

## Part II Information statement: Freedom of Information Act

The *Freedom of Information Act 1982* ('FOI Act') gives any person the right, subject to certain exemptions, to access documents in the possession of an agency subject to the FOI Act.

The Office of the Victorian Information Commissioner's website contains information and reports on the operations of the *Freedom of Information Act 1982* ('FOI Act'),

### Organisation and functions

RSPCA Victoria is a law enforcement agency for the purposes of the *Domestic Animals Act 1994 (Vic)* and also has responsibilities under the *Prevention of Cruelty to Animals Act 1986 (Vic)* in relation to animal welfare matters in Victoria. Legislation enforced by RSPCA Victoria and further information on the inspectorate function is available on the RSPCA Victoria website.

Further information about RSPCA Victoria, its structure and functions can be found in the organisation's audited Annual Report on its website, and the Annual Information Statement available on the Australia Charities and Non-Profit Commissioner's website.

### Categories of documents

Records are managed across multiple systems and processes, including but not limited to shared drives, local drives, Sheltermate database for inspectorate and animal records, Customer Service database, financial reporting systems, and other systems, including hard copies and electronic copies.

Some categories of documents retained by RSPCA Victoria may include:

- Animal records
- Annual reports
- Complaints
- Compliance
- Contracts
- Correspondence including ministerial
- Financial reports
- Freedom of Information requests
- Human Resources
- Information Technology
- Insurance
- Investigations
- Legislation and policy
- Legal and litigation
- Policies, procedures and manuals
- Programs or events
- Prosecution
- Risk
- Strategic and operational planning
- Workplace Health and Safety

## **Publications and information**

RSPCA Victoria publishes a large volume of information online on its website and social media platforms and in print publishing, and provides information on services in person, by phone and by email through its customer service, education services, Annual Report, Annual Information Statement, RSPCA Victoria website, and any of its or its shelters and sites across Victoria.

If an individual cannot locate a publication they may contact Customer Service. If an individual is seeking a document that is not publicly available they may submit an FOI application or enquiry.

## **About FOI requests**

For requests under the FOI Act for RSPCA Victoria documents, applicants may use the form provided on the RSPCA Victoria website and submit this to the FOI Officer via email or mail, as outlined on the form.

There is an application fee for a FOI request, as well as potential further access charges, as set by the FOI Act.

In order for an FOI application to be valid it must be in writing, sufficiently clear, and provide payment of the fee unless a waiver is requested.

It is also important for applicants to understand that the FOI Act sets out exemptions on the release of some information and these may need to be considered when the request is processed.

The FOI Act is just one of the processes available to the public to access RSPCA Victoria documents. Documents or information may be publicly available or available upon request, outside of the FOI Act.