by
No. 97/1993
s. 47).

- (1) As soon as practicable after the end of each year, the principal officer of each council—
 - (a) must cause to be prepared a report of the operation of this Act during the year ended on the preceding 30 June; and
 - (b) must give the report to the Minister administering this Act.
- (2) A report under sub-section (1) must include the matters referred to in paragraphs (a) to (j) of section 64(3).
- (3) A council must make a copy of each report under this section available for public inspection during ordinary business hours at the main office of the council.

65AB. Report to Parliament by Minister

S. 65AB
inserted by
No. 57/1999
s. 9.

- (1) This section applies if an agency or a Minister who was a party to a proceeding before the Tribunal under this Act seeks leave under section 48 of the **Victorian Civil and Administrative Tribunal Act 1998** to appeal on a question of law from an order of the Tribunal in the proceeding.
- (2) The Minister who is seeking leave to appeal or the responsible Minister in respect of the agency seeking leave to appeal must cause a brief statement of the reason or reasons for seeking leave to appeal—

Freedom of Information Act 1982
Act No. 9859/1982

Part VII—Miscellaneous

s. 66

- (a) to be published in the Government Gazette within 10 days after the day on which the summons for leave to appeal is filed with the court; and
 - (b) to be laid before each House of Parliament on or before the 7th sitting day of that House after the day on which the summons for leave to appeal is filed with the court.
- (3) An agency that decides to seek leave to appeal must notify the responsible Minister of that decision as soon as practicable after it is made but not later than the day that the summons for leave to appeal is filed with the court.
- (4) The notice under sub-section (3) must be in writing and must set out a brief statement of the reason or reasons for seeking leave to appeal.

66. Regulations

- (1) The Governor in Council may make regulations prescribing all matters that by this Act are required or permitted to be prescribed, or are necessary or convenient to be prescribed for carrying out or giving effect to this Act, and in particular, making provision for or in relation to—
- (a) the making of charges of amounts, or the fixing of rates, for access to documents (including the provision of copies or transcripts) in accordance with this Act; and

* * * * *

- (2) Where, as a result of a request, access is given to an exempt document, regulations under this Act relating to charges apply as if the access had been given in accordance with this Act.

S. 66(1)(b)
repealed by
No. 58/1993
s. 14.

Freedom of Information Act 1982
Act No. 9859/1982

Part VII—Miscellaneous

s. 67

67. Retrospective operation of law

- (1) An applicant for access to records about himself, within the meaning of section 33, shall be entitled to receive access subject to this Act to any such record notwithstanding that the record came into existence at any time prior to the date of commencement of this section.
- (2) An applicant for access to a document other than those referred to in sub-section (1) shall be entitled to receive access, subject to this Act, to any such document provided that it came into existence not more than five years prior to the date of commencement of this section.
- (3) A Minister shall in his or her report under section 64 include advice regarding the practicability of extending the period of retrospective access provided under sub-section (2) of this section.
- (4) Sub-sections (1) and (2) apply in relation to access to a document of an agency that is a council as if a reference to the date of commencement of this section were a reference to the date of commencement of section 25 of the **Freedom of Information (Amendment) Act 1993**.

S. 67(3)
substituted by
No. 97/1993
s. 44(c).

S. 67(4)
inserted by
No. 58/1993
s. 25.

68. Transitional

- (1) If—
 - (a) a request for access to a document was made to an agency or a Minister under Part III as in force before 1 January 2000; and
 - (b) the time period provided in section 21 for notification of a decision on the request had not elapsed before 1 January 2000; and

S. 68
inserted by
No. 57/1999
s. 10.

Freedom of Information Act 1982
Act No. 9859/1982

Part VII—Miscellaneous

- (c) notice of a decision on the request had not been received by the applicant before 1 January 2000—

the request must be dealt with by the agency or Minister in accordance with this Act as amended by the **Freedom of Information (Miscellaneous Amendments) Act 1999**.

- (2) If—

- (a) a request for access to a document was made to an agency or the Minister under Part III as in force before 1 January 2000; and
- (b) an application was made under section 51 for review of a decision on the request before 1 January 2000; and
- (c) a decision had not been made on that application before 1 January 2000—

the application under section 51 must be dealt with in accordance with this Act as amended by the **Freedom of Information (Miscellaneous Amendments) Act 1999**.

- (3) If—

- (a) a person was entitled before 1 January 2000 to make an application under section 51 for review of a decision on a request; and
- (b) the application is made on or after 1 January 2000—

the application must be dealt with in accordance with this Act as amended by the **Freedom of Information (Miscellaneous Amendments) Act 1999**.

- (4) If—

- (a) a person is entitled before 1 January 2000 to apply to the Tribunal for a review of a decision referred to in section 50(2); and

Freedom of Information Act 1982
Act No. 9859/1982

Part VII—Miscellaneous

s. 68

- (b) the application is made on or after 1 January 2000—

the Tribunal must determine the application in accordance with this Act as amended by the **Freedom of Information (Miscellaneous Amendments) Act 1999**.

- (5) If—

- (a) an application had been made to the Tribunal for a review of a decision referred to in section 50(2) before 1 January 2000; and
- (b) the application had not been finally determined by the Tribunal before 1 January 2000—

the Tribunal must determine the application in accordance with this Act as amended by the **Freedom of Information (Miscellaneous Amendments) Act 1999**.

- (6) If—

- (a) an application had been made to the Tribunal under section 27D as in force before 1 January 2000; and
- (b) the application under section 27D had not been finally determined before 1 January 2000—

the Tribunal must refer the application under section 27D back to the agency or Minister for consideration.

- (7) An agency or Minister to whom an application is referred under sub-section (6) must deal with that application in accordance with this Act as amended by the **Freedom of Information (Miscellaneous Amendments) Act 1999** as if—
- (a) the application were a request under Part III; and

Freedom of Information Act 1982
Act No. 9859/1982

Part VII—Miscellaneous

s. 68

S. 68(7)(b)
amended by
No. 74/2000
s. 3(Sch. 1
item 53).

Victorian Legislation and Parliamentary Documents

- (b) the request had been made on the day that the application was received from the Tribunal.
- (8) If a request was made by a person before 1 January 2000 for access to a document to which Part IIIA applied and access to the document from which personal information had been deleted was granted under section 27C(2), a fee is not payable for a further request by that person on or after 1 January 2000 under this Act for access to the personal information deleted from that document.
- (9) If a request was made by a person before 1 January 2000 for access to a document to which Part IIIA applied and access to the document was refused under section 27C, a fee is not payable for a further request by that person on or after 1 January 2000 under this Act for access to that document.
-

Freedom of Information Act 1982
Act No. 9859/1982

Endnotes

ENDNOTES

1. General Information

The **Freedom of Information Act 1982** was assented to on 5 January 1983 and came into operation as follows:

All of Act (*except* Part 2) on 5 July 1983: section 1(2); Part 2 on 5 July 1984: section 1(3).

Freedom of Information Act 1982
Act No. 9859/1982

Endnotes

2. Table of Amendments

This Version incorporates amendments made to the **Freedom of Information Act 1982** by Acts and subordinate instruments.

Public Service (Amendment) Act 1984, No. 10046/1984

Assent Date: 1.5.84
Commencement Date: S. 32 on 20.6.84: Government Gazette 13.6.84 p. 1886
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Statute Law Revision Act 1984, No. 10087/1984

Assent Date: 22.5.84
Commencement Date: 22.5.84: subject to s. 3(2)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Adoption Act 1984, No. 10150/1984

Assent Date: 13.11.84
Commencement Date: S. 3(1)(Sch.) on 16.11.87: Government Gazette 28.10.87 p. 2880
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Administrative Appeals Tribunal Act 1984, No. 10155/1984

Assent Date: 20.11.84
Commencement Date: S. 67 on 1.3.85: Government Gazette 30.1.85 p. 191
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Infertility (Medical Procedures) Act 1984, No. 10163/1984 (as amended by No. 86/1987)

Assent Date: 20.11.84
Commencement Date: S. 34 on 1.7.88: Government Gazette 4.5.88 p. 1123
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Health (Amendment) Act 1985, No. 10262/1985

Assent Date: 10.12.85
Commencement Date: S. 4(Sch.) on 1.3.86: Government Gazette 26.2.86 p. 451
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Local Government (Consequential Provisions) Act 1989, No. 12/1989

Assent Date: 9.5.89
Commencement Date: S. 4(1)(Sch. 2 items 46.1, 46.2) on 1.11.89: Government Gazette 1.11.89 p. 2798
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Freedom of Information Act 1982
Act No. 9859/1982

Endnotes

Freedom of Information (Amendment) Act 1990, No. 84/1990

Assent Date: 11.12.90
Commencement Date: 11.12.90: s. 2
Current State: All of Act in operation

Freedom of Information (Amendment) Act 1993, No. 58/1993 (as amended by No. 7/1993)

Assent Date: 8.6.93
Commencement Date: Ss 1–6, 8–15 on 8.6.93: s. 2(1); s. 7 on 1.7.93: s. 2(2); ss 16–25 on 1.1.94: s. 2(3)
Current State: All of Act in operation

Public Sector Management (Amendment) Act 1993, No. 97/1993

Assent Date: 16.11.93
Commencement Date: S. 44 on 16.11.93: s. 2(4)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Medical Practice Act 1994, No. 23/1994

Assent Date: 17.5.94
Commencement Date: S. 118(Sch. 1 items 22.1, 22.2) on 1.7.94: Government Gazette 23.6.94 p. 1672
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Legal Practice Act 1996, No. 35/1996

Assent Date: 6.11.96
Commencement Date: S. 453(Sch. 1 item 34) on 1.1.97: s. 2(3)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Public Sector Reform (Miscellaneous Amendments) Act 1998, No. 46/1998

Assent Date: 26.5.98
Commencement Date: S. 7(Sch. 1) on 1.7.98: s. 2(2)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Tribunals and Licensing Authorities (Miscellaneous Amendments) Act 1998, No. 2/1998

Assent Date: 2.6.98
Commencement Date: S. 311(Sch. 1 item 32) on 1.7.98: Government Gazette 18.6.98 p. 1512
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Public Sector Reform (Further Amendments) Act 1999, No. 12/1999

Assent Date: 11.5.99
Commencement Date: S. 4(Sch. 2 item 5) on 11.5.99: s. 2(1)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Freedom of Information Act 1982
Act No. 9859/1982

Endnotes

Freedom of Information (Amendment) Act 1999, No. 38/1999

Assent Date: 8.6.99
Commencement Date: 1.7.99: s. 2
Current State: All of Act in operation

Freedom of Information (Miscellaneous Amendments) Act 1999, No. 57/1999

Assent Date: 21.12.99
Commencement Date: Ss 4–10 on 1.1.2000: s. 2
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Statute Law Revision Act 2000, No. 74/2000

Assent Date: 21.11.00
Commencement Date: S. 3(Sch. 1 item 53) on 22.11.00: s. 2(1)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Health Records Act 2001, No. 2/2001

Assent Date: 10.4.01
Commencement Date: Ss 101, 102 on 1.7.02: s. 2(2)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Corporations (Consequential Amendments) Act 2001, No. 44/2001

Assent Date: 27.6.01
Commencement Date: S. 3(Sch. item 50) on 15.7.01: s. 2
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Terrorism (Community Protection) Act 2003, No. 7/2003

Assent Date: 15.4.03
Commencement Date: Ss 42–44 on 16.4.03: s. 2(1)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Monetary Units Act 2004, No. 10/2004

Assent Date: 11.5.04
Commencement Date: S. 15(Sch. 1 item 9) on 1.7.04: s. 2(2)
Current State: This information relates only to the provision/s amending the **Freedom of Information Act 1982**

Freedom of Information Act 1982
Act No. 9859/1982

Endnotes

3. Explanatory Details

¹ S. 7(1)(a): Section 5(5) of the **Freedom of Information (Amendment) Act 1993**, No. 58/1993 reads as follows:

5. Publication of information

(5) Section 7 of the Principal Act, as amended by this section, also applies to an agency that, immediately before the commencement of this section, was required to comply with sub-section 7(4) of the Principal Act as in force before that commencement but had not so complied.

² S. 7(1)(b): See note 1.

³ S. 7(2): See note 1.

⁴ S. 7(4): See note 1.

⁵ S. 27(1): Section 4 of the **Freedom of Information (Amendment) Act 1990**, No. 84/1990 reads as follows:

4. Transitional

Section 27 of the **Freedom of Information Act 1982** as amended by this Act applies in relation to a request for access to a document whether made before or after the commencement of this Act.

⁶ S. 27(1)(b): See note 5.

⁷ S. 27(1)(e): See note 5.

⁸ S. 27(2)(b): See note 5.