

# Geelong Arts Centre Freedom of Information Statement

Geelong Arts Centre (the Centre) is a statutory authority constituted under the *Geelong Performing Arts Centre Trust Act 1980* (Vic). As a public entity, the Centre is subject to the provisions of the *Freedom of Information Act 1982* (the Act) which allows the public a right of access to documents held by the state government agencies.

The *Freedom of Information Act 1982* (the Act) extends as far as possible the right of the community to access information held by government departments, local councils, Ministers and other bodies subject to the Act.

An applicant has a right to apply for access to documents held by the Centre. The Centre produces and holds a range of documentation and records both created by the Centre or supplied to the Centre by an external organisation or individual, and may include policies, procedures and manuals, Trust and Subcommittee reports and papers, meeting minutes, correspondence, financial records, employee information, contracts and, may also include maps, films, microfiche, photographs, computer printouts, computer discs, tape recordings and videotapes. The Act requires that requests for access to documents involving a third party be referred to the relevant third party for comment before they are released.

The Act allows the Centre to refuse access, fully or partially, to certain documents or information. Examples of documents that may not be accessed include cabinet documents, some internal working documents, law enforcement documents, documents covered by legal professional privilege, such as legal advice, personal information about other people and information provided to the Centre in-confidence.

From 1 September 2017, the Act was amended to reduce the Freedom of Information (FOI) processing time for requests received from 45 to 30 days. In some cases, this time may be extended.

If an applicant is not satisfied with a decision made by the Centre, under section 49A of the Act, they have the right to seek a review by the Office of the Victorian Information Commissioner (OVIC) within 28 days of receiving a decision letter.

## Making a request

FOI requests can be lodged through a written request to Geelong Arts Centre's Freedom of Information Officer, as detailed in s17 of the Act and must be accompanied by the

prescribed fee (2 units) as can be found [here](#); access charges may also be payable if the document pool is large, and the search for material is time consuming.

When making an FOI request, applicants should ensure requests are in writing and clearly identify the applicant's or proxy's details, what types of material/documents are being sought and the applicant's payment details.

Requests for documents in the possession of Geelong Arts Centre should be addressed to:

Freedom of Information Officer  
Geelong Arts Centre  
PO Box 991  
Geelong VIC 3220

Or via email to [foi@geelongartscentre.org.au](mailto:foi@geelongartscentre.org.au)

### **Further information**

Further information regarding the operation and scope of FOI can be obtained from the Act; regulations made under the Act; and at [www.ovic.gov.au](http://www.ovic.gov.au).