

FOI Annual Report Electronic Data Collection 2025/26 Report Overview		
ITEM ON SURVEY FORM	DATA	EXPLANATION
Step 1 – Agency details		
Agency Name		
Street Address		
Address		This information will be displayed as your agency's details on the Information Commissioner's website (www.ovic.vic.gov.au).
Suburb		
State		
Postcode		
Postal Address		
Address		This information will be displayed as your agency's details on the Information Commissioner's website (www.ovic.vic.gov.au).
Suburb		
State		
Postcode		
Telephone		
Fax		
Generic FOI Email address		
Website		
Reason		If any of your agency details on the screen were corrected you are required to tell us what was changed (e.g. telephone number, agency name etc), so we can keep a record of your changes.
Step 2 – FOI Officer and Principal Officer details		
FOI Officer details		
FOI Officer Name		Personal information is collected to fulfill the Information Commissioner's annual reporting requirements as set out in section 64 of the FOI Act. Any personal information provided will be handled in line with OVIC's Privacy Policy and OVIC's Collection Notice.
Job Title		
Telephone		
Fax		
Email Address		
Is this a consolidated return covering more than one agency?		Generally, each agency should complete a separate return, however in some instances, agencies prefer to aggregate results from more than one agency where they process requests for them. This is not appropriate in all cases and guidance should be sought from the Information Commissioner.
If yes, please provide a list of agencies included in this return below:		
Principal Officer Details		
Please provide details of your agency's Principal Officer. Details that should be included are title, full name and role title.		For assistance in identifying your principal officer please refer to section 5 of the <i>Freedom of Information Act 1982 (the Act)</i> .
Step 3 – Agency information required under the Act		
Specification Notices		
How many notices (if any) were issued by the principal officer under section 12(1) of the Act?		Specification notices are not the same as FOI requests. They relate to the requirement on agencies to make available to the public a document which sets out, amongst other things, the types of documents held by an agency (often referred to as a Part II Statement). A specification notice under section 12(1) of the Act may be served on the principal officer of an agency, other than a council or Gellung Warl, if a person believes a document not specified in the Part II Statement should have been specified.
How many times (if any) was the principal officer's decision under section 12 of the Act adverse to the person's claim?		
Disciplinary Action		
Please provide details of any disciplinary action taken against any officer in respect of the administration of the Act.		
Step 4 – Agency information Required Under the Act		
The Spirit (Object) of the Act		
Has your agency released information proactively outside the FOI process?		Proactive release of information is where an agency makes information or a document available to the public without an individual making a request.
If yes, please provide examples of what type of information was released this way and the method/s used.		Examples include publishing/releasing information on: • your agency's website • platforms e.g. Buying for Victoria, DataVic, public registers
Has this resulted in a decrease in FOI requests?		
Has your agency released information informally outside the FOI process?		Informal release of information (administrative release) is where an agency releases information outside the FOI Act after receiving an information access request.
If yes, please provide examples of what type of information was released this way and the method/s used.		Informal release may involve an agency providing access to a copy of a requested document without processing the request under the Act. It may also involve an agency communicating requested information over the telephone or by email in response to an enquiry.
		An agency may also provide access to information under an informal or statutory release scheme.
Has this resulted in a decrease in FOI requests?		
Does your agency have an internal policy or procedure in support of the proactive and/or informal release of information?		

Please provide details of any other efforts by your agency to comply with the spirit and intention of the Act. These may relate to directly the administration of the Act or to broader policy arrangements intended to be consistent with the spirit and intention of the Act.		
Part II Statement		
Did your agency review and/or update its published statement in accordance with section 7 of the Act?		
Step 5 – Your agency's interactions with OVIC		
Did your agency contact OVIC for FOI-related advice or guidance?		
If yes, do you have any comments about whether OVIC's interaction with your agency promoted understanding and acceptance of the Act and its objectives?		
Do you have any suggestions about additional OVIC guidance or resources that would assist your agency?		
Step 6 – Agency performance information / nil returns		
Administrative difficulties		
Has your agency encountered any difficulties related to staffing and costs in the administration of the Act?		
If yes, please provide details		
Are there any other operational problems that have arisen in your agency's application of the Act? If so, please provide a brief description or example		
NIL Return		
Is this a Nil return?		
If your agency received one or more FOI requests in this reporting period (2025/2026) or made a decision(s) on requests not finalised in the last reporting period (i.e. on hand as at 30 June 2025), please select No.		
If yes, please provide reason/s for lodging a nil return if your agency reported having outstanding matters in the previous reporting period.		
Your Details		
Name		This section collects details of the person completing the return for administrative purposes.
Job Title		
Telephone		
Fax		
Email address		
Step 7 – Requests received by your agency in the period 1 July 2025 to 30 June 2026		
Number of personal requests received		This section focuses on the number of personal and non-personal requests received by your agency. Only requests that are clearly made as FOI requests and valid are to be counted. Under section 17 of the Act, a request becomes valid only at the time that it meets all of the following criteria: - It is in writing, - The required application fee is paid OR the application fee is waived, - It is sufficiently clear to enable the relevant documents to be identified. Requests to be counted in this step are those which meet the following conditions regardless of whether processing was completed during the survey period: - Valid and received in the period 1 July 2025 to 30 June 2026. OR Received before 1 July 2025 but only became valid in the period 1 July 2025 to 30 June 2026. AND - Not transferred to another agency (These are counted by the agencies receiving the transfers).
Number of non-personal requests received		
Total number of requests received		
How many of these requests were transferred to your agency from another agency?		
Number of requests transferred by your agency to another agency		
Total amount of application fees collected and retained for requests transferred to another agency		
Step 8 – Outcomes of Requests		
Outcomes of requests received in the period 1 July 2025 to 30 June 2026		
Access granted in full (no exempt material)		
Access granted in part (some exempt material)		
Access denied in full (all material exempt)		
Other:		
Withdrawn		In the 'Other' Section, include requests which are withdrawn by the applicant; were not proceeded with, (e.g., a deposit was requested but not received); where the Act does not apply (e.g. court documents, documents available to public for a fee, documents that predate the Act); where the application is not processed (e.g.
Not proceeded with		
Act does not apply		
Not processed		

No documents		repeated requests); where no documents were found or documents were provided outside the Act; or the request was not finalised at 30 June 2026.
Outside the Act		
Not yet finalised		
Outcomes of requests outstanding from previous reporting period		
Access granted in full (no exempt material)		
Access granted in part (some exempt material)		
Access denied in full (all material exempt)		
Other:		
Withdrawn		In the 'Other' Section, include requests which are withdrawn by the applicant; were not proceeded with, (e.g., a deposit was requested but not received); where the Act does not apply (e.g. court documents, documents available to public for a fee, documents that predate the Act); where the application is not processed (e.g. repeated requests); where no documents were found or documents were provided outside the Act; or the request was not finalised at 30 June 2026.
Not proceeded with		
Act does not apply		
Not processed		
No documents		
Outside the Act		
Not yet finalised		
Total number of requests reported outstanding in last year's report		This information is provided from the data provided by your agency in last year's return and is provided to assist you in accurately preparing this year's return.
If the total outcomes of requests outstanding from previous reporting period is different from the total number of requests reported as outstanding in last year's report, please explain why		
Step 9 – VCAT Decisions on Appeals/Reviews arising from your decisions on access		
Appeals lodged 01/07/2025 - 30/06/2026		
Outcomes of VCAT Appeals/Reviews received in the period 1 July 2025 – 30 June 2026		
VCAT confirmed agency decision		"VCAT confirmed agency decision" should include appeals where VCAT affirmed an agency's decision as well as appeals struck out for any reason or dismissed. DO NOT INCLUDE any VCAT appeal applications made by your agency for a review of a decision made by the Information Commissioner or Assistant FOI Commissioner or Deputy Public Access Commissioner.
VCAT varied agency decision		
VCAT overturned agency decision		
Other:		
Withdrawn		In the 'Other' section include requests which were withdrawn by the applicant, were set led prior to hearing or were not finalised at 30 June 2026.
Settled prior to hearing		
Unable to classify		
Not yet finalised		
VCAT Decisions on Appeals/Reviews outstanding at the end of the previous reporting period		
VCAT confirmed agency decision		"VCAT confirmed agency decision" should include appeals where VCAT affirmed an agency's decision as well as appeals struck out for any reason or dismissed.
VCAT varied agency decision		
VCAT overturned agency decision		
Other:		
Withdrawn		In the 'Other' section include requests which were withdrawn by the applicant, were set led prior to hearing or were not finalised at 30 June 2026.
Settled prior to hearing		
Unable to classify		
Not yet finalised		
If the total number of VCAT Appeals reported outstanding from the previous reporting period is different from the total number of VCAT Appeals reported as outstanding in last year's reports, please explain why		
Unable to classify		
Please provide details of "Unable to classify" outcomes so we can decide how they are classified.		
Step 10 – Exemptions/Sections applied by your agency		
Original Decision	Example: s.30(1) was used in 1 request(s) s.33(1) was used in 1 request(s)	This step asks for the number of requests in which each exemption provision was applied for all access decisions made in the period 1 July 2025 to 30 June 2026 regardless of when the requests were actually received. Exemptions should be counted once for each decision in which they were applied, even if they were applied more than once in any particular decision. For example, if section 33(1) was applied in decisions on 12 requests, then the number for section 33(1) will be 12. Even if section 33(1) was applied many times within each decision, the number to be reported would still be 12.
VCAT Appeal/Review		
Step 11 – Names and titles of decision makers		

FOI decision makers	Name (Job Title) [Full - Part - Denied] e.g. [10 - 6 - 1]	This section seeks details of all FOI decision makers who made decisions for your agency in the period 1 July 2025 to 30 June 2026 with details of the decisions they made (full access, part access and denied in full). Please provide the names of each decision maker and then type in the number of decisions made where access was granted in full (Full), the number of decisions made where access was granted in part (Part) and the number of decisions where access was denied in full (Denied).
Step 12 – Fees and Charges collected by your agency		
Application Fees collected \$		'Fees' refers to the application fee. To be valid, a request should be accompanied by an application fee or a decision made to waive or reduce the fee (agencies can waive or reduce this fee if satisfied that the applicant is suffering hardship). If you did not collect a fee but processed the request, then you are deemed to have waived the fee. Do not include any access charges collected/waived in these totals. USE THIS FORMULA TO CHECK YOUR INPUT: [Application Fees collected + Application Fees waived] = [Total number of requests received (Step 7) less requests transferred into your agency from other agencies (Step 7)] x \$33.60 + Fees collected for requests transferred to another agency 'Charges' refers to other amounts charged to the applicant, for example, photocopying charges, supervision charges, search and retrieval charges but does not include application fees. These charges are set out in the Freedom of Information (Access Charges) Regulations 2025. Do not include the application fees collected/waived in these totals.
Application Fees waived \$		
Charges collected \$		
Charges waived \$		
Step 13 – Changing FOI patterns		
Has there been a significant change in the number of requests received in 2025/2026 compared to 2024/2025? If so, can you indicate why?		For example, is the increase or decrease in the requests due to a particular topical event, incident, announcement or project, or an increase in requests by particular groups (e.g. community groups, businesses, Members of Parliament, staff, client groups), or multiple requests by an individual? (e.g. multiple requests by a particular applicant/s)
Step 14 – Factors impacting your agency's workload		
Application fee was not paid.		To identify the workload not captured by other sections in this survey, please indicate how many FOI applications were received by your agency in 2025/2026 which were abandoned by the applicant or were satisfied outside the terms of the Act?
Sufficient evidence in support of waiver/reduction was not provided.		
Terms of FOI request were not clear enough as per section 17(2) of the Act.		
Documents provided outside the FOI process or request satisfied outside FOI process.		
Access charges not paid (processed documents not collected).		
Documents processed and made available for inspection; however applicant never contacted your agency to arrange inspection or inspection never took place.		
Step 15 – Response Times – Timeliness of your agency's decision making		
How many decisions were made within the requirements of section 21 of the Act?		This section focuses on the time limit within which formal requests are decided by agencies or Ministers. Section 21 of the FOI Act requires an agency or Minister to take all reasonable steps to enable an applicant to be notified of a decision on a request as soon as practicable but in any case not later than 30 days after the day on which the request is received, unless the period is extended. The period may be extended if consultation is required under sections 29, 29A, 31, 31A, 33, 34 or 35 of the FOI Act or if the applicant agrees to extend the period.
Of the decisions made outside of the requirements of section 21 of the Act, how many were less than 46 days overdue?		
Of the decisions made outside of the requirements of section 21 of the FOI Act, how many were between 46 and 99 days overdue?		
Of the decisions made outside of the requirements of section 21 of the FOI Act, how many were 100 days or more overdue?		
What was the longest period of delay (in days) for the most overdue request finalised during the financial year?		
In general, where your agency was unable to make its decision within the requirements of section 21, which of these factors has been a minor, medium or major impact on decision making timeliness? Only respond to factors which applied to your agency.		
Request turned out to be larger than initially envisaged.		
Request initially interpreted the wrong way and it only became clearer in the later stages what type of documents the applicant wanted.		
There was a large volume of other FOI requests being processed by your agency at the time.		
Delays in relevant areas of agency providing documents or responses to FOI Officer.		
Request complexity.		
Delays in the applicant responding to your agency's attempts to clarify or confirm aspects of their request.		
Extensive consultation with impacted third parties.		
Delays in noting or internal endorsement processes.		

Other (please explain)		
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