**Freedom of Information Request form**

**Request for documents form: section 17 – Freedom of Information Act 1982 (Vic)**

Under the *Freedom of Information Act 1982* (Vic) (**FOI Act**), every person has the right to request access to documents held by Victorian public sector agencies and Ministers. This right of access is subject to exceptions and exemptions necessary to protect essential public and private interests.

**Making a valid request**

Under section 17 of the FOI Act, a request must meet three requirements to be valid:

1. your request must be in writing;
2. you must provide sufficient information about the documents you are requesting so the VMIA or Minister you send your request to can identify and locate relevant documents; and
3. you must pay the application fee, or if payment of the application fee would cause you hardship you can request the VMIA or Minister to waive the fee in full or in part.

For more information on making a request for documents, visit the Office of the Victorian Information Commissioner’s (**OVIC**) website [**www.ovic.vic.gov.au**](https://ovic.vic.gov.au/freedom-of-information/for-the-public/make-a-freedom-of-information-request/)

**After you submit a request**

After you submit a request to Victorian Managed Insurance Authority (VMIA) will assess it to ensure it meets the requirements outlined in section 17 of the FOI Act. If VMIA determines your request is not valid, it will notify you within 21 days from the date it received your request and provide you with assistance to help you make the request valid. If your request is valid, VMIA will begin processing it.

**Timeframes**

VMIA has 30 days from the date you make a valid request to provide you with a decision. However, VMIA can extend this time by up to 15 days if it needs to consult with third parties whose information may be contained in the requested document(s). It may also extend this time by up to 30 days with your agreement. VMIA will let you know if the timeframe changes.

**Other charges**

VMIA may require you to pay certain charges before access is provided to the requested document(s). For example, VMIA may charge for providing copies of the document(s) or supervising an inspection of the document(s). If these charges exceed $50.00, VMIA will notify you and request that you pay a deposit before proceeding with your request.

**How your personal information may be handled**

By submitting this form, you are providing your personal information to VMIA. Your personal information will be used for the purpose of processing your request. VMIA may consult with third parties in considering whether an exemption under sections 29, 31, 31A, 33, 34 or 35 of the FOI Act applies. This may involve disclosing details such as your name, the terms of your request, and the documents falling within the scope of your request that concern the relevant third parties.

If necessary, VMIA may transfer your request under section 18 of the FOI Act to another Victorian Government agency or Minister who is better placed to handle your request. They will tell you if they do this.

Contact VMIA directly should you have any concerns about how your personal information is handled.

1. **Contact details**

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| Your details | | | | | | | | | | | | | |
| Title: |  | | | First Name(s): |  | | | | | Surname: | |  | |
| Organisation (*if applicable*): | | | | |  | | | | | | | | |
| Email address: | | | | |  | | | | | | | | |
| Contact number(s): | | | | |  | | | | | | | | |
| Postal address: | | | | |  | | | | | | | | |
| Suburb: | |  | | | State/Territory: | | |  | | | | Postcode: |  |
| Preferred contact method: | | | | |  | | | | | | | | |
| Do you need an interpreter? | | | | |  | | | If yes, what language? | | | |  | |
| Details of your representative (*if applicable*) | | | | | | | | | | | | | |
| *If you are using a representative like a parent, guardian, lawyer or any other person who is acting on your behalf, please advise who they are. If you are completing this form as the applicant’s representative, advise who you are.* | | | | | | | | | | | | | |
| Title: |  | | | First Name(s): |  | | | | | Surname: | |  | |
| Organisation (*if applicable*): | | | | |  | | | | | | | | |
| Email address: | | | | |  | | | | | | | | |
| Contact number(s): | | | | |  | | | | | | | | |
| Postal address: | | | | |  | | | | | | | | |
| Suburb: | |  | | | State/Territory: | | |  | | | | Postcode: |  |
| Preferred contact method: | | | | |  | | | | | | | | |
| Relationship to applicant: | | | | |  | | | | | | | | |
| Your authority for representative to act (*if applicable)* | | | | | | | | |  | | | | |
| *Please complete this section if a representative is assisting you with your request and attach a certified copy of your photo identification with this authority to act.* | | | | | | | | | | | | | |
| I give permission and authorisation for my representative to act on my behalf and have access to any information concerning my request. | | | | | | | | | | | | | |
| *Applicant* | | |  | | |  | *Representative* | | | |  | | |
| Name: | | |  | | |  | Name: | | | |  | | |
| Signature: | | |  | | |  | Signature: | | | |  | | |
| Date: | | |  | | |  | Date: | | | |  | | |
| *Witness* | | |  | | |  | *Witness* | | | |  | | |
| Name: | | |  | | |  | Name: | | | |  | | |
| Signature: | | |  | | |  | Signature: | | | |  | | |

1. **The documents you are requesting access to**

Please identify, describe or outline the document(s) you are seeking access to.

Your request must provide sufficient information for VMIA to identify and locate all relevant document(s). When writing your request, be specific about which document(s) you are seeking and include as much information as possible. Think about:

* what the document(s) relate to (for example, a complaint you made, or a particular project);
* the date range in which the document(s) may have been created;
* where the document(s) might be located (for example, in a particular email account, with a specific person, or held by a business or work unit); and
* the type of document(s) you seek (for example, an email, report, notes etc).

Please avoid using wording such as ‘all documents’ because your request may end up being too large for VMIA to process, or it may not be specific enough for VMIA to identify the document(s). If you are not sure how to frame your request, contact VMIA via the [FOI@vmia.vic.gov.au](mailto:FOI@vmia.vic.gov.au) email address.

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| FOI Request (clearly state what documents you are seeking) | |
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1. **Additional information to assist the VMIA**

*Optional*: please provide background or contextual information to assist VMIA in processing your request. This could include your reasons for seeking access to the document(s) and what you intend to do with the document(s). Providing additional information may assist VMIA to identify and locate document(s) relevant to your request. It may also assist them to identify other ways you may access the requested document(s) outside of the FOI Act.

1. **Excluding documents or information you don’t need**

It is helpful to exclude certain documents or information from your request if it isn’t particularly necessary or relevant. This may allow VMIA to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for VMIA to consult with third parties.

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.

1. **Proof of identification**

If the documents you are seeking access to relate to you personally, you may need to provide VMIA with a certified copy of your identification. VMIA may not be able to provide access to the requested document(s) if it cannot verify that you are the person the subject of the document(s).

1. **Edited copies**

The document(s) you seek may contain exempt or irrelevant information. Under section 25 of the FOI Act, VMIA can provide edited copies of document(s) with exempt or irrelevant information removed. However, VMIA is only required to do this if you indicate you will accept an edited copy of the document(s), and if it is practicable for the VMIA to make edits. If you don’t agree to receive an edited copy, VMIA may decide the entire document is exempt and refuse access to it in full, even if there is some information that could be released to you.

I agree /  I do not agree - to receive access to a copy of a document with exempt or irrelevant information removed in accordance with section 25 of the FOI Act.

1. **Form of access**

Please tell VMIA how you would like to receive a copy of the document(s) it decides to release to you. This might be inspecting the document(s), a hardcopy sent by post, a copy sent by email, the document(s) copied onto a CD or USB to be picked up or sent by post. The VMIA will try to accommodate your request, but it may have to provide access in another way.

1. **Application fee**

There is an application fee for making a request for access under section 17 of the FOI Act. The fee and instructions on how to pay the fee are on VMIA’s FOI webpage [Freedom of Information Part II Information Statement | Victorian Managed Insurance Authority (vmia.vic.gov.au)](https://www.vmia.vic.gov.au/about-us/policies-and-procedures/freedom-of-information).

Alternatively, if paying the application fee would cause you hardship, you may request VMIA to waive the application fee in full or in part.

If you request a waiver, please provide evidence to show why paying the fee would cause you hardship, such as a concession or healthcare card, bank statement, or statutory declaration outlining why payment would cause hardship. VMIA will assess your fee waiver request and let you know the outcome.

1. **Submitting your request**

You can submit your request to VMIA by 1) email to FOI@vmia.vic.gov.au, or 2) by post C/o VMIA PO Box 18409 Collins Street East, VIC 8003.

**Further assistance**

If you have questions about how to make your request or need more information about freedom of information, you can contact VMIA or contact OVIC on the details below.

OVIC does not process requests on behalf of, or for other agencies. You must submit this form to VMIA.

Email: FOI@vmia.vic.gov.au

Telephone: 03 92706900

Website: [www.vmia.vic.gov.au](http://www.vmia.vic.gov.au)