

FOI Information Statement Box Hill Institute Group

The six separate statements below detail:

- What kinds of information held by Box Hill Institute and the CAE (collectively “the Institute”) the public can access
- How members of the public can access information held by Box Hill Institute and CAE
- When personal information can be accessed by the person who is the subject of that information

Statement 1: Organisations and functions

Box Hill Institute is a leading Victorian vocational and higher education provider.

CAE is an Adult Education Institution, providing learning to the Victorian community through a wide range of programs and services.

Statement 2: Categories of documents

A significant amount of information is published on our websites and in other publications. The most effective way of identifying whether either entity holds the information you seek is to carry out a “site search” of our websites www.boxhill.edu.au and www.cae.edu.au.

Published documents available on these websites include:

- Detailed Annual Reports with a summary of the functions and activities of the organisation including comprehensive Financial Statements
- Strategic directions and major project related information documents
- Policies and Procedures relating to core functions
- Substantive data on educational and program outcomes.

Where corporate information is not published on our website but is available for public inspection, we will whenever possible make available documents for inspection on at the Institute’s or CAE’s main campus.

Information that is subject to one or more of the exemptions under the Freedom of Information Act 1982 (*Vic*) (FOI Act) will not be released.

Where you are seeking information about the personal affairs of a person and you are that person, you may request access to your personnel file or student record without a formal FOI request – refer to the BHI and CAE [Personal Information & Data Privacy Collection Notice](#). Access to other personal information may be granted subject to exemptions under the FOI Act. The Institute’s FOI Officer can assist with identifying the means of access to this information foi@boxhill.edu.au.

Where you have made a request to inspect documents and that request, or a part of the request, is refused by the Institute, you may make a formal FOI Request as outlined in Statement 3.

Statement 3: FOI arrangements

The FOI Act gives you the right to request documents held by: Ministers, State government departments, local councils, most semi-government agencies and statutory authorities, public hospitals, universities, TAFE colleges and schools.

The FOI Act gives you the right to apply for access to documents that are held by the Institute about your personal affairs and the activities of the Institute and to request that incorrect or misleading information held by the Institute about you be amended or removed.

The Institute's Freedom of Information Officer is authorised to make decisions about access to documents under the FOI Act. Costs may apply.

You have a right to apply for access to documents that are held by the Institute which include:

- Documents created by the agency.
- Documents supplied to the agency by an external organisation or individual.

You can apply for access to:

- Documents about your personal affairs, regardless of the age of the documents.
- Documents of a non-personal nature, not older than 5 July 1978.
- Documents can include a broad range of media including maps, films, microfiche, photographs, computer printouts, emails, computer discs, tape recordings and videotapes.

You may ask for a copy of the document, or you may request access to the document, for example, to see a film or to get a transcript of a tape recording. Costs may apply.

Access to many categories of documents is provided outside of the FOI process. If you are considering making an application for access to documents through the FOI process you should first contact the Institute's FOI Officer to find out whether the documents are available outside of that process.

Documents that you might be able to obtain without an FOI application include those containing:

- Your own personal information, such as personnel records.
- Information which is available publicly, such as on a public register.
- Information which is available for purchase (e.g. criminal record check).
- If you need documents for a court case or some type of litigation, speak to your legal advisor about other processes for accessing those documents.

Request Processing

Once the Institute receives your request, the FOI Officer will review it to make sure that all the necessary information has been included and the documents you are requesting have been clearly identified. The Institute will write to you if any further information is required.

When your request has been processed, you will be sent a letter with the Institute's decision. The Institute will decide to either:

- Release all the documents you requested
- Release part of the documents you requested
- Release none of the documents you requested

The FOI Act requires the Institute to complete your request within 45 days from the date that it was received. This time limit only applies if your request is sufficiently clear for the officer to process it and the application fee has been paid or waived. The Institute may not identify any relevant documents. If this happens, the Institute must notify you within 45 days of the date they received your request.

If you are unhappy with the decision or the way your request is being handled, see Complaints (below). For further information on the application process, associated costs, how requests are processed, and appeals please refer to the Victorian Government FOI Website.

Applications should be made on the BHI Group [Freedom of Information Request Form](#), with a cheque for the application fee attached should be addressed to:

Freedom of Information Officer
Directorate Office
Box Hill Institute
Elgar Campus, 465 Elgar Road
Box Hill, VIC, 3128

Requests for review of decisions made by agencies under the FOI Act are carried out by the Freedom of Information Commissioner.

Complaints

Many problems can be resolved quickly by contacting us to discuss your concerns. You can also resolve particular problems more formally.

If you are not satisfied with the initial decision or if you do not understand the decision, you can contact us to discuss your concerns. If you believe that the decision is wrong, then in most cases, you will have a right of review by the Freedom of Information Commissioner.

If the decision maker was the principal officer, you would need to apply to VCAT for a review of the decision (the Principal Officer is usually the Chief Executive Officer of the agency concerned).

Your decision letter should tell you how to apply for a review by the Freedom of Information Commissioner or to appeal to VCAT.

If the initial decision is taking too long and you do not receive a response within 45 days you can:

- Complain to the Freedom of Information Commissioner - see www.foicommisioner.vic.gov.au.
You may contact the FOI Commissioner's office on (1300 842 364).
- Apply to the Victorian Civil & Administrative Tribunal (VCAT). VCAT will review the case on the assumption that the agency has refused access to the documents. This is called a 'deemed refusal'. There is no application fee for this type of application.

Statement 4: Publications

Please see Statement 2 above for the types of publications available and the means by which access to them can be made. Our website is the most effective place to start www.boxhill.edu.au.

For CAE go to www.cae.edu.au.

Statement 5: Rules, policies and procedures

Box Hill Institute and CAE must comply with certain legislative, regulatory and policy frameworks and publishes related policies, procedures and documents. To identify these compliance functions, you should use the "site search" function on our website <http://www.boxhill.edu.au>. For CAE go to www.cae.edu.au

Statement 6: Report literature

Annual Reports give detailed information about the functions and activities of the organisation, including comprehensive Financial Statements. For other reports, and for specific subject matters, you can carry out a site search on our website <http://www.boxhill.edu.au> or www.cae.edu.au.

Requests for further corporate information sought can be directed to the FOI officer by email: foi@boxhill.edu.au