

Monash University Policy

Policy Title	Freedom of Information Policy
Date Effective	07-May-2012
Review Date	07-May-2015
Policy Owner	Director, Executive Services
Category	Operational
Version Number	1.1
Content Enquiries	foi@monash.edu
Scope	All campuses in Victoria, Australia. Any person wishing to make a request for a document under the Act (a partnership, company or other organisation cannot make an FOI request).
Purpose	To enable the University comply fully with the Victorian <i>Freedom of Information Act 1982</i> .
POLICY STATEMENT	

Monash University is a prescribed authority (or "agency") under the Victorian *Freedom of Information Act 1982*. This Act extends to the community the right to access information from prescribed authorities. The "information" sought by an applicant under the Act must be in document form and must be in the possession of the agency.

Applicants have the right to request any document which is in the possession of the University, but access is subject to any possible exemptions permitted by the Act.

A person does not have the right to obtain under the Act publications which are sold by the University, documents which are held by the Public Record Office of Victoria or documents that are readily available to the public.

There is no requirement for the University to create in response to an FOI request a document listing additional information, or to explain documents.

Supporting Procedures	Freedom of Information Procedures
Responsibility for implementation	Director, Executive Services Freedom of Information Officer
Status	Revised
Approval Body	Name: Vice-President (Administration) Meeting: n/a Date: 07-May-2012 Agenda item: n/a
Endorsement Body	Name: Director, Executive Services

	<p>Meeting: n/a</p> <p>Date: 30-April-2012</p> <p>Agenda item: n/a</p>
Definitions	<p>Agency: a department, council or a prescribed authority</p> <p>Prescribed Authority: a body corporate established for a public purpose by, or in accordance with, the provisions of an Act (the part of the definition relevant to the University)</p> <p>Document: a book, map, plan, graph, drawing, photograph, a label, marking or other writing, a disc, tape, sound track, a film, as well as anything marked with words, figures, letters or symbols which have meaning. Information held on computer disk or in a data base falls within the definition of a document.</p>
Legislation Mandating Compliance	<p>Freedom of Information Act 1982</p> <p>Freedom of Information Regulations 2009</p> <p>Public Records Act 1973</p>
Related Policies	<p>Conduct and Compliance Procedure - Privacy</p> <p>Privacy of Student Records Policy</p> <p>Recordkeeping Policy</p>
Related Documents	<p>Information Technology Use Policy - Staff & Other Authorised Users</p>