



cfa.vic.gov.au

Freedom of Information Request



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

Advice to solicitors, law firms, unions and other parties representing FOI applicants.

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

Applications are regularly received from solicitors seeking access to documents relating CFA operations under the *Freedom of Information Act 1982 (the Act)*.

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. Signed and dated authority

Please note a signed authority is only considered valid for 12 months by this agency.

A signed and dated client authority is to clearly state that your client is authorising you to act on their behalf to obtain information from CFA.

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

- a. The date and nature of the incident or matter.
- b. Your client's 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.

See attached form.



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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 an applicant wish to obtain access to the Fire/Incident Reports and/or Fire Investigation Reports and photographs please contact the **CFA SDRC** 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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Request for information under the *Freedom of Information Act 1982* ('the Act')

Name of law firm, union etc: _____

Name of solicitor or representative: _____

Address: _____ Postcode:

Telephone contact details: _____

Email contact details: _____

Name of person you are representing: _____

Date of birth of person you are representing: _____

Address of person you are representing: _____ Postcode:

Your client's 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/your client.

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



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Client Authority

Your client's signed authority is required at the time of your application to ensure your clients' details can be released to you.

I _____
(name of client)

of _____
(address of client)

authorise _____
(name of solicitor/union/other),

to act on my behalf and obtain information under the provisions of the *Freedom of Information Act 1982* from Country Fire Authority (CFA) relating to the following matter:

Signed (Please sign and print your name)

Date ___/___/___

A signed and dated authority must be provided when you are represented by another party.
This authority enables CFA to release information about you, particularly personal information, to a nominated third party.