

Freedom of Information

The Victorian *Freedom of Information Act 1982* (FOI Act) gives you the right to request access to documents about your personal affairs and the activities of government agencies held by:

- Ministers;
- State government departments;
- Local councils;
- Most semi-government agencies and statutory authorities;
- Public hospitals;
- Universities, TAFE colleges and schools.

You can also request that agencies amend or remove incorrect or misleading information they hold about you.

The [FOI Online website](#) contains further information to help you access government documents.

FOI (Victorian government) contact details

Freedom of Information
GPO Box 4356
Melbourne VIC 3001
Tel: 03 8684 0063
Email: enquiry@foi.vic.gov.au

FOI and the Mallee Catchment Management Authority (CMA)

The Mallee CMA is considered to be a 'government agency' under the terms of the *Freedom of Information Act 1982*. Accordingly, it is required to comply with the procedures that have been prescribed by which members of the public may gain access to information held by agencies. A decision to release information is made by an authorised officer.

The Mallee CMA has determined that its authorised officer is the Department of Environment, Land, Water and Planning, Freedom of Information Manager, who may be contacted on the details below.

FOI & Privacy Unit
Department of Environment, Land, Water and Planning
Mail: PO Box 500, East Melbourne, Victoria 8002.
Phone: 03 9637 9730.

Access to Mallee CMA documents is obtainable by written request, as detailed in Section 17 of the Act. Applications must be as detailed as possible so that the Mallee CMA Freedom of Information - Principal Officer can identify and locate the relevant documents. All applications must include the statutory lodgement fee of \$27.90, effective from 1 July 2016. This fee does not include the costs for providing access to the requested material. Freedom of information fees and charges are not subject to GST.

Requests to the Mallee CMA should be sent to:

Freedom of Information - Principal Officer, Meagan Crozier
Mallee Catchment Management Authority
Mail: PO Box 5017, Mildura, 3502
Ph: 03 5051 4377
Fax: 03 5051 4379
Email: meagan.crozier@malleecma.com.au

More information about requesting documents from the Mallee CMA can be found in the [FOI Procedure](#).

Freedom of Information Part II – Information Statements

For the benefit of Victorian citizens, the Mallee Catchment Management Authority (CMA) releases a large amount of information through online and print media, as well as in-person service provision.

This Part II Statement demonstrates how the Mallee CMA is making information readily available to the public. Making information easily accessible reduces the need for members of the public to submit requests under the *Freedom of Information Act 1982* (FOI Act).

The Mallee CMA website outlines the role of the Authority and makes it easy for the public to find the information they need regarding key services, functions, reports and outputs.

Please note, the statements list below provide only a snapshot of the types of documents held by the Authority and how to locate them – they by no means represent an exhaustive list of the information that is publicly available.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of the website site or by contacting the relevant business area directly.

Specific Statements

Statement 1: Organisation and functions

Statement 2: Categories of documents

Statement 3: FOI arrangements

Statement 4: Publications

Statement 5: Policies and procedures

Statement 6: Report literature

Freedom of Information Statement 1: Organisation and function

The Mallee CMA is the peak body for the delivery of natural resource programs in the Mallee. Our work is based on science and delivered through meaningful partnerships with government agencies, local organisations such as Landcare, and community groups in the Victorian Mallee.

The Mallee CMA's project responsibilities include the management of:

- Waterways;
- Water quality;
- Biodiversity (including vegetation restoration and threatened species recovery);
- Floodplains;
- Regional drainage;
- Salinity;
- Pest plants and animals;
- Soil health.

The Mallee CMA is also responsible for Landcare support and funding co-ordination, community involvement and education, a regional response to climate change, cultural heritage, and for monitoring and reporting on the health of the catchment.

Information relating to the organisation and function of the Authority can be found at various locations, including this website, other external websites, online publications and service centres.

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Acts administered by or relevant to the Mallee CMA	Appendix 1 of the Mallee CMA Annual Report
List of governance committees	About Us – Committees More information is available in the current Mallee CMA Annual Report
Key structures and functions of the Mallee CMA	Organisational Chart
Program Areas	About Us - Programs
Mallee CMA Annual Reports	Resources - Corporate Documents

The Mallee CMA develops a range of policies and practices. As they are developed, mechanisms on Mallee CMA websites are used to enable the public to provide feedback on the policies and initiatives. In addition, the public can provide feedback by email to: feedback@malleeccma.com.au or to the address below.

Members of the public can also write directly to the Mallee CMA seeking information on any aspect of its operations. Correspondence can be addressed to either the Chief Executive or the manager of the relevant business unit.

Mallee Catchment Management Authority

Post: PO Box 5017, Mildura, 3502

Phone: 03 5051 4377

Email: reception@malleecma.com.au

Other sections of the Part II Statement

Statement 2: Categories of documents

Statement 3: FOI arrangements

Statement 4: Publications

Statement 5: Policies and procedures

Statement 6: Report Literature.

The [FOI Online website](#) contains further information to help you access government documents.

FOI (Victorian government) contact details

Freedom of Information

GPO Box 4356

Melbourne VIC 3001

Tel: 03 8684 0063

Email: enquiry@foi.vic.gov.au

Freedom of Information Statement 2: Categories of documents

The Mallee CMA creates a large number of documents and records in the course of its work. A Records Management System is used to classify, store, access and manage a broad range of electronic and hard copy documents.

Document types include:

- Policy, procedures and standards;
- Strategies and plans;
- Reports;
- Registers;
- Correspondence;
- Applications and licences;
- Meeting records;
- Financial records;
- Audio visual material.

The Mallee CMA's website, and specifically the sitemap, outlines the areas of work that we undertake and in which areas documents would be created.

Please note, the resource locations and content presented within this Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Members of the public can also write directly to the Mallee CMA seeking information on any aspect of its operations. Correspondence can be addressed to either the Chief Executive or the manager of the relevant business unit.

Mallee Catchment Management Authority

Post: PO Box 5017, Mildura, 3502

Phone: 03 5051 4377

Email: reception@malleecma.com.au

Other sections of the Part II Statement

Statement 1: Organisation and function

Statement 3: FOI arrangements

Statement 4: Publications

Statement 5: Policies and procedures

Statement 6: Report Literature.

The [FOI Online website](#) contains further information to help you access government documents.

FOI (Victorian government) contact details

Freedom of Information

GPO Box 4356

Melbourne VIC 3001

Tel: 03 8684 0063

Email: enquiry@foi.vic.gov.au

Freedom of Information Statement 3: FOI arrangements

Under the *Freedom of Information Act 1982* members of the public have the right to request information and access documents about their personal affairs and the activities of the Authority.

A Freedom of Information (FOI) request needs to be made in writing to the agency that holds the documents being requested. Requests for documents in the possession of the Mallee CMA should be addressed to:

Freedom of Information – Principal Officer, Manager Corporate Services
PO Box 5017
Mildura VIC 3502

Online FOI request lodgement and further information about how to make a request can be found at www.foi.vic.gov.au. Telephone enquiries can be made on 03 5051 4377.

Information relating to how to make a request and how the Authority receives and processes FOI requests can be found in the Mallee CMA [FOI Procedure](#). The latest Mallee CMA [Annual Report](#) contains up to date information on fees and charges.

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Members of the public can also write directly to the Mallee CMA seeking information on any aspect of its operations. Correspondence can be addressed to either the Chief Executive or the manager of the relevant business unit.

Mallee Catchment Management Authority
Post: PO Box 5017, Mildura, 3502
Phone: 03 5051 4377
Email: reception@malleecma.com.au

Other sections of the Part II Statement

Statement 1: Organisation and function

Statement 2: Categories of documents

Statement 4: Publications

Statement 5: Policies and procedures

Statement 6: Report Literature.

The [FOI Online website](#) contains further information to help you access government documents.

FOI (Victorian government) contact details

Freedom of Information
GPO Box 4356
Melbourne VIC 3001
Tel: 03 8684 0063
Email: enquiry@foi.vic.gov.au

Freedom of Information Statement 4: Publications

The Authority and its associated agencies produce a wide range of publications, many of which can be accessed on the publications section of this website. In some cases, it is not possible to supply the publication as a download. If this is the case, details are provided about alternate means of obtaining a copy of the publication.

Information specified by Financial Reporting Direction 22B is retained by the Authority's Accountable Officer and is made available on request to relevant Ministers, Members of Parliament and the public (subject to FOI requirements, if applicable).

Enquiries should be directed to:

Manager Corporate Services
Mallee CMA
PO Box 5017
Mildura VIC 3502

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Publications produced by the Authority and partner agencies	Resources - Publications
List of additional information available on request	Current Mallee CMA Annual Report

Other sections of the Part II Statement

- Statement 1: Organisation and function
- Statement 2: Categories of documents
- Statement 3: FOI arrangements
- Statement 5: Policies and procedures
- Statement 6: Report Literature.

The [FOI Online website](#) contains further information to help you access government documents.

FOI (Victorian government) contact details

Freedom of Information
GPO Box 4356
Melbourne VIC 3001
Tel: 03 8684 0063
Email: enquiry@foi.vic.gov.au

Freedom of Information Statement 5: Policies and procedures

This section highlights a few of the many instances in which the Authority publishes policies and procedures online.

Types of information that can be found on this site include:

- Corporate documents
- Strategies and Plans
- Statements and guidelines concerning grants or incentive schemes.

If there are documents of this nature that are not currently available online, requests can be submitted directly to the relevant Authority business unit. Contact details are listed within contact us page.

Examples are listed below.

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Acts relevant to the Mallee CMA	Appendix 1 of the current Mallee CMA Annual Report
Protected Disclosures Procedures	Protected Disclosures Policy

Other sections of the Part II Statement

- Statement 1: Organisation and function
- Statement 2: Categories of documents
- Statement 4: Publications
- Statement 5: Policies and procedures
- Statement 6: Report Literature.

The [FOI Online website](#) contains further information to help you access government documents.

FOI (Victorian government) contact details

Freedom of Information
GPO Box 4356
Melbourne VIC 3001
Tel: 03 8684 0063
Email: enquiry@foi.vic.gov.au

Freedom of Information Statement 6: Report literature

This section illustrates examples of where the Authority publishes final reports and records of decisions relating to policy.

Information specified by Financial Reporting Direction 22B is retained by the Authority's Accountable Officer and is made available on request to relevant Ministers, Members of Parliament and the public (subject to FOI requirements, if applicable).

Enquiries should be directed to:

Manager Corporate Services

Mallee CMA

PO BOX 5017

Mildura VIC 3502

Examples are listed below.

Please note, the resource locations and content presented within the overall Part II Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

If searching for a specific topic, more thorough results may be obtained by conducting a full search of this site or by contacting the relevant business areas directly.

Category/Topic	Resource Location
Details of major research and development Activities undertaken by the Mallee CMA	Current Mallee CMA Annual Report
Reports and Policy-related publications	Protected Disclosures Policy

Other sections of the Part II Statement

Statement 1: Organisation and function

Statement 2: Categories of documents

Statement 3: FOI arrangements

Statement 4: Publications

Statement 5: Policies and procedures

The [FOI Online website](#) contains further information to help you access government documents.

FOI (Victorian government) contact details

Freedom of Information

GPO Box 4356

Melbourne VIC 3001

Tel: 03 8684 0063

Email: enquiry@foi.vic.gov.au