

## Making a Freedom of Information (FOI) Request

The *Freedom of Information Act 1982 (Vic)* gives people the right to request access to documents held by Ports Victoria.

### Before making a request

Before making a Freedom of Information (FOI) request, applicants are encouraged to contact Ports Victoria's FOI Officer to discuss the information they are seeking. In some cases, the information may already be publicly available, or there may be another way to access it. A discussion can also help applicants clearly define their request and identify the documents they wish to obtain.

### How to make a valid request

To be valid, a request must:

- be made in writing
- provide enough detail to identify the documents requested
- include the application fee or request a waiver due to hardship.

The application fee is \$34.50 (from 1 July 2026).

### Submitting a request

FOI requests can be submitted by email or post.

**Email:** [foi@ports.vic.gov.au](mailto:foi@ports.vic.gov.au)

**Post:** Freedom of Information Officer  
Ports Victoria  
GPO Box 1135  
GEELONG VIC 3220

### Requesting a fee waiver

Applicants may ask for the application fee to be waived or reduced if payment would cause financial hardship. Supporting information should be provided where possible.

### How requests are processed

Ports Victoria will assess the request and respond within 30 days, unless an extension of time is permitted under the Act.

### Access charges

Additional charges may apply for searching for, retrieving and providing access to documents. Applicants will be advised if any access charges apply before the request is processed further.

## Privacy Collection Statement

Ports Victoria is committed to protecting your privacy. The following Privacy Collection Statement explains how the personal information collected on the FOI application form will be managed.

*Ports Victoria collects the personal information requested in this form for the purpose of processing and responding to your Freedom of Information (FOI) request under the Freedom of Information Act 1982 (Vic).*

*Your personal information will be used by authorised Ports Victoria employees and may be disclosed to other persons or organisations where necessary to process your request, where required or authorised by law, or in accordance with the Freedom of Information Act 1982 (Vic).*

*Ports Victoria manages personal information in accordance with the Privacy and Data Protection Act 2014 (Vic). You may request access to, or correction of, your personal information by contacting Ports Victoria's Privacy Officer at [privacy@ports.vic.gov.au](mailto:privacy@ports.vic.gov.au). For more information about how Ports Victoria handles personal information, refer to the Ports Victoria Privacy Policy.*

## Application form

See the attached form on the next page. You are free to use this form or use the details required to process your request via email or letter.

## Freedom of Information application form

<b>Full Name:</b>	
<b>Organisation:</b>	
<b>Email:</b>	
<b>Contact Number(s):</b>	
<b>Postal Address*:</b>	<i>*Only complete if requesting correspondence via post</i>

Preferred access method:

- Email (receive electronically)
- Post (receive hard copy)
- Inspection

Do you need an interpreter?  Yes or  No

Describe the documents requested:

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### PRIVACY COLLECTION STATEMENT

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_