



cfa.vic.gov.au

Freedom of Information Request



Requesting information under Freedom of Information (FOI) Act 1982 from CFA

Your assistance in providing the requested information is appreciated and will assist in limiting time delays in processing your request.

Please be as specific as you can about the type of documented information you are seeking access to, including a date range, as this assists the FOI Officer in locating and identifying information relevant to your request.

How to apply

The *Freedom of Information Act 1982 (the Act)* gives you the right, as far as possible, to access documents about your personal affairs and the operations of government agencies; it also provides the right to request amendments to documents that contain your personal information, where the information is inaccurate, incomplete, out of date or gives a misleading impression.

From 1st July 2021 the following information will be required when submitting a new application:

1. Application fee - \$30.10*

*The fee is set by government & changes annually on 1st July.

A direct debit, cheque or money order in the amount of **\$30.10*** is required at the time of your application. If you choose direct debit please provide a copy of the receipt of payment with your FOI application to foi@cfa.vic.gov.au.

CFA's bank account details are:

Account Name: CFA

BSB 063225

A/C 10071353

Reference: New FOI

2. Your details and a copy of your identification - Name, D.O.B, address, licence etc.

3. Specific details of the documentation you/your client requires:

- a. The date and nature of the incident or matter.
- b. Your involvement in the incident or matter - (e.g. passenger, property owner, witness etc.)
- c. The specific documentation you are seeking access to – including a date range.



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Freedom of Information Request

Fire/Incident Reports and/or Fire Investigation Reports

Please note that Fire/Incident Reports and/or Fire Investigation Reports are available for purchase from our Service Delivery Reporting Centre (SDRC) and are therefore not subject to or available through FOI.

Section **14(1)(b)** of the Act provides that a person is not entitled to obtain access under Part III to:

“a document which contains information that is available for purchase by the public in accordance with arrangements made by an agency;”

CFA has such an arrangement.

Should you wish to obtain access to the Fire/Incident Reports and/or Fire Investigation Reports and photographs please contact the **SDRC** department on 1800 290 818 to arrange access.

Need more information?

If further information is required about any aspect of the Act, this can be obtained from the following web sites: ovic.vic.gov.au or vcat.vic.gov.au



Contact Details

If you have any queries please do not hesitate to contact the FOI Officer:

CFA Postal Address

CFA Headquarters

Email:

foi@cfa.vic.gov.au

Freedom of Information Officer
PO Box 701
Mt Waverley Vic 3149

Freedom of Information Officer
8 Lakeside Drive
Burwood East Vic 3151

Telephone

(03) 9262 8512



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Freedom of Information Request

Request for information under the *Freedom of Information Act 1982* ('the Act')

Name of applicant: _____

Date of birth of applicant :(if the application relates to yourself) _____

Address of applicant: _____

Postcode:

Telephone contact details: _____

Email contact details: _____

Your relationship to the matter you are seeking information about?: e.g. property owner, witness to incident, driver of vehicle etc. _____

Documents you are requesting access

Information requested: To assist CFA in locating specific documentation, it is important that you describe in detail what you are seeking access to; including the specific documents you require.

The information you include should also identify relevant

- date/s,
- location of incident/s,
- time/s,
- details of known parties,
- and any other information you deem relevant which will enable this office to conduct a search for information on your behalf.

Please avoid using wording such as 'all documents' because your request may end up being too large to process, or it may not be specific enough for the agency to identify the document(s). All costs for search time will be borne by you.

Please also confirm, do you require access to:

- draft documents: Yes / No
- duplicate documents: Yes / No
- commercial information relating to third parties: Yes / No
- personal information relating to third parties: Yes / No
- If a document has exemptions, which are required to be redacted out, please confirm you will accept a redacted version: Yes / No