

Freedom of Information Part II Statement

We aim to make our information and documents easily accessible to members of the public. The statements listed here outline the functions of the Mallee Catchment Management Authority (CMA) and provide a non-exhaustive list of the types of information and documents we hold in relation to our functions.

Statement 1: Organisation and functions

The Mallee CMA's primary responsibility is to ensure that natural resources in the region are managed in an integrated and ecologically sustainable way. We are 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 was established in 1997 by the Victorian Government under the *Catchment and Land Protection Act 1994*. Mallee CMA also has statutory functions under Part 10 of the *Water Act 1989*.

You can also review the following pages which provide further information about our functions:

- [Who we are](#)
- [Our Structure](#)
- [What we do](#)

Statement 2: Categories of documents

Mallee CMA creates and stores a broad range of electronic and hard copy documents.

Document types

The types of documents that we have in our possession include:

- policies, procedures and plans;
- reports;
- correspondence;
- meeting minutes and records;
- financial records;
- contracts;
- training and education material;
- employee records;
- operational records;
- images and videos;
- registers.

Document categories

Documents are organised under the following categories:

- Operational and project management;
- Communication;
- Strategic Planning and Reporting;
- Governance and Compliance;
- Corporate Services and Administration;
- Financial Management;
- Human Resources;
- Quality Management System;
- Occupational, Health, Safety and Wellbeing;
- Training and education.

Statement 3: FOI arrangements

Accessing your information

The *Freedom of Information Act 1982* (Vic) (FOI Act) provides you with the right to request access to documents held by the Mallee CMA.

The object of the Act is to extend as far as possible the right of the community to access information in the possession of the Government and other bodies constituted under the law of Victoria.

Please note that under section 6AA of the FOI Act you cannot apply for access to a document that is the subject of, or discloses information that relates to a review under Part IV of the FOI Act, a complaint under Part VIA of the FOI Act, or an investigation.

Before you make a request for access

You are encouraged to check if the information or document you are seeking is already publicly available such as in our annual report, policies and procedures, resources, or via www.data.vic.gov.au.

Where you cannot find the information or document you are seeking, we encourage you to contact us on 03 5001 8600 and ask if the information or document you are seeking is available or can be provided to you. In many instances we will be able to provide you with the information you are seeking without requiring you to make a formal request for access.

Making a request for access

A request must be made in writing or by completing the [FOI Application Form](#), clearly describing the information or document you are seeking access to. If we cannot identify the information or documents you are seeking access to we will contact you to clarify your request.

A formal written request for access, or completed form can be emailed to:

Mallee Catchment Management Authority

Freedom of Information - Principal Officer, Meagan Crozier

Mail: PO Box 5017, Mildura, 3502

Email: foi@malleecma.com.au.

Alternatively, you can apply online at the Office of the Victorian Information Commissioner (OVIC) ([Link: Make a freedom of information request](#)). The [OVIC website](#) contains guidance and resources for the public to help you understand your information access rights under the FOI Act.

Processing your request

Once we understand what information or document you are seeking, we will process your request and provide you with a decision as soon as possible but no later than 30 days. Note that we may extend the 30-day period by up to an additional 15 days if consultation with third parties is required.

Mallee CMA decision

Mallee CMA may decide to release the document you requested in full, in part, or deny access in full. If you are not satisfied with the Mallee CMA's decision on your request then you may apply to OVIC for a review of the decision. For more information see [OVIC - Apply for a review](#).

Statement 4: Publications

The Mallee CMA produces a number of publications which can be accessed and downloaded from our website.

You can search our resources which includes newsletters, fact sheets, educational tools, regional strategies, templates, reports and other tools.

If you need assistance finding a publication please contact us.

We also publish a monthly newsletter with freedom of information, privacy, and data protection news and updates.

Policies and procedures

We publish a range of material on our website that provides guidance about the conduct of reviews and handling of complaints, as well as your rights, privileges and obligations under the *Freedom of information Act 1982* and the *Privacy and Data Protection Act 2014*.

We have a range of policies and procedures that govern our daily operations and support the administrative functions of the Mallee CMA. These include:

- Gifts, Benefits and Hospitality Policy;
- Privacy Policy;
- Purchasing and Procurement Policy;
- Purchasing Card Policy;
- Fraud, Corruption and Other Losses Prevention and Management Policy;
- Conflict of Interest Policy;
- Risk Management Policy;
- Media and Communications Policy;
- Information Security Management Framework and Policy;
- Travel Policy;
- Public Interest Disclosures Policy & Procedure;
- Occupational Health Safety and Welfare (OHS&W) Policy.

Statement 5: Report literature

Mallee CMA publishes an annual report each year. These reports can be viewed and downloaded from [Resources at Mallee CMA.com.au](https://www.mallee.com.au/resources).